



User Guide

NeoGov Online Learning

Login Credentials

Email Kathy.Hulse@sedgwick.com to request a login.

You will receive an email from info@neogov.com with the subject: Activate Your User Account. The email will have a link to activate your account and set your password. **NOTE: THE LINK IS ONLY GOOD FOR UP TO FIVE DAYS.**

Your username is your email address.

Note: If you do not receive the activation email, email Kathy.Hulse@sedgwick.com to send you a temporary password. You will be prompted to change the password when you log in.

After your account is set up and your password is set, you can login to the learning platform.

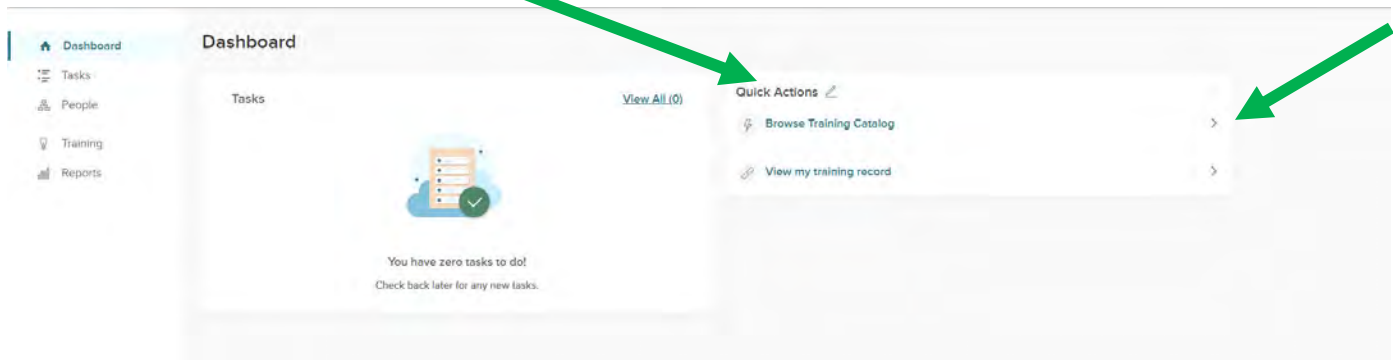
The login link is <https://login.neogov.com/>.

Enter your Username (your email address) and your password.



The image shows the NEOGOV login page. At the top, the word "NEOGOV" is displayed in a blue, sans-serif font. Below it, there are two input fields: "Username:" and "Password:". Underneath the password field, the text "All fields are required" is written in a small, grey font. A prominent blue button with the text "Log In" is centered below the fields. Below the button, there is a link that says "Forgot your username or password?". At the bottom of the form area, there is a smaller link that says "Login with SSO".

From the Dashboard, go to Quick Actions then Browse Training Catalog.



Views – Grid View and List View

To change the view from Grid view to List view, select the List view icon





Training View Calendar

Overview My Courses **Course Catalog** Training Activity Report Learning Plans

Course Catalog

Search Categories Type Duration Tags

All Courses  

- BUSINESS SKILLS**
6 Tips for Parents Working From Home
01h 05m
PRE-BUILT ONLINE
Enroll
- HUMAN CAPITAL**
8 Tips for Working From Home
01h 05m
PRE-BUILT ONLINE
Enroll
- HEALTH & SAFETY**
Accident Incident Investigation
01h 30m
PRE-BUILT ONLINE
Enroll
- HEALTH & SAFETY**
Active Shooter and Workplace Violence Response (Workplace)
01h 10m
PRE-BUILT ONLINE
Enroll
- DRIVER SAFETY**
Aggressive Driving and Road Rage
Enroll
- HEALTH & SAFETY**
Análisis de riesgos laborales para supervisores Cal/OSHA
Enroll
- HUMAN CAPITAL**
Analyzing Work Processes
Enroll
- EMPLOYMENT LIABILITY**
Anti-Bullying Supervisor Training
Enroll



