NEOED LEARN
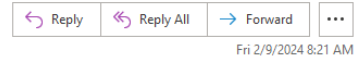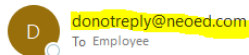
ULM'S EMPLOYEE TRAINING SYSTEM

EMPLOYEE GUIDE

This guide provides steps on how to access your employee training system to complete any mandatory training requirements.

1. Notification from **NeoEd** of being enrolled in a training session.


2. Log into the new employee training system and it will bring you to your Dashboard. Your Dashboard will display any tasks that you are to complete. Your required trainings will show up under your tasks. You can begin your training by clicking on each course displayed under your tasks. You can also click on the "Training" tab on your left to view all of your required trainings.
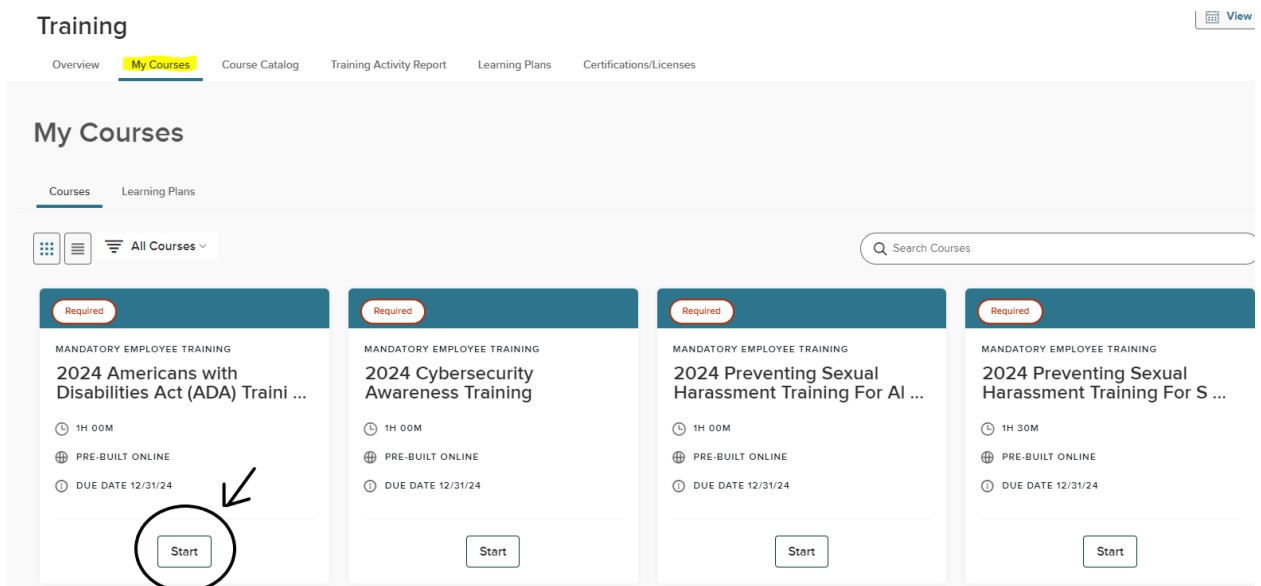
3. Under the "Training" tab, you will have an "Overview" section of all of your required trainings. You can click on each course and begin your training.
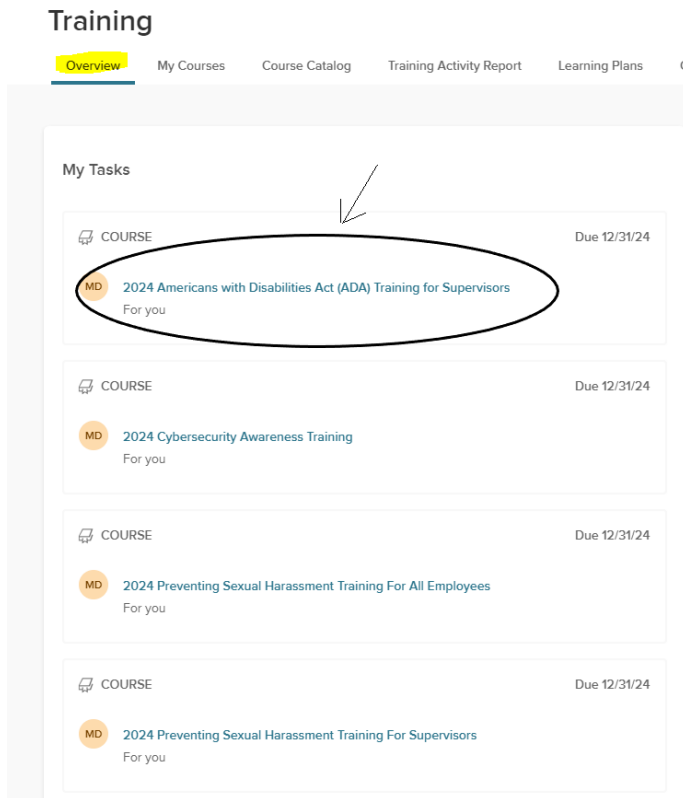
4. The "My Courses" tab will give you more detailed information regarding each course you have to take. You can click the "Start" button to begin each course.

5. When each course is complete, a certificate of completion will be generated.

6. The "Course Transcript" section will show you all of your completed courses.