

# Employees

## How to View Your Transcript:

1. Verify that you are currently in the Dashboard view
2. Select Training Tab
3. Select “View Course Transcript” in Course Transcript section

Note: Only courses taken after May 2025 will appear on this transcript.

The screenshot displays the NEOGOV Training dashboard. The top navigation bar includes the NEOGOV logo, a search bar, and utility icons for a mobile app, calendar, and notifications. The left sidebar contains navigation options: Dashboard, Tasks, People, Training (highlighted with a red circle), and Reports. The main content area is titled 'Training' and features sub-tabs for Overview, My Courses, Course Catalog, Training Activity Report, and Certifications/Licenses. The 'Overview' tab is active, showing a 'My Tasks' section with a message: 'You have zero tasks to do! Check back later for any new tasks.' To the right, the 'Course Transcript' section is visible, with a 'View Course Transcript' button circled in red. Below this, the 'My Enrolled Classroom Courses' section lists a course: 'MAY 09 Techniques of Good Customer service (Hybrid) (PB... (Session 1/2)' with a time slot of '01:00 PM - 04:30 PM' and location 'BW04'.

## How to Enroll Yourself in a Training Course:

1. Verify that you are currently in the Dashboard view
2. Select Training Tab
3. Select Course Catalog Tab
4. You can search the course's name or scroll through the catalog
5. Select View Classes or Enroll- if enrolling, available classes will pop up on right hand side
6. Select a class- an enrollment request will be sent to your manager and a Civil Service administrator

The screenshot displays the NEOGOV Training Course Catalog interface. The top navigation bar includes the NEOGOV logo, a 'Dashboard' dropdown menu, a search bar, and a 'Get the Mobile App' button. The left sidebar contains navigation options: Dashboard, Tasks, People, Performance, Training (highlighted with a red circle), Onboard, and Reports. The main content area is titled 'Training' and features a sub-navigation bar with 'Overview', 'My Courses', 'Course Catalog' (highlighted with a red circle), 'Training Activity Report', 'Learning Plans', and 'Certifications/Licenses'. Below this is the 'Course Catalog' section, which includes a search bar and several filter buttons: 'Categories', 'Type', 'Duration', 'Tags', and a funnel icon. There are also buttons for 'All Courses' and a grid/list toggle. The catalog displays four course cards:

- Accountability for Supervisors (Non-credit)**: LEADERSHIP AND MANAGEMENT, 0H 20M, PRE-BUILT ONLINE. An 'Enroll' button is highlighted with a red circle.
- ADP eTime\* (GVOP 574)**: GOVERNMENT OPERATIONS, 4H 00M, CLASSROOM. A 'View Classes' button is highlighted with a red circle.
- Analyzing Work Processes (Non-credit)**: HUMAN CAPITAL, 0H 15M, PRE-BUILT ONLINE. An 'Enroll' button is present.
- Civility in the Workplace (Non-credit)**: HUMAN CAPITAL, 0H 20M, PRE-BUILT ONLINE. An 'Enroll' button is present.

NEOGOV Dashboard Search

Dashboard Tasks People Performance Training Onboard Reports

## Training

Overview My Courses **Course Catalog** Training Activity Report Learning Plans Certifications/Licenses

### Course Catalog

Search Categories Type Duration Tags

LEADERSHIP AND MANAGEMENT

**Accountability for Supervisors (Non-credit)**

0H 20M  
PRE-BUILT ONLINE

Enroll

GOVERNMENT OPERATIONS

**ADP eTime\* (GVOP 574)**

4H 00M  
CLASSROOM

View Classes

HUMAN CAPITAL

**Analyzing Work (Non-credit)**

0H 15M  
PRE-BUILT ONLINE

Enroll

HUMAN CAPITAL

**Listening Skills (Non-credit)**

0H 20M

Settings

### Select a Class

Cancel **Enroll**

Select one of the available classes to enroll in:

ADP eTime\* (GVOP 574)-1 GVOP 574-1

April 30, 2025 9:00 AM-12:30 PM

ITI (Info Tech & Innov... Enrollment: 0/6

Instructor(s):

ADP eTime\* (GVOP 574)-2 GVOP 574-2

May 29, 2025 9:00 AM-12:30 PM

ITI (Info Tech & Innov... Enrollment: 0/6

Instructor(s):

