



LOG IN AND NAVIGATION USER GUIDE

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The Login Screen

1. Go to <http://link.ne.gov/> to locate and click the link for the Employee Development Center.
2. Your username is one of the following items:
 - Your work email address.
 - Your Payroll & Financial Center user name.
 - Your Payroll & Financial Center address book number.
 - **NOTE:** If you have problems 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**.



Employee Development Center
LINK

Welcome to the State of Nebraska
Employee Development Center

Please Sign in

Username:

Password:

LOGIN 

[Forgot Your Password?](#)

Need Customer Support?
Please email as.linkhelp@nebraska.gov

[Change your Password](#)

1. Enter your current password.
2. If prompted, follow the instructions to change your password; be sure to confirm the new password.
 - **NOTE:** It may be more convenient to set your EDC password to match your P&FC password.
3. Click **Save**.

[Enter your Work Phone Number](#)

1. Enter your work phone number using the following format: 402-555-1234.
2. Click **Submit**.

If you do not have a work phone #, please enter your manager's work phone # or an alternate contact number where you can be reached.

Phone:	<input type="text" value="402-471-3653"/>
<input type="button" value="Submit"/>	

[Welcome to the Employee Development Center Home Page](#)

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

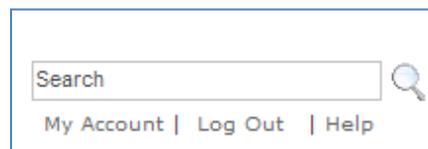
The screenshot shows the Employee Development Center Home Page. At the top left is the logo with the text "Employee Development Center". In the top right corner, there is a search bar and links for "My Account", "Log Out", and "Help". A red navigation bar contains the following menu items: HOME PAGE, LEARNING, CERTIFICATIONS, KNOWLEDGE BANK, REPORTS, MY TEAM, CONNECT, PERFORMANCE, and CAREER PLANNING. Below the navigation bar, there is a welcome message: "Welcome, John Dorian, to the State of Nebraska Employee Development Center". The main content area features several interactive buttons: Transcript, Connect, Performance Review, Career Planning, Knowledge Bank, and Search. Below these buttons are several dashboard widgets, each with a red header and a white body. The widgets are: "Evaluations To Complete for Courses I've Taken" (No Pending Evaluations), "My Upcoming Sessions (click here for full list)" (No Sessions Scheduled), "Training Required for My Job" (No Required Training), "My Inbox and Action Items" (View transcript, 0 approved training selection(s), (Registered for 0 training selection(s))), "Training in Progress" (No Training in Progress), "Training Assigned to Me (click here for full list)" (No assigned training), "My Performance Tasks (click here for full list)" (Please complete Demo 2013 Manager Annual Performance Review of Carla Espinoza Step, Due Date 3/13/2013), "My Interest & Waitlist Tracking" (You have no waitlisted sessions. You have not indicated interest in any events.), "Training Suggested for My Enrichment" (No suggested training), and "My Certifications/Designations/CE" (No Certifications).

1. **Tabs** or **pages** – modules or functionality.
2. **Search** – type in word(s) to search for training and tasks.
3. **Help** – links to online help, in case you get stuck.
4. **Transcript** – your training transcript.
5. **Career Planning** – your succession path.
6. **Connect** – the Development Center’s social media page.
7. **Knowledge Bank** – your agency’s policies and procedures, along with user guides.
8. **Performance Review** – your past and current performance evaluations.
9. **Evaluations to Complete for Courses I’ve Taken** – displays any pending evaluations from completed training.
10. **My Inbox and Action Items** – links to view your transcript, announcements, postings, or approval requests.
11. **My Performance Tasks** – displays any pending or due tasks assigned to you for performance evaluations.
12. **My Certifications/Designations/CE** – displays your certifications, like CPR, Basic First Aid, Medication Certification, or Defensive Driving.
13. **My Upcoming Sessions** – displays your upcoming classes.
14. **Training in Progress** – displays the training you have in progress and is not completed.
15. **My Interest & Waitlist Tracking** – displays sessions you are waitlisted for and any event you have expressed interest in. Event Name is clickable and displays additional information about the event and allows you to select a session from the pop-up.
16. **Training Required for My Job** – displays the training required for your job.
17. **Training Assigned to Me** – displays the training that has been assigned to you.
18. **Training Suggested for My Enrichment** – displays the training assigned to you from your development plan.

