



Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Instructions for using Workday Learning for Registration

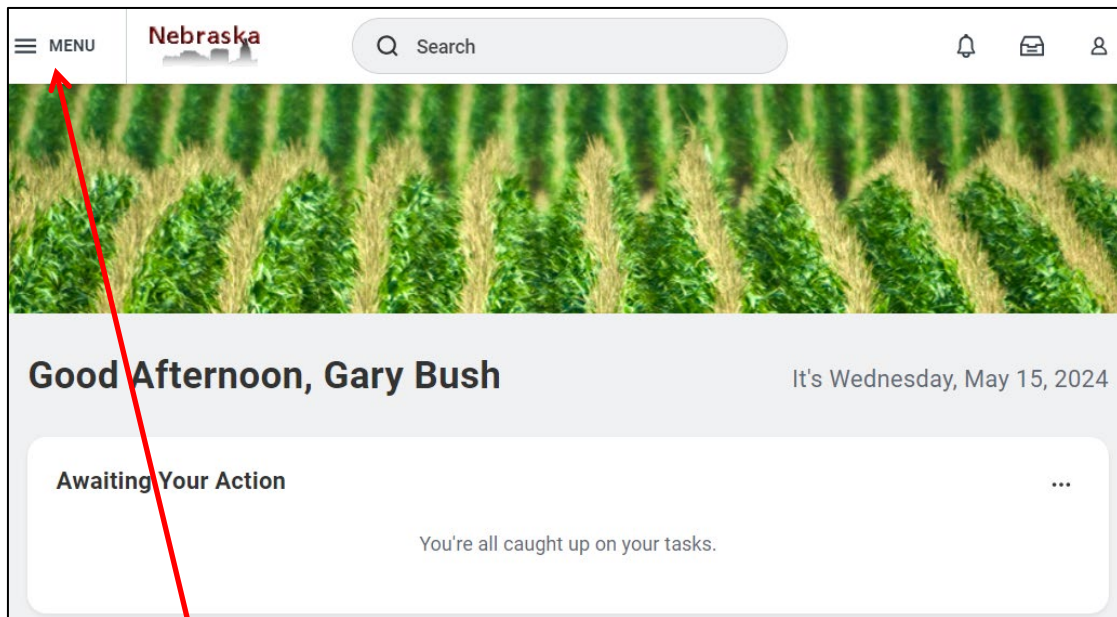
NOTE: Users who are not state employees, such as the University of Nebraska and Nebraska State College System, should [create an external Workday account \(link\)](#). Once the account is created, users may use the following instructions to search and register for desired training session(s). Contact Gary Bush at gary.bush@nebraska.gov with questions.

1. Direct your browser to link.nebraska.gov.

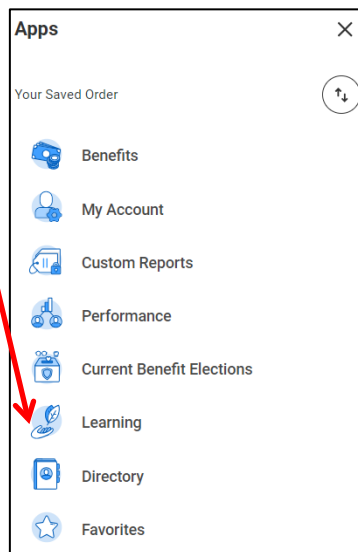
The screenshot shows the top navigation bar with links for 'Link', 'Resources', 'Administrative Services', 'Nebraska.gov', and 'Governor'. The 'NEBRASKA DEPT. OF ADMINISTRATIVE SERVICES' logo is in the top right. The main content area features a large heading '2024-2025 Open Enrollment Updates' over a background image of people on bicycles. Below the heading is a bulleted list of updates. A dark blue banner below this lists 'Important System Changes' and states 'We are now using Workday for Learning, Talent, and Recruiting'. At the bottom, a yellow banner contains three columns of links: 'Payroll & Financial Center', 'SSO Payroll & Financial Center Logon ID: firstname.lastname' (with 'Forgot Password' and 'PFC Help: 402.471.4636' below it), and 'Workday HR, Recruiting, Learning, and Talent' (with 'HR Partners: How do I...' below it). A red arrow points from the 'Workday' link to the second step of the instructions.

