

Log In and Navigation

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[Access the Login Screen](#)

1. Log in to the Employee Development Center here: <https://nebraska.csod.com>.
2. Your username is one of the following:
 - Your work email address.
 - Your Payroll & Financial Center username.
 - Your employee ID.

If you have difficulty logging in with any of these user names, please send an email to the help desk at as.linkhelp@nebraska.gov.

3. Your default temporary password: **Password1***
4. Click **Login**. If this is your first time logging in, you will be prompted to change your password.



Change your Password

1. Hover over the gear icon in the top right hand corner of the home page and click “My Account.”
2. Click the options button on the top right, and then click “Change Password.”
3. Enter your current password.
4. Follow the instructions on the screen when entering and confirming your new password.
It might be easier to set your EDC password to match your Payroll & Financial Center password.
5. Click **Save**.

Employee Development Center Home Page

You can access training, see your upcoming training sessions, or view your inbox from your Home Page. You can also search, request, or launch training and tasks from this page.

Welcome, Chase Olson, to the State of Nebraska Employee Development Center

Transcript **Connect** **Performance Review**
Career Planning **Knowledge Bank** **Search**

Evaluations To Complete for Courses I've Taken
No Pending Evaluations

My Upcoming Sessions (click here for full list)
No Sessions Scheduled

Featured Training
General Safety Curriculum - Non Office Work
General Safety Curriculum - Office Work

My Inbox and Action Items
View transcript
(0 approved training selection(s))
(Registered for 2 training selection(s))

Training in Progress
Action
Email Test Curriculum Open Curriculum

Training Required for My Job
No Required Training

My Performance Tasks (click here for full list)
No current tasks in progress

My Interest & Waitlist Tracking
You have no waitlisted sessions.
You have not indicated interest in any events.

Training Assigned to Me (click here for full list)

	Due Date	Action
State Personnel Development Series	None	None

Training Suggested for My Enrichment
No suggested training

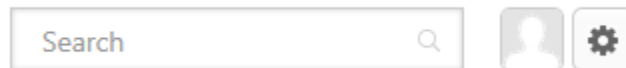
- **Search** – Type word(s) to search for training and tasks.
- **Transcript** – Your transcript.
- **Career Planning** – Your succession path.
- **Connect** – The Employee Development Center’s social media page.
- **Knowledge Bank** – Your agency’s policies and procedures, along with user guides.

- **Performance Review** – Your past and current performance evaluations.
- **Evaluations to Complete for Courses I’ve Taken** – Your pending evaluations from completed training.
- **My Inbox and Action Items** – View your transcript, announcements, postings, or approval requests.
- **My Performance Tasks** – View pending or due tasks assigned to you for performance evaluations.
- **Certifications** – Your certifications, like CPR, Basic First Aid, Medication Certification, Defensive Driving.
- **My Upcoming Sessions** – Your upcoming classes.
- **Training in Progress** – Your training that is not completed (in progress).
- **My Interest & Waitlist Tracking** – Sessions you are waitlisted for and any event you have expressed interest in.
- **Featured Training** – Courses highlighted by the Employee Development Administrative team.
- **Training Required for My Job** – Training required for your job.
- **Training Assigned to Me** – Training assigned to you.
- **Training Suggested for My Enrichment** – Training assigned to you from your development plan.

[Search the Employee Development Center](#)

You can search for training, events, curricula, knowledge bank items (known as postings), tests, online course libraries, online courses, and quick courses. There are a few ways to search for training. Begin your search in the following areas:

- **Search** field located in the upper right corner of each page.
- The **Search** button from the home page.



[Find Training](#)

1. Click the **Search** button on your Home Page, then enter your search terms and press enter.
2. Select the type of items to search using the menu on the left – some items, such as the Training items, allow you to choose sub-categories (hover the mouse over each icon to see what it means).

3. Click the training title in the search results to see additional details and/or to request or assign training.

[View your Transcript](#)

1. Every employee has a personalized transcript from which she/he can register, launch, select, withdraw, renew, and/or complete training. The transcript also displays the status of each training item that has been requested or that has been assigned.

Chase Olson My Transcript: Chase Olson

My Transcript: Chase Olson

Options ▾

Use the transcript to manage all active training.