To switch back to Grid view, select the Grid view icon



Training View Calendar

Overview My Courses **Course Catalog** Training Activity Report Learning Plans

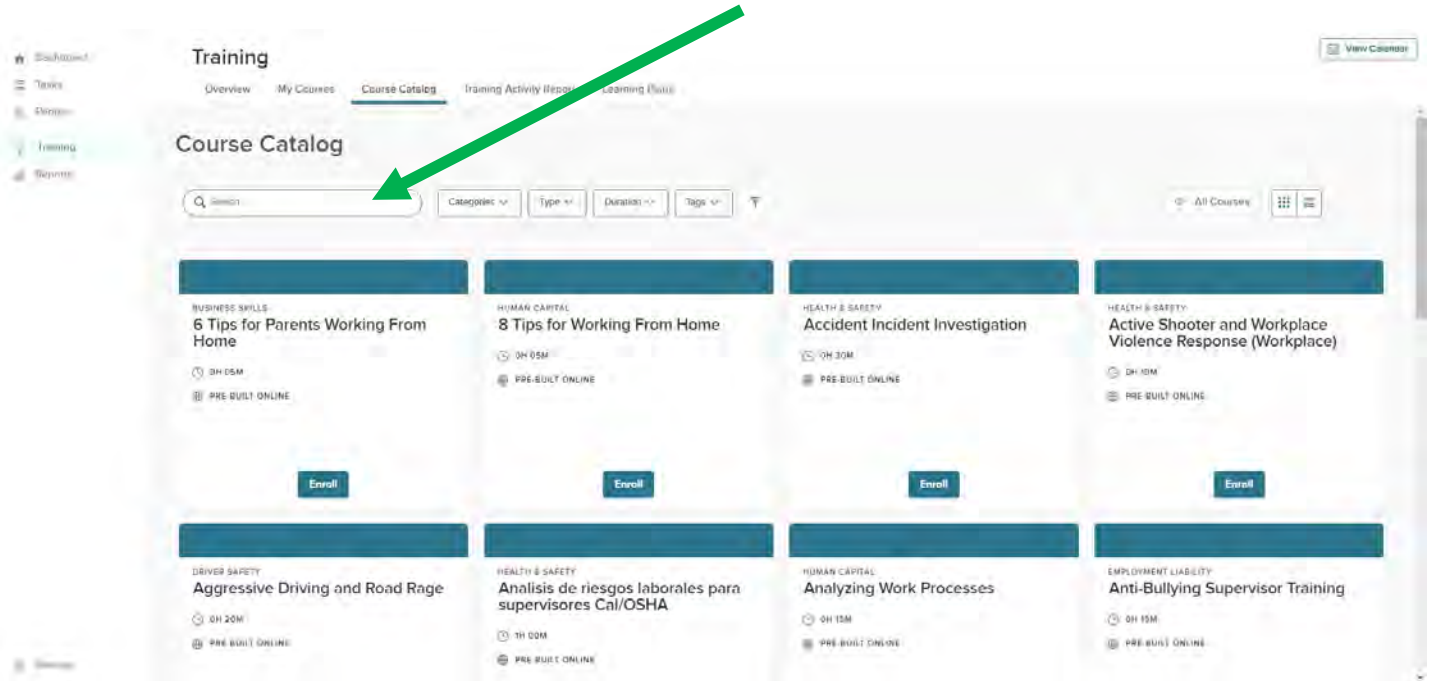
Course Catalog

All Courses  

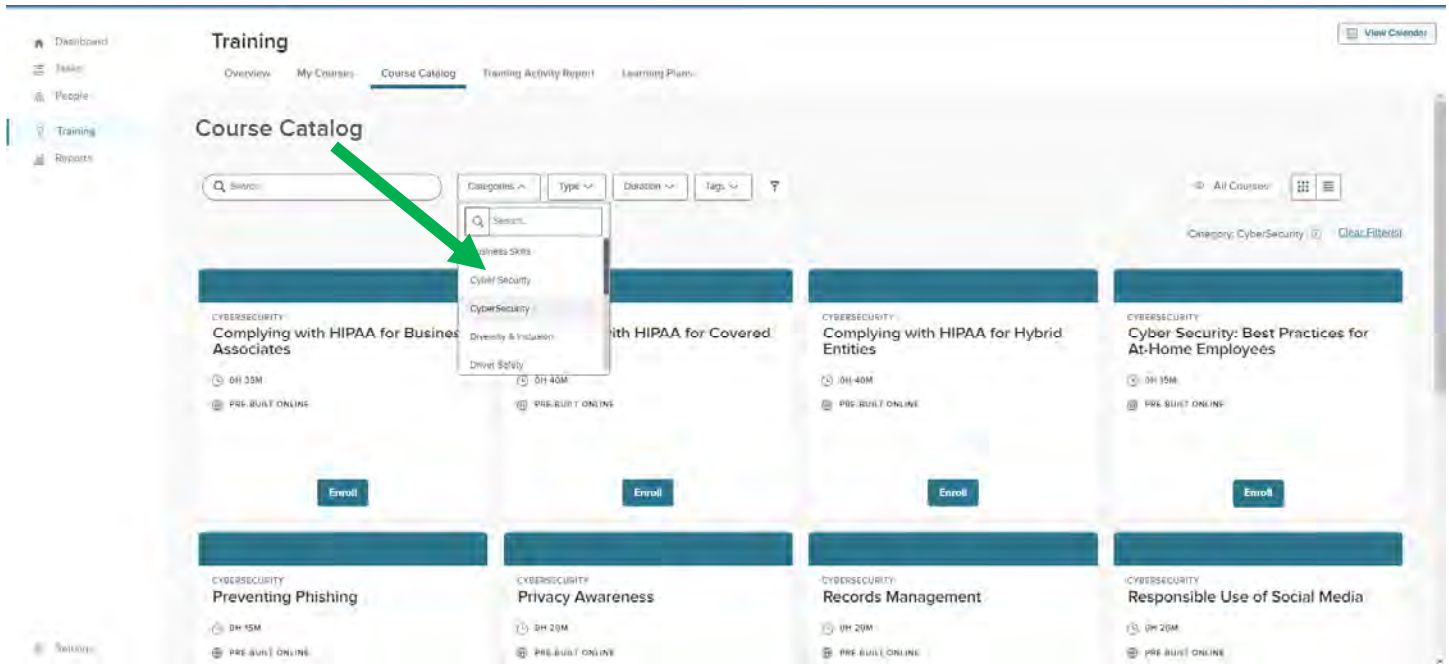
Course Name	Course Code	Category	Delivery Method	Type	Number of Classes (Classroom)	Duration
6 Tips for Pare...	BV94	Business Skills	Pre-built Online	Elective		00h 05m
8 Tips for Wor...	BV90	Human Capital	Pre-built Online	Elective		00h 05m
Accident Incid...	SG02	Health & Safety	Pre-built Online	Elective		00h 30m
Active Shoote...	SJ68	Health & Safety	Pre-built Online	Elective		00h 10m
Aggressive Dri...	DM24	Driver Safety	Pre-built Online	Elective		00h 20m
Análisis de rie...	SP13	Health & Safety	Pre-built Online	Elective		01h 00m
Analyzing Wor...	BV66	Human Capital	Pre-built Online	Elective		00h 15m
Anti-Bullying S...	HV22	Employment Liability	Pre-built Online	Elective		00h 15m
Antiracism: Ch...	HV72	Employment Liability	Pre-built Online	Elective		00h 30m

