How to Request Training

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REQUEST TRAINING IN THE EMPLOYEE DEVELOPMENT CENTER

Most online training is done through the Employee Development Center website; to get started, first log in at https://nebraska.csod.com/. We will look at the online Defensive Driving course, though the steps are the same for other classes. Once logged in, follow these steps to request training:

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

2. On the Search page, click the title of the course – for the defensive driving course, we are looking for “Defensive Driving – Transportation Service Bureau 2012.”
3. For self-paced courses click the Request button towards the top of the screen – this will send a notification to your supervisor that you requested training, which she/he needs to approve before you can access the course.

4. If you are requesting a class that is instructor-led you can select from available dates and times towards the bottom of the page:

5. Click the red Request button to the right of the specific session of the course you want to attend.

6. Once you are approved for the course, you will receive an email notifying you. You will be able to view the training item on your transcript page.

**LINK HELP DESK CONTACT**

If you have questions about requesting 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
Phone: 402.471.6234