



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Instructions for using the LINK Employee Development Center (EDC) for Registration

NOTE: For employees of state agencies, boards, and commissions only. University of Nebraska and Nebraska State College System NBRRS users should contact Gary Bush at gary.bush@nebraska.gov to register.

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

The screenshot shows the top navigation bar of the Nebraska Department of Administrative Services website. The main content area features a banner for 'Coronavirus Teammates Resources' with a link to a video update. Below this, there are links for 'COVID-19 Teammate Resources', 'COVID-19 Teammate FAQ's', and 'COVID-19 Teammate Reminders'. At the bottom, there is a yellow navigation bar with four main sections: 'Payroll & Financial Center', 'Employee Work Center', 'Employee Development Center', and 'Recruitment & Selection Center'. Each section has a 'Forgot Password' link and a help number. A red arrow points to the 'Employee Development Center' link.

Payroll & Financial Center	Employee Work Center	Employee Development Center	Recruitment & Selection Center
Forgot Password PFC Help: 402.471.4636	HR Partners: How do I... EWC Help: 402.471.6234	Forgot Password EDC Help: 402.471.6234	Forgot Password

2. Select Employment Development Center.

3. Login using your EDC Username and Password. If you do not know or remember your EDC login credentials, contact as.linkhelp@nebraska.gov for assistance.



4. In the search field on the upper-right corner of the Home Page, type "budget request and reporting".


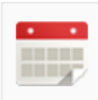
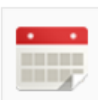
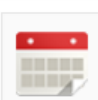
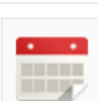


5. The five NBRRS session types will be displayed.

Global Search

Training ▼ Search
[Refine search](#)

Training results (5)

-  **Budget Request and Reporting System: "Refresher" Operations Training**
Event | Administrative Services | \$0.00 ★★★★★ (0)
Nebraska **Budget Request and Reporting** System "Refresher" Operations
-  **Budget Request and Reporting System: Agency Administrator Operations Training**
Event | Administrative Services | \$0.00 ★★★★★ (0)
Nebraska **Budget Request and Reporting** System Agency Administrator Operations Training
-  **Budget Request and Reporting System: New User Operations Training**
Event | Administrative Services | \$0.00 ★★★★★ (0)
Nebraska **Budget Request and Reporting** System New User Operations Training
-  **Budget Request and Reporting System: Capital Construction/Building Renewal Training**
Event | Administrative Services | \$0.00 ★★★★★ (0)
Nebraska **Budget Request and Reporting** System Capital Construction/Building Renewal training
-  **Budget Request and Reporting System: Information Technology Only Training**
Event | Administrative Services | \$0.00 ★★★★★ (0)
Nebraska **Budget Request and Reporting** System Information Technology Only

6. Click the session type name (in red type) for which you wish to register.

- The next screen will list the available session times (scroll to see all available sessions listed).
- Click the word "Request" (in red type) to the right to request being added to a session.

The screenshot shows a web interface for training details. At the top, there's a breadcrumb trail: Home > Search > Training Details. The main heading is "Training Details". Below it, a card displays the event title: "Budget Request and Reporting System: Agency Administrator Operations Training", categorized as "Administrative Services", lasting "3 hours", and costing "\$0.00". It has a star rating of 0. Below the card, the text "Nebraska Budget Request and Reporting System" and "Agency Administrator Operations Training" is shown. A navigation bar includes "Sessions", "Details", and "Ratings & Reviews". A "Show" dropdown is set to "Available", with a "View Full Calendar" link. Two session cards are listed:

- 104481 - 65_BRRS_Agency_Admin**: Session - Administrative Services - \$0.00. Location: Webex (circled in red). Duration: 5/21/2020, 9:00 AM CST - 5/21/2020, 12:00 PM CST. 18 Openings Available. Request button.
- 104482 - 65_BRRS_Agency_Admin**: Session - Administrative Services - \$0.00. Location: 1526 Development Center, Administrative Services Training Facilities, State of Nebraska Training Room (circled in red). Duration: 5/21/2020, 9:00 AM CST - 5/21/2020, 12:00 PM CST. 18 Openings Available. Request button.

- Make sure to sign-up for the correct class: WebEx or in-person. In-person sessions are held in the 1526 Development Center.
- Click the name of the session to see the "Training Details" of the session.

The screenshot shows the "Training Details" page for a different session. The breadcrumb trail is Home > Search > Training Details. The main heading is "Training Details". Below it, a card displays the event title: "Budget Request and Reporting System: 'Refresher' Operations Training", categorized as "Administrative Services", costing "\$0.00", and has a star rating of 0. Below the card, the text "Budget Request and Reporting System" and "'Refresher' Operations" is shown. A navigation bar includes "Details" and "Ratings & Reviews". A row of action buttons is visible: "Request", "Calendar View", "Print", and "View Event".

12. Once you click "Request", your request to take this class will be registered and your transcript will appear.

The screenshot shows a web interface titled "My Transcript: Neil Sullivan". Below the title is a brief instruction: "Use the transcript to manage your training. The first page shows your active training items. To view training you have already completed, click the Active button and select 'Completed' from the drop down." The main content area features a summary box with "0.5 HRS AGGREGATE TRAINING COMPLETED", a calendar icon for "FISCAL YEAR ENDING 12/31/2018", and a coin icon for "COST \$0.00". Below this are three filter buttons: "Active", "By Date Added", and "All Types", along with a search bar labeled "Search for training". Under the heading "Search Results (2)", a single training item is listed: "Budget Request and Reporting System: 'Refresher' Operations Training (Starts 5/22/2018)". Below the title are the details "Due: No Due Date" and "Status: Registered". To the right of the item is a red button labeled "View Training D..." with a dropdown arrow.

13. From here you can "View Training Details" or "Withdraw" from the session.