Searching and Filtering in Grid View

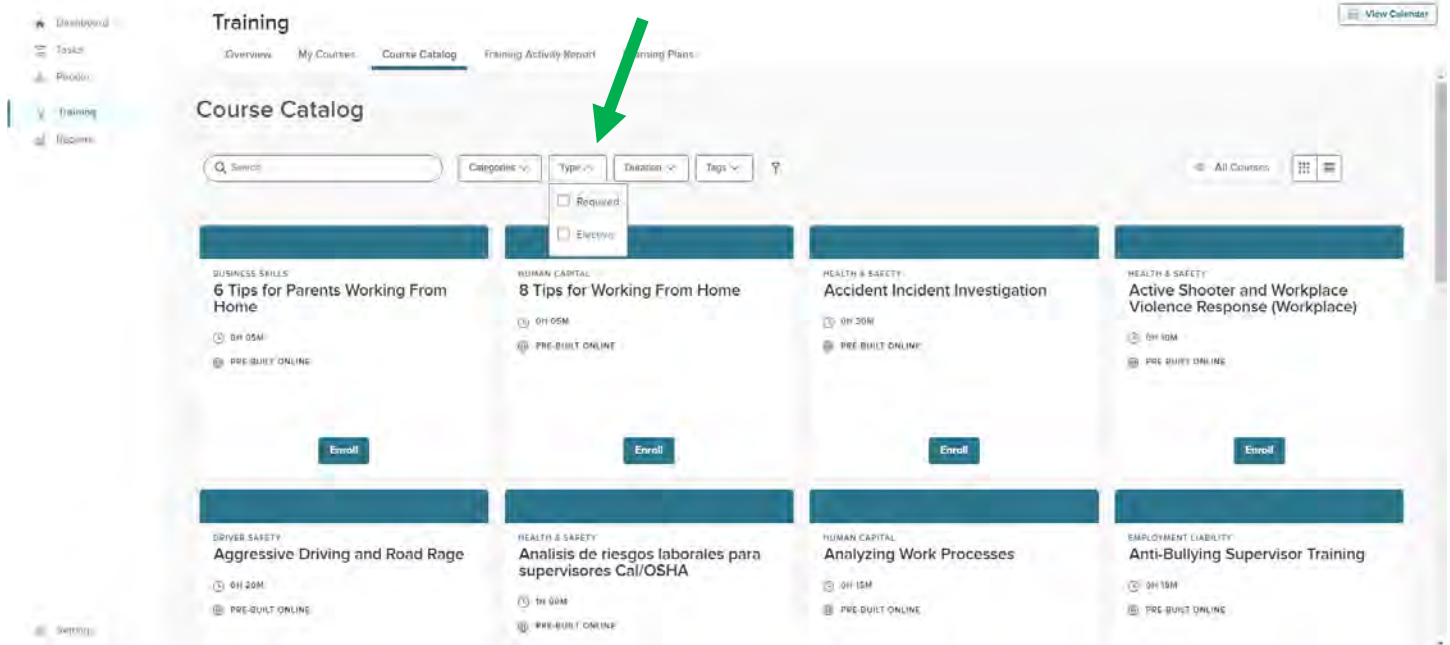
In Grid view you can search for a course name using the Search bar



You can search for Categories using the Categories drop down menu (in this example, Cyber Security was selected) and see all the courses for that category.

