

# Assign Training

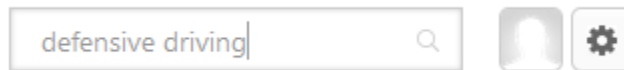
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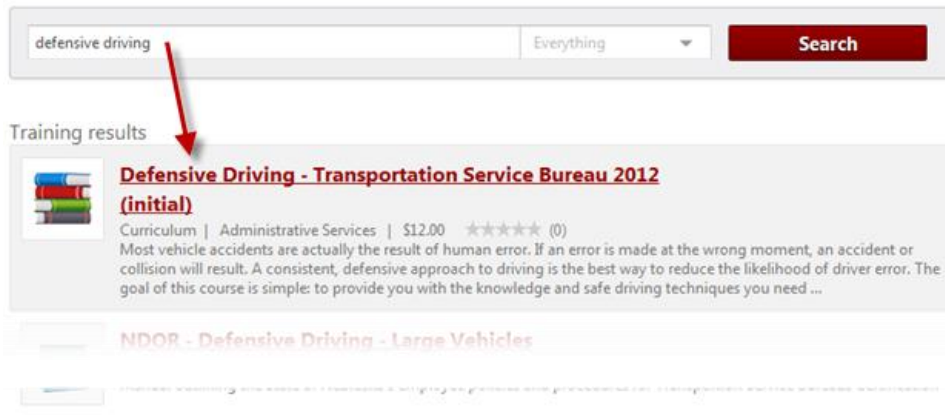
## [Assign Training](#)

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.”



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).”



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:

CURRICULUM

## Defensive Driving - Transportation Services Bureau

Last Updated 10/17/2019 Duration 1 hour, 30 minutes ★★★★★ 12

### Details

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:
  1. Click the Launch button to the right of the Policies to download the PDF and review it.

CURRICULUM  
Defensive Driving -  
Transportation Services  
Bureau

In Progress

Open Curriculum

or

Assign

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:

### Upcoming Sessions

Date (Ascending)

2 Sessions

JAN 26 65pme012621  
Tue, Jan 26, 2021, 10:00 AM - Thu, Jan 28, 2021, 11:30 AM CST  
Register by Wed, Jan 20, 2021, 10:00 AM CST  
Webex

Request  
Assign  
View Roster


View Details

21 seats available

English (US)

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.


## Assign Training



**Defensive Driving - Transportation Service Bureau 2012 (initial)**  
Curriculum - Administrative Services - \$12.00  
★★★★★ (0)

Automatically register users

**Users who have the training already in their transcript are not included in this assignment**

<input type="checkbox"/>	Direct Reports	Language Equivalency	Assignment History	Current Status	Include subordinates
<input type="checkbox"/>	 Justin Employee		0	None	

<input type="checkbox"/>	Indirect Reports	Language Equivalency	Assignment History	Current Status
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- 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