Access Online Training

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Find Training

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

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.
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:

![Image of training page]

**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.

![Image of transcript page]

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):
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

Phone:  402.471.6234