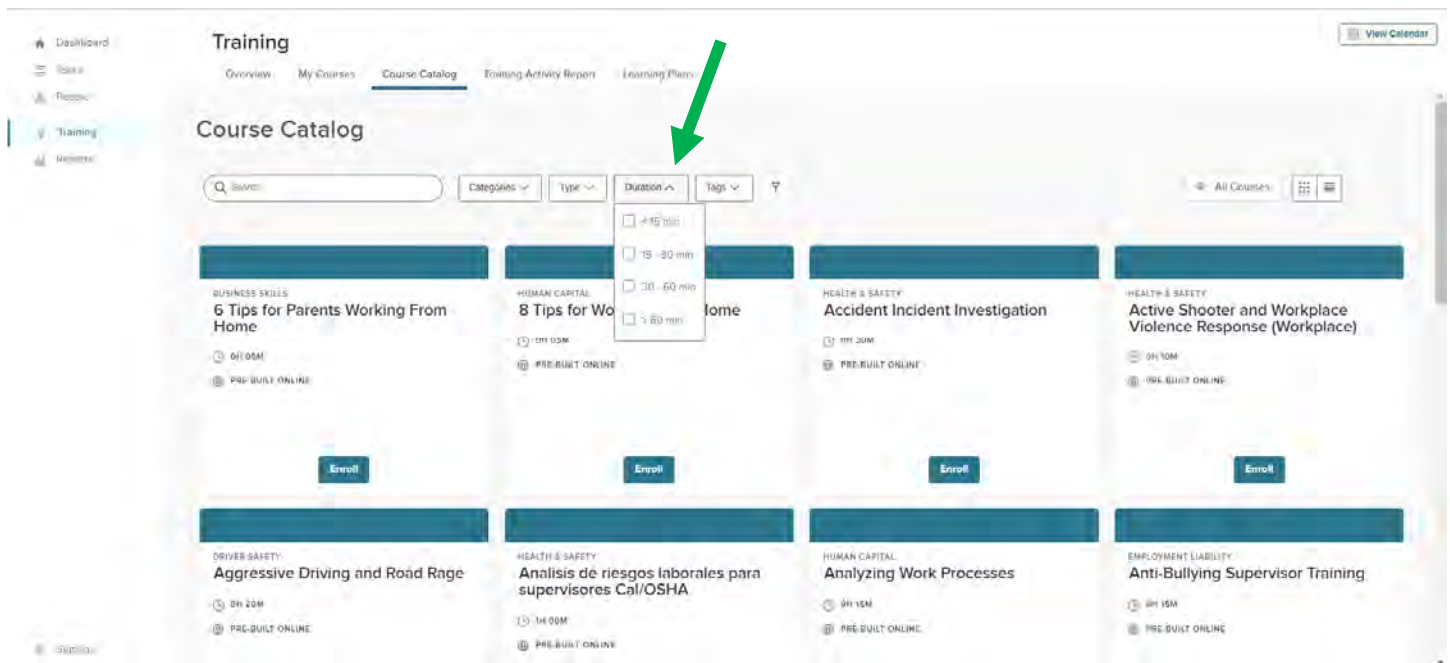


You can filter by Type of courses by using the Type drop down menu. Note that the Fund has no required courses at this time, so this filter is not currently being used.



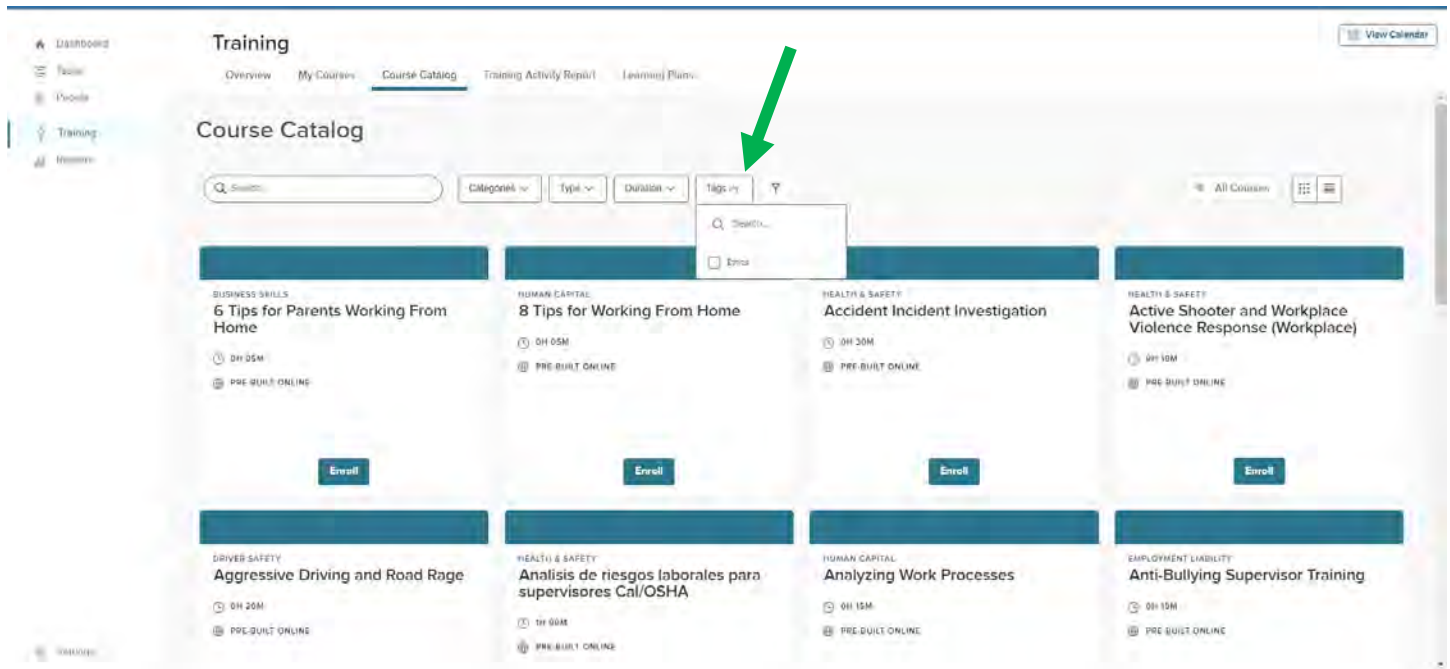
The screenshot shows the 'Training Course Catalog' interface. At the top, there are navigation tabs: 'Overview', 'My Courses', 'Course Catalog' (selected), 'Training Activity Report', and 'Learning Plans'. A green arrow points to the 'Type' dropdown menu, which is open, showing two options: 'Required' and 'Elective'. Below the filters, there is a search bar and a grid of course cards. Each card includes a category, title, duration, and an 'Enroll' button. The courses shown are: '6 Tips for Parents Working From Home' (Business Skills, 0h 05m), '8 Tips for Working From Home' (Human Capital, 0h 05m), 'Accident Incident Investigation' (Health & Safety, 0h 20m), 'Active Shooter and Workplace Violence Response (Workplace)' (Health & Safety, 0h 10m), 'Aggressive Driving and Road Rage' (Driver Safety, 0h 20m), 'Análisis de riesgos laborales para supervisores Cal/OSHA' (Health & Safety, 1h 00m), 'Analyzing Work Processes' (Human Capital, 0h 15m), and 'Anti-Bullying Supervisor Training' (Employment Liability, 0h 15m).

