



Administrative Services State Budget Division  
**NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM**

## Classroom Training Sessions

**Location:** Development Center, First Nebraska Administrative Building; 1526 K Street, Lincoln, NE

**Room Capacity:** 20 spaces for laptops

**Online Registration:** State Employees use Workday Learning. Non-State user will need to create an external Workday account ([link](#)).

**Registration Step-by-Step Instructions:** [budget.nebraska.gov/das\\_budget/help/LINK\\_EDC\\_Instructions.pdf](http://budget.nebraska.gov/das_budget/help/LINK_EDC_Instructions.pdf)

**Contact for Questions:** EDC Technical Assistance – [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Class Content - Gary Bush, (402) 471-4161 email: [Gary.Bush@nebraska.gov](mailto:Gary.Bush@nebraska.gov)

### May Training Opportunities

**Tuesday, May 21, 2024:**

Capital Construction/Building Renewal Training Session – WebEx Only  
 1:00 pm – 2:00 pm

Information Technology Only Training Session – WebEx Only  
 2:30 pm – 4:30 pm

**Wednesday, May 22, 2024:**

Agency Administrator Operations Training Session #1  
 1:00 pm – 4:00 pm

**Tuesday, May 28, 2024:**

“Refresher” Operations Training Session #1  
 1:00 pm – 3:00 pm

### June Training Opportunities

**Monday, June 3, 2024:**

New User Operations Training Session #1  
 1:00 pm – 5:00 pm

**Tuesday, June 4, 2024:**

2025-2027 Budget Information Updates – WebEx Only  
 10:00 am – 12:00 pm

Operations Training Sessions:

**In-person training**

**Agency Administrator #1**

- May 22, 1 pm – 4 pm

**“Refresher” Operations #1**

- May 28, 1 pm – 3 pm

**New User Operations #1**

- June 3, 1 pm – 5 pm

**New User Operations #2**

- June 18, 1 pm – 5 pm

**WebEx training**

**“Refresher” Operations**

- June 6, 9 am – 11 am
- June 6, 1:30 pm – 3:30 pm
- June 17, 1 pm – 3 pm

**Capital Construction/Building**

**Renewal Training (WebEx Only):**

- May 21, 1 pm – 2 pm

**Information Technology Training**

(WebEx Only):

- May 21, 2:30 pm – 4:30 pm

**Budget Information Updates**

(WebEx Only):

- June 4, 10 am – 12:00 pm
- June 11, 10 am – 12:00 pm
- June 11, 2 pm – 4 pm

– June sessions continued on next page –



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### Thursday, June 6, 2024:

“Refresher” Operations Training Session #1 – **WebEx Only**  
9:00 am – 11:00 am

“Refresher” Operations Training Session #2 – **WebEx Only**  
1:30 pm – 3:30 pm

### Tuesday, June 11, 2024:

2025-2027 Budget Information Updates – **WebEx Only**  
10:00 am– 12:00 pm

2025-2027 Budget Information Updates – **WebEx Only**  
2:00 pm – 4:00 pm

### Monday, June 17, 2024:

“Refresher” Operations Training Session #3 – **WebEx Only**  
1:00 pm– 3:00 pm

### Tuesday, June 18, 2024:

New User Operations Training Session #2  
1:00 pm – 5:00 pm