

How to Request Training

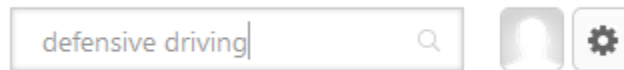
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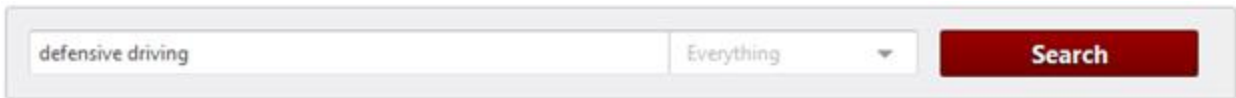
REQUEST TRAINING IN THE EMPLOYEE DEVELOPMENT CENTER

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.”



Training results

A screenshot of search results for 'defensive driving'. The first result is 'Defensive Driving - Transportation Service Bureau 2012 (initial)', which is highlighted with a red arrow. Below it are two other results: 'NDOR - Defensive Driving - Large Vehicles' and 'TSB Policies and Procedures Manual'. Each result includes a small icon, a title, a category, a price, a rating, and a brief description.

Defensive Driving - Transportation Service Bureau 2012 (initial)
Curriculum | Administrative Services | \$12.00 ★★★★★ (0)
Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need ...

NDOR - Defensive Driving - Large Vehicles
Online Class | PureSafety | \$12.00 ★★★★★ (0)
Most vehicle accidents are actually the result of human error. If an error is made at the wrong moment, an accident or collision will result. A consistent, defensive approach to driving is the best way to reduce the likelihood of driver error. The goal of this course is simple: to provide you with the knowledge and safe driving techniques you need ...

TSB Policies and Procedures Manual
Document | State of Nebraska | \$0.00 ★★★★★ (2)
Manual outlining the State of Nebraska's employee policies and procedures for Transportation Service Bureaus Certification

- 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.

ONLINE CLASS

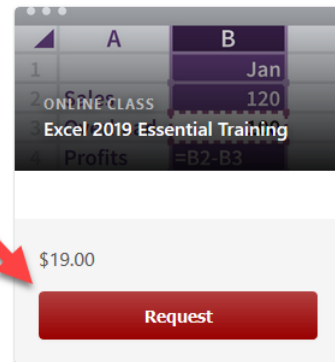
Excel 2019 Essential Training

Last Updated 04/02/2020 Duration 2 hours, 8 minutes

Details

Start mastering Excel, the world-renowned powerful spreadsheet program, with Excel expert Dennis Taylor. Learn how to enter data, organize data, perform calculations with simple functions, work with multiple worksheets, format the appearance of data and cells, build charts, and create PivotTables. Find out how to use the IF, VLOOKUP, and COUNTIF family of functions. See how to use data analysis tools, including Goal Seek and Solver. Discover how to automate tasks with macros, manage data, and more.

[Show More](#)



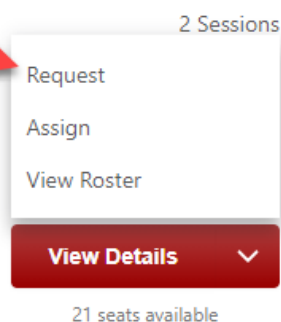
- If you are requesting a class that is instructor-led you can select from available dates and times towards the bottom of the page:

Upcoming Sessions

Date (Ascending) ▾

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

English (US)



21 seats available

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