10.58 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2015** COST **\$224.00**

Active ▾ By Date Added to Transcr... ▾ Search for training 🔍

Search Results (7)

- Email Test Event(Starts 3/13/2015)**
Due: No Due Date Status: Withdrawn **Select Session** ▾
- Email Test Curriculum**
Due: No Due Date Status: Registered **Open Curriculum** ▾

2. Check the status of each item in the transcript underneath the name.

[Register for Training](#)

1. On the Homepage, **Search** for the training you would like to access.
2. Click the **training title** to view the details of the training course.

Defensive Driving - Transportation Service Bureau 2012 (initial)
Curriculum • Administrative Services • \$12.00
★★★★★ (0)

Request **Assign**

Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need to prevent collisions and violations.

Course Objectives:

- Characteristics of defensive drivers
- Major causes of traffic accidents
- Actions to take to remain in control of driving
- What to do to control your vehicle as you drive
- Common driving errors and how to prevent them
- The collision prevention formula
- Actions to take in the event of a collision or traffic incident

3. Click **Request** to request the course.
Before you can attend or launch this training, it will need to be approved by your supervisor.

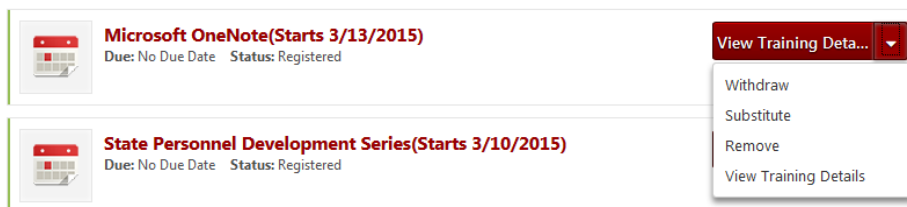
Launch an Online Course

1. Go to **Transcript** on your home page.
2. Click **Launch** next to the online course you wish to start.

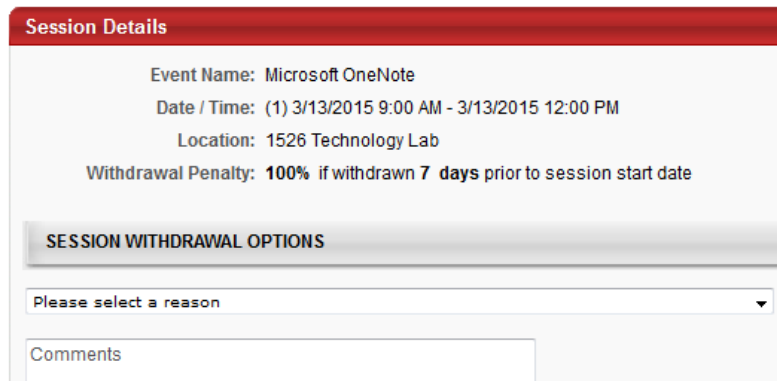
You will need to ensure that your pop-up blocker is disabled so you can launch the online course.

Withdraw from Session

1. Go to **Transcript** on your home page.
2. Click the drop-down menu arrow to the right of the course from which you would like to withdraw and choose **Withdraw**.



The screenshot shows a list of courses. The first course is "Microsoft OneNote(Starts 3/13/2015)" with a status of "Registered" and "Due: No Due Date". To its right is a dropdown menu labeled "View Training Deta..." which is open, showing options: "Withdraw", "Substitute", "Remove", and "View Training Details". The second course is "State Personnel Development Series(Starts 3/10/2015)" with a status of "Registered" and "Due: No Due Date".



The "Session Details" form for the Microsoft OneNote session includes the following information:

- Event Name: Microsoft OneNote
- Date / Time: (1) 3/13/2015 9:00 AM - 3/13/2015 12:00 PM
- Location: 1526 Technology Lab
- Withdrawal Penalty: 100% if withdrawn 7 days prior to session start date

Below the details is a section titled "SESSION WITHDRAWAL OPTIONS" containing a dropdown menu labeled "Please select a reason" and a text area labeled "Comments".

3. Select a withdrawal reason from the drop-down menu.
4. Enter any comments, if applicable.
5. Click **Submit**.

LINK Help Desk Contact

If you have questions about requesting training or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234