[Search for Training](#)

The search area of the Employee Development Center enables you to search for training, events, curricula, knowledge bank items (known as postings), tests, online course libraries, online courses, and quick courses. There are several ways that you can search for training. Begin your search in the following areas:

- **Search** field located in the upper right corner of each page.
- Browse for Training subjects.

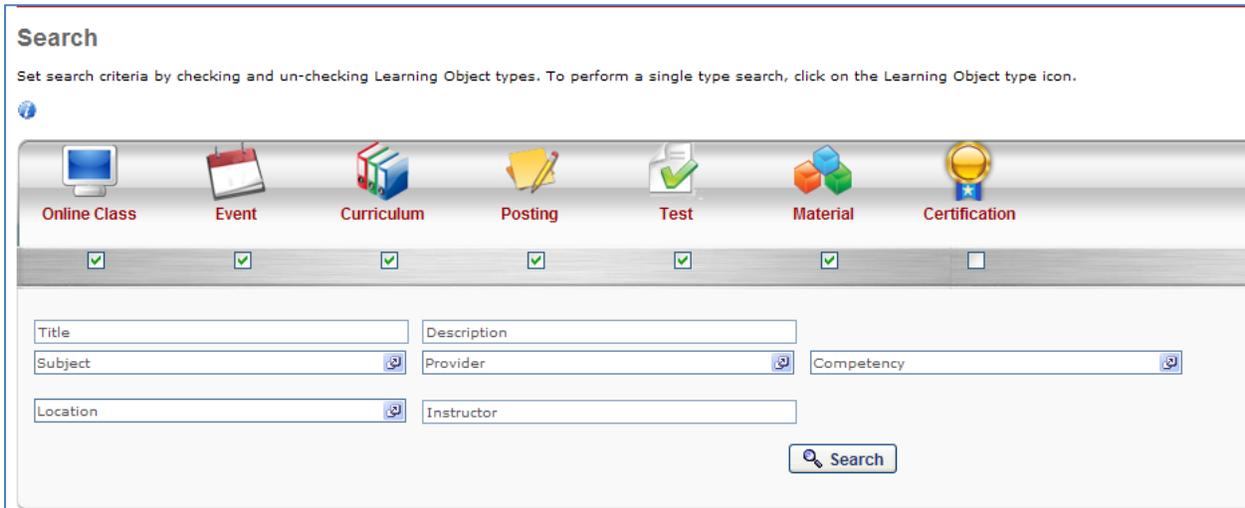


1. Enter text in the search field.
2. Click the **Search** icon or hit enter on your keyboard.

3. You can also perform a specific search by entering text in any of the fields (Title, Description, Location, Locator number, or Instructor) or select from list using the searching icon.

[Browse for Training](#)

1. Click **Search** button on your Home Page.
2. Click the browse for training subject to see training associated under that subject.
3. Click sub-subject, if applicable.

