

# Access Online Training

## Contents

Find Training .....	1
Complete a Course.....	2
LINK Help Desk Contact Information .....	3

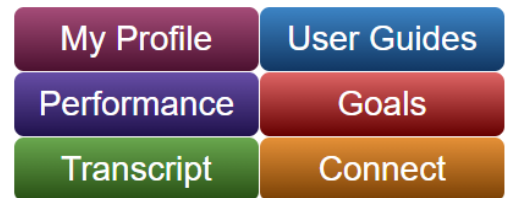
## Find Training

1. From the home page, click the Transcript button - you will be taken to the *My Transcript* page.

### Welcome to the Learning and Performance system!

This system is used to access and register for scheduled and online training courses, as well as conduct and participate in performance reviews. To navigate the system use the menus above or the buttons to the right. A summary of assigned training, performance reviews, and any pending approvals can be found in the widgets below.

- View performance reviews awaiting action using the Performance button.
- Access assigned training using the Transcript button.
- Find new training courses using the search box in the upper-right.



2. On the *My Transcript* page, locate the name of the course and click the red Open Curriculum or Launch button to the right.

- **Note: If the button doesn't say Open Curriculum or Launch you can click the down arrow on the right side of the button to show more choices.**

The screenshot shows the 'My Transcript' page interface. At the top, there are summary statistics: '6.25 HRS AGGREGATE TRAINING COMPLETED', 'FISCAL YEAR ENDING 6/30/2015', and 'COST \$200.00'. Below these are two dropdown menus: 'Active' and 'By Date Added to Transcr...'. To the right is a search box labeled 'Search for training'. Underneath, it says 'Search Results (3)'. The first result is 'Open: Defensive Driving - Transportation Service Bureau 201...' with a small icon of books. Below the title, it says 'Due: No Due Date Status: In Progress'. To the right of the result is a red button labeled 'Open Curriculum' with a small downward arrow on its right side.

3. If the training consists of one part, the Launch button will open or download the training. For training curricula, the Open Curriculum button will show you training items within the curriculum, with the Launch button to the right of those training items within the curriculum:

Defensive Driving - Transportation Services Bureau

## Defensive Driving - Transportation Services Bureau

Options ▾

This is the Transportation Services Bureau's official Defensive Driving course that must be completed to drive a State vehicle. There are two sections in this training:

- Read the TSB Policies and Procedures document and acknowledge completion of the document:
  - Click the Launch button to the right of the Policies to download the PDF and review it.
  - Once reviewed, click the Mark Complete button to show you're finished with the policies.
  - Click the Acknowledge button to confirm that you have read the policies.
- Take the online training portion and pass the quiz:
  - After acknowledging the above document, the online training will become available. Click the Launch button to open the online training.
  - At the end of the online training there is a quiz – pass the quiz and the course is completed.

**TSB - Policies and Procedures**  
Status: Registered Due: No Due Date Training Hours: 15 min  
This document contains the Transportation Services Bureau's Policies and Procedures, which must be read and acknowledged in order to use a vehicle...

Launch ▾

## Complete a Course

Some training courses complete automatically when at the end; some you'll need to click a Mark Complete button for, and some trainings you will need to evaluate and/or acknowledge once finished. After reviewing a training, you can go back to your transcript to check for any additional steps:

1. Go back to your transcript – you can go to the Learning menu at the top of the page and then choose View Transcript.



Home Learning Reports Connect Performance ILT Admin Admin

View Transcript

Playlists

Welcome to the Learning and Performance system!

2. If the training still appears, check for a Mark Complete or Acknowledge option (typically the red button will say what the next step is, however click the drop-down to show additional options):

**TSB - Policies and Procedures**  
Status: Pending Acknowledgement Due: No Due Date Training Hours: 15 min  
This document contains the Transportation Services Bureau's Policies and Procedures, which must be read and acknowledged in order to use a vehicle...

**TSB - Policies and Procedures**  
Status: In Progress Due: No Due Date Training Hours: 15 min  
This document contains the Transportation Services Bureau's Policies and Procedures, which must be read and acknowledged in order to use a vehicle...

## [LINK Help Desk Contact Information](#)

If you have questions regarding the performance review process 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](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234