2. Select Workday.

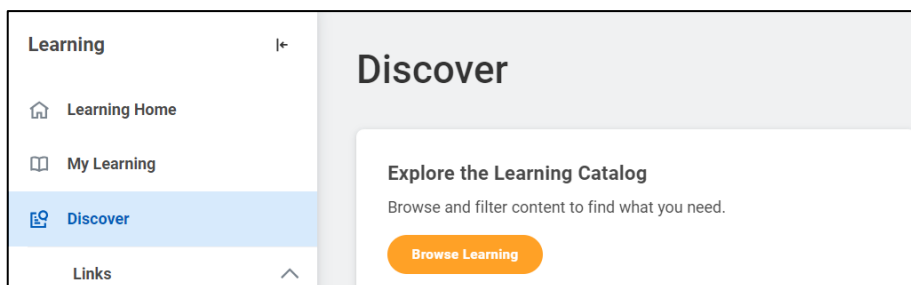
3. Login using your Workday Username and Password or @nebraska.gov email credentials. If you need help logging in or navigating the system, contact as.linkhelp@nebraska.gov for assistance.



4. click on the "Menu" on the top left of page.
5. Look for "Learning" and click on it. Note: your listing may appear differently.



6. Click on Discover, and then click on Browse Learning.



7. In the search bar, type “NBRRS” and press enter:

Browse Learning Content ...

Q NBRRS Search

- 8. The training sessions, both in-person and WebEx, will be listed.
- 9. To enroll in a course, locate and click on the course.
- 10. When the course offering opens, click on “Select Offering”.

NBRRS Training - Agency Administrator Operations

The training is being offered to assist State agencies, boards, and commissions in the preparation and submission of budget requests for the 2025 – 2027 biennium.

All in-person training sessions will take place in the Development [Show All](#) ▾

Lessons in This Course | Additional Course Details

Lessons in This Course Completed 0/1

1	In-Person	Classroom
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Select Offering

Lessons: 1 | Delivery Mode: In-Person

CONTACTS: [Gary Bush \(307871\)](#) Contact Person

[Save](#)

- 11. Note if the course is “In-Person” or “Virtual”. In-person course are limited to 20 individuals.
- 12. In-person course require you to bring a laptop so you can use the system at the same time as the instructor.
- 13. On the Select Offering screen, all available date and times will be shown. Select the course you wish to take and then click “OK”.

Select Offering

NBRRS Training - Refresher Operations Training

No Filters Applied | Saved Filters: select one

Open Offerings: 4 items

Select Offering	Start Date	End Date	Attendance Type	Location	Availability	Offering Number
<input type="checkbox"/>	Thu, Jun 6, 2024, 9:00 AM Central Time (Chicago)	Thu, Jun 6, 2024, 11:00 AM Central Time (Chicago)	Virtual		Unlimited	WebEx Refresher Operations Training 1
<input type="checkbox"/>	Thu, Jun 6, 2024, 1:00 PM Central Time (Chicago)	Thu, Jun 6, 2024, 3:00 PM Central Time (Chicago)	Virtual		Unlimited	WebEx Refresher Operations Training 3
<input type="checkbox"/>	Thu, Jun 6, 2024, 1:30 PM Central Time (Chicago)	Thu, Jun 6, 2024, 3:30 PM Central Time (Chicago)	Virtual		Unlimited	WebEx Refresher Operations Training 2
<input type="checkbox"/>	Tue, May 28, 2024, 1:00 PM Central Time (Chicago)	Tue, May 28, 2024, 3:00 PM Central Time (Chicago)	In-Person	First Nebraska Administrative Building 1526 K - Lincoln	20 out of 20 Seats Available	In-Person Refresher Operations Training 1

Cancel OK

14. Click the “OK” button.

15. You will be given the opportunity to review your selection. Click “Submit” to be added to the course.

← Review ×

NBRRS Training - Refresher Operations Training

Lesson Details ^

Lesson Overview 1 item

Lesson Title	Lesson Type	Lesson Date	Lesson Location
In-Person	In Person Classroom (Instructor Led)	May 28, 1:00 PM - May 28, 3:00 PM	1526 Development Center (Basement) 1526 K Street Lincoln, NE 68508

Course Details v

enter your comment

Cancel Submit

16. You will receive an email with confirming your selection, as well as a separate calendar invite within 30 minutes. You will also receive a reminder email as the date of the course approaches.

17. If you signed up for a Virtual course, the calendar invite will include the webinar link.

18. All Virtual courses will use WebEx.

19. Once you click "Submit", you will get a confirmation page with details and can manually download a calendar invite if needed (one will be still emailed).
20. To view the registration details or drop the course, go back to your Learning page and click My Learning on the left and then click the course you registered for – details will be shown again, with the option to drop on the right side towards the bottom.