Assign Training

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Assign Training
In this guide, we will reference the online Defensive Driving course; the steps are similar for other classes.

1. In the search field on the upper-right corner of the Home Page, type the name of the class you wish to assign and then press enter. In this example we entered “defensive driving.”

![Search Field](image)

2. In the Search results, click the curriculum’s title - for the defensive driving course we are using “Defensive Driving - Transportation Service Bureau 2012 (initial).”

![Training Results](image)
3. Trainings that are instructor-led (either in person or virtual) are assigned differently than self-paced training:
   a. For self-paced training, click the Assign button at the top of the page to select staff to assign training to:

   ![Assign button for self-paced training]

   b. Instructor-led training can have specific sessions assigned or it can be left up to the employee. The Assign button at the top of the page will require the employee to select a specific session to attend, or you can scroll down the page and select a session to assign to the employee directly:

   ![Assign button for instructor-led training]

4. On the Assign Training page, click the checkbox next to the name(s) of the direct report(s) who is being assigned the curriculum; you can also search for other users below using the “Select an Indirect Report” and “Select a User from a Cost Center I Approve” boxes. You can also include a comment and a due date.
5. Once you select the users to enroll, click the **Submit** button - the users will be assigned the training you selected and will be sent an email notifying them they are now enrolled in the chosen course.

**LINK Help Desk Contact Information**

If you have questions about assigning training 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

Email:  [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone:  402.471.6234