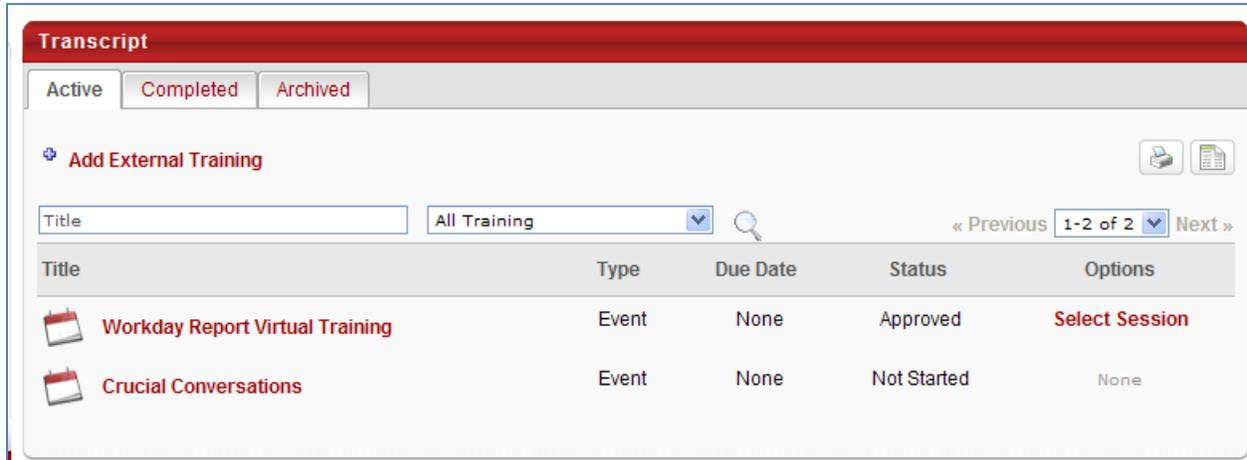


4. Click the training title in the search results to see additional details and/or to request or assign training.
5. You can use the **Sort By** functionality by clicking the radio button to sort results by Title, Type, or Provider.
6. This is a list of the **Training Type Icons** to search for training by type.

Types of Available Training, with icons	
	Online Class – A self-paced course delivered over the Web to your computer.
	Quick Course – A short course, or segment of a course, delivered through EDC and taking about 15 minutes or less.
	Event – Classroom-based training.
	Curriculum – A series of training that could include one or more types of training.
	Posting – User contribution to the Knowledge Bank. Could be a discussion, Q&A, online resource, white paper, presentation, or other document.
	Library – A bundle of Online Classes or Quick Courses.
	Test – A test conducted online; it might include various question types as well as other guidelines regarding time limit and number of re-entry or re-take opportunities.

[View your Transcript](#)

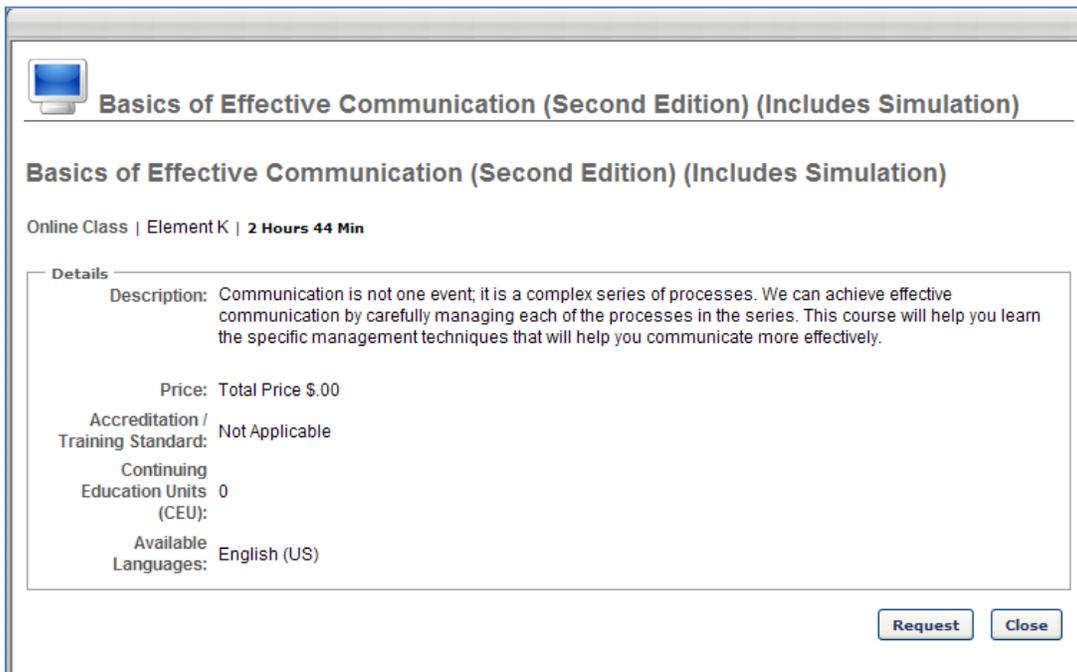
Every employee has a personalized transcript from which he/she can register, launch, select, withdraw, renew, and/or complete training. The transcript also displays the status of each training item requested by the employee or that has been assigned to him/her.



