

Defensive Driving Guide

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PURPOSE

The Defensive Driving course is done online through the Employee Development Center. This guide walks through accessing the course and acquiring the certificate of completion if needed.

LOG INTO THE EMPLOYEE DEVELOPMENT CENTER

This training is done through the Employee Development Center, which can be accessed from the LINK page at <http://link.nebraska.gov/> or directly at <https://nebraska.csod.com/>

Your username is the same one used for the Employee Work Center; you can instead use your whole email address or employee ID number. If you need a password, you can reset it at the link below with your email address:

<https://nebraska.csod.com/ForgotPasswordAuthentication.aspx?corpName=nebraska>

COMPLETING THE TRAINING

The Defensive Driving course can be found in the Employee Development Center by searching for “Defensive Driving” using the search box, or click the link below. The name of the full course is Defensive Driving - Transportation Services Bureau, which contains the TSB policies and procedures document as well as the online training course:

<https://nebraska.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=d16da815-611a-42bc-a456-4430f81be6ec>

From the Training Details page, you will have a Request button to add the course to your transcript or a Launch button to open it if already assigned. Managers will have an Assign button they can use to assign it to employees.

- The Request button will add the course to your transcript, and take you directly to your transcript page – if you already have the course, this button will let you retake it from the start.
- If you already have the course assigned, click the Open Curriculum button to open the course; you can also access the course by going to your Transcript page and clicking the Open Curriculum button to the right of the training there.

Once the training has been opened you can review the instructions towards the top of the page - the training individual training items are underneath the instructions, and your progress is shown to the left:

0%
CURRICULUM PROGRESS
Progress through training

Defensive Driving - Transportation Services Bureau

Options ▾

Instructions and information

This is the Transportation Service Bureau's official Defensive Driving course that must be fully completed in order to drive a State vehicle. This training has two sections to complete:

- Read the TSB Policies and Procedures document and acknowledge completion of the document:
 - First 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.

Training items to complete

TSB - Policies and Procedures
Status: Registered Due: No Due Date Training Hours: 6 min **Launch** ▾

State of Nebraska - Defensive Driving
Status: Pending Prior Training Due: No Due Date Training Hours: 1 hrs 15 min
This driver safety course has been developed by the Department of Administrative Services, Risk Management Division for State of Nebraska...

The first portion of the training is to review the Transportation Service Bureau's policies and procedures document. Hit the Launch button to the right of the Policies and Procedures to download a PDF document containing the policies and procedures. Open this document and read it; once done the Launch button will change to a Mark Complete button:

TSB - Policies and Procedures
Status: In Progress Due: No Due Date Training Hours: 6 min **Mark Complete** ▾

Click Mark Complete to indicate you've gotten the policies and procedures. Once completed, the button will change to an Acknowledge button – click this to open the acknowledgement to confirm you have read the policies:

TSB - Policies and Procedures
Status: Pending Acknowledgement Due: No Due Date Training Hours: 6 min **Acknowledge** ▾

Once the acknowledgement is completed, the online training portion should open automatically in a new window. If it does not, or if you are returning to the training after completing the policies previously, click the Launch button to the right of the online course to open it:



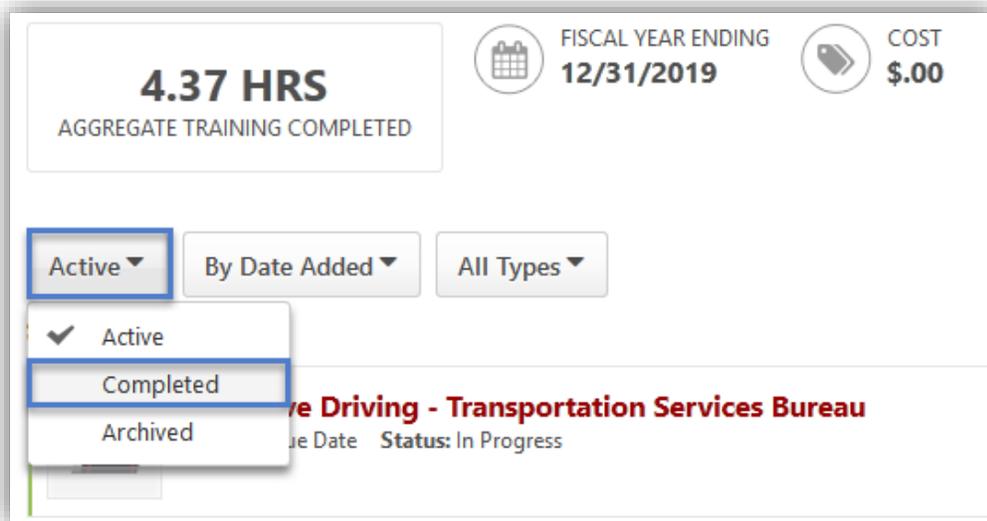
The screenshot shows a training course card. On the left is a small blue laptop icon. To its right, the course title is "State of Nebraska - Defensive Driving" in bold red text. Below the title, the status is "In Progress", the due date is "No Due Date", and the training hours are "1 hrs 15 min". A descriptive sentence follows: "This driver safety course has been developed by the Department of Administrative Services, Risk Management Division for State of Nebraska...". On the right side of the card is a red button labeled "Launch" with a small downward arrow.

The online training and quiz takes about an hour and a half to complete. After the quiz is completed, close the training window - the online course should disappear from your active transcript page and show up under the completed section (see the section below to access a certificate of completion if needed).

PRINT THE COMPLETION CERTIFICATE (OPTIONAL)

If needed, a certificate of completion is available for the Defensive Driving course through your transcript - access the completion certificate by following the steps below.

1. Go to your transcript by going into the "Learning" menu at the top of the page and then click "View Transcript" or by clicking the green Transcript button on the welcome page.
2. View training courses that are completed by clicking the gray "Active" button and choosing the "Completed" option:



The screenshot shows a transcript filter menu. At the top, it displays "4.37 HRS AGGREGATE TRAINING COMPLETED". To the right, there are two circular icons: one with a calendar icon labeled "FISCAL YEAR ENDING 12/31/2019" and another with a tag icon labeled "COST \$0.00". Below these are three filter buttons: "Active", "By Date Added", and "All Types". The "Active" button is selected, and a dropdown menu is open showing three options: "Active" (with a checkmark), "Completed" (highlighted with a blue border), and "Archived". Below the menu, the text "Defensive Driving - Transportation Services Bureau" is visible, along with "Due Date" and "Status: In Progress".

3. Click the red "View Certificate" button to the right of the Defensive Driving course to access the completion certificate:



The screenshot shows a completed training course card. On the left is a small icon of a stack of books. To its right, the course title is "Defensive Driving - Transportation Services Bureau" in bold red text. Below the title, the completion date is "Completed: 10/11/2019" and the status is "Status: Completed". On the right side of the card is a red button labeled "View Certificate" with a small downward arrow.

LINK HELP DESK CONTACT INFORMATION

If you have questions or run into issues, 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

Phone: 402.471.6234