

Managers/Supervisors:

How to Register Employees in a Training Course:

1. Verify that you are currently in the Dashboard view.
2. Go to “People” tab at bottom- select View Team
3. Select on the employee you’d like to register select the “Actions” tab, select “enroll in a course”, select online or classroom option
4. Classes will pop up on the right side of the screen
5. Type in class name- once found select class- select enroll in top right corner- this enrollment request will be sent to a Civil Service Administrator to approve

The screenshot shows a dashboard interface with a sidebar on the left and a main content area. The sidebar contains several menu items: Dashboard (circled in red), Tasks, People, Performance, Training, Onboard, and Reports. The main content area is titled "Dashboard" and is divided into three sections. The top-left section is "Tasks", showing "To-Do (1)" and "Overdue (0)" counts, and a list of tasks with a "View All (1)" link. The top-right section is "Quick Actions", containing four links: "Write a Journal entry", "View my current evaluation", "Browse Training Catalog", and "View my training record". The bottom-right section is "People", which is circled in red and contains a "View Team" link. Below this link, there are sections for "MY MANAGER" and "MY DIRECT REPORTS". Under "MY DIRECT REPORTS", there is one entry: "DH Donielle HR Manager Tr...".

Dashboard

Tasks

People

Performance

Training

Onboard

Reports

People

My Team

My Pre-hires

My Team's Tasks

Org Chart

Employee List

My Team



Sort

Filters

Search by Name or Position Title

0 Overdue Tasks

DH

Donielle HR Manager Training
Management Development Analyst I

Actions ^

First

Previous

1

Write Journal Entry

Enroll in a Course ^

- Online

- Classroom

Items per page

Showing 1-1 of 1 items

The screenshot displays the NEOGOV Training interface. On the left is a navigation sidebar with options like Dashboard, Tasks, People, Performance, Training, Onboard, and Reports. The main area shows a 'Training' overview with sections for 'My Tasks' (including an approval request for Elisha Collier) and 'My Team's Training Activity' (showing 0 overdue courses). A modal titled 'Select Courses to Enroll' is open on the right, featuring a table of courses and an 'Enroll' button circled in red.

Name	Category	Type	Duration
Accountability for Supervisors (Non-cr...	Leadership and Management	Pre-built Online	00h 20m
Analyzing Work Processes (Non-credit)	Human Capital	Pre-built Online	00h 15m
Civility in the Workplace (Non-credit)	Human Capital	Pre-built Online	00h 20m

How to Approve Employee's Training Course Application:

1. Verify that you are currently in the Dashboard view.
2. Approve or Deny in Tasks To-Do column- if denied it's required to note a reason for denial
3. Approval or Denial will be sent to a Civil Service Administrator to approve

[Dashboard](#)

[Tasks](#)

[People](#)

[Performance](#)

[Training](#)

[Onboard](#)

[Reports](#)

Dashboard

Tasks

[View All \(2\)](#)

To-Do (2)

Overdue (0)

View my tasks related to: All Myself Others My Direct Reports

TRAINING - APPROVAL

DT

Enrollment request for ADP eTime* (GVOP 574)

For Donielle HR Manager Training

Sent 04/29/25

Approve Deny

Quick Actions

[Write a Journal entry](#)

[View my current evaluation](#)

[Browse Training Catalog](#)

[View my training record](#)

People

[View Team](#)

MY MANAGER

MY DIRECT REPORTS

DH Donielle HR Manager Tr...