ADP eTime\* (GVOP 574)-3 GVOP 574-3

June 17, 2025 9:00 AM-12:30 PM

ITI (Info Tech & Innov... Enrollment: 0/6

Instructor(s):

ADP eTime\* (GVOP 574)-4 GVOP 574-4

August 6, 2025 9:00 AM-12:30 PM

ITI (Info Tech & Innov... Enrollment: 0/6

Instructor(s):

ADP eTime\* (GVOP 574)-5 GVOP 574-5

## How to Drop a Training Course:

1. Verify that you are currently in the Dashboard view
2. Select Training Tab
3. Select view all in “My enrolled classroom courses” section
4. Select the “Drop” option at bottom of course you want to drop

The screenshot displays the NEOGOV Training Dashboard. The top navigation bar includes the NEOGOV logo, a search bar, and a 'Get the Mobile App' button. The left sidebar contains navigation options: Dashboard, Tasks, People, Training (highlighted with a red circle), and Reports. The main content area is titled 'Training' and features tabs for Overview, My Courses, Course Catalog, Training Activity Report, and Certifications/Licenses. The 'Overview' tab is active, showing a 'My Tasks' section with a message: 'You have zero tasks to do! Check back later for any new tasks.' To the right, there is a 'Course Transcript' section with a 'View Course Transcript' link. Below that, the 'My Enrolled Classroom Courses' section is highlighted with a red circle, showing a course titled 'Techniques of Good Customer service (Hybrid) (PB...)' for 'MAY 09' (Session 1/2) from 01:00 PM to 04:30 PM in room BW04. A 'View all' link is visible next to the course title.

# Your Activity [View all your courses](#)

No Filter ▾

PROFESSIONAL AND ADMINISTRATIVE...

### Professional/Administrative Productive Meet ...

🕒 3H 30M

📅 CLASSROOM

📅 May 12, 2025 (01:00PM - 04:30PM)

Drop

PROFESSIONAL AND ADMINISTRATIVE...

### Professional/Administrative Creative Proble ...

🕒 7H 00M

📅 CLASSROOM

📍 VIRTUAL

📅 May 07, 2025 - May 14, 2025

Drop

PROFESSIONAL AND ADMINISTRATIVE...

### Professional/Administrative Speaking and Pr ...

🕒 14H 00M

📅 CLASSROOM

📍 VIRTUAL

📅 Sep 09, 2025 - Sep 30, 2025

Drop

## How to View Upcoming Classes:

1. Verify that you are currently in the Dashboard view.
2. Select Training Tab
3. Select view all in “My Enrolled Classroom Courses” – classes will be displayed- select class and view details

The screenshot displays the NEOGOV Training dashboard. The top navigation bar includes the NEOGOV logo, a search bar, and utility links for 'Get the Mobile App', a calendar icon, and a notification icon. The left sidebar contains navigation options: Dashboard, Tasks, People, Training (circled in red), and Reports. The main content area is titled 'Training' and features tabs for Overview, My Courses, Course Catalog, Training Activity Report, and Certifications/Licenses. The 'My Tasks' section shows 'You have zero tasks to do!'. The 'Course Transcript' section has a 'View Course Transcript' link. The 'My Enrolled Classroom Courses' section is circled in red and includes a 'View all' link. Below this, a course entry is shown for 'MAY 09 Techniques of Good Customer service (Hybrid) (PB...)' with session details: '(Session 1/2)', '01:00 PM - 04:30 PM', and 'BW04'.

Dashboard

Tasks

People

Training

Reports

# Training

Overview My Courses Course Catalog Training Activity Report Certifications/Licenses

View Calendar

## My Courses

Courses Learning Plans

All Courses

Search Courses

**PUBLIC SERVICE**  
**Techniques of Good Customer service (Hybrid) ...**  
7H 00M  
CLASSROOM  
May 09, 2025 - May 16, 2025  
Not Started

**PUBLIC SERVICE**  
**Human Relations (Hybrid) (PBSV 210)**  
7H 00M  
CLASSROOM  
VIRTUAL  
Apr 17, 2025 - Apr 24, 2025  
Not Passed