Using the **Status** column of the transcript, you can determine if your training is pending, approved, denied, etc.

[Register for Training](#)

1. Search for the training you would like to access.
2. Click the training title.



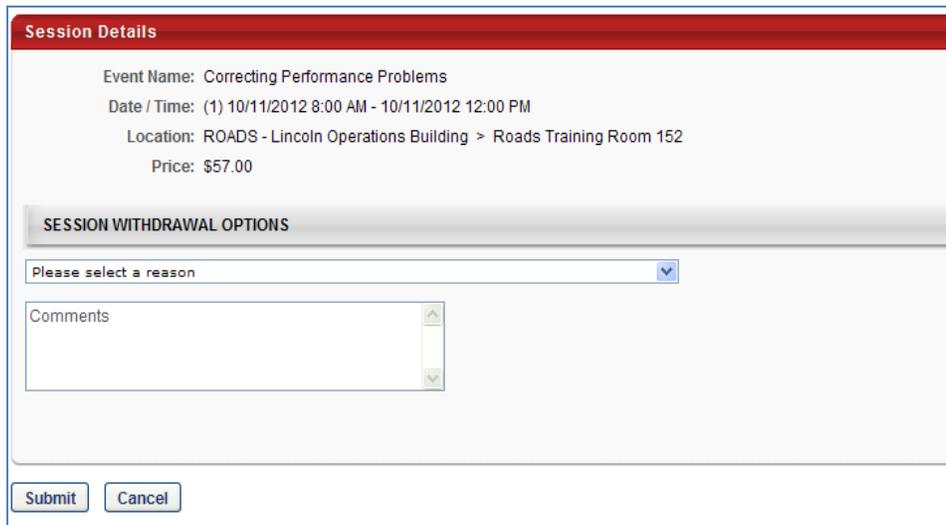
3. Click Request.
 - **NOTE:** Before you can attend or launch this training, it will need to be approved by your supervisor.

[Launch an Online Course](#)

1. Go to **Transcript** on your home page.
2. Click **Launch** next to the online course you would like to start.
 - **NOTE:** You will need to ensure that your pop-up blocker is disabled to launch the online course.

[Withdraw from Session](#)

1. Go to **Transcript** on your home page.
2. Click **Withdraw** next to the training from which you wish to withdraw.



The screenshot shows a web form titled "Session Details" with a red header. Below the header, the following information is displayed: "Event Name: Correcting Performance Problems", "Date / Time: (1) 10/11/2012 8:00 AM - 10/11/2012 12:00 PM", "Location: ROADS - Lincoln Operations Building > Roads Training Room 152", and "Price: \$57.00". Below this is a section titled "SESSION WITHDRAWAL OPTIONS". It contains a dropdown menu with the text "Please select a reason" and a downward arrow. Below the dropdown is a text area labeled "Comments" with a vertical scrollbar. At the bottom of the form are two buttons: "Submit" and "Cancel".

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

[LINK Help Desk Contact Information](#)

The LINK Help Desk provides assistance for the following programs:

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

URL: <https://ciohelpdesk.nebraska.gov/User/ContentPages/Home.aspx>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234