You can filter by the length of the courses by using the Duration drop down menu.

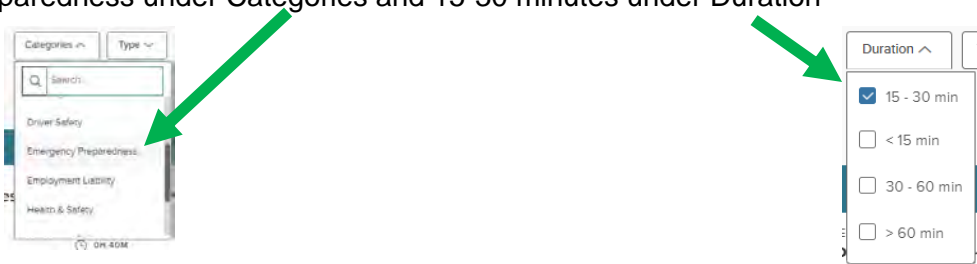


The screenshot shows the 'Training Course Catalog' interface. At the top, there are navigation tabs: 'Overview', 'My Courses', 'Course Catalog' (selected), 'Training Activity Report', and 'Learning Plans'. A green arrow points to the 'Duration' dropdown menu, which is open, showing four options: '< 15 min', '15 - 30 min', '30 - 60 min', and '> 60 min'. Below the filters, there is a search bar and a grid of course cards. Each card includes a category, title, duration, and an 'Enroll' button. The courses shown are: '6 Tips for Parents Working From Home' (Business Skills, 0h 05m), '8 Tips for Working From Home' (Human Capital, 0h 05m), 'Accident Incident Investigation' (Health & Safety, 0h 20m), 'Active Shooter and Workplace Violence Response (Workplace)' (Health & Safety, 0h 10m), 'Aggressive Driving and Road Rage' (Driver Safety, 0h 20m), 'Análisis de riesgos laborales para supervisores Cal/OSHA' (Health & Safety, 1h 00m), 'Analyzing Work Processes' (Human Capital, 0h 15m), and 'Anti-Bullying Supervisor Training' (Employment Liability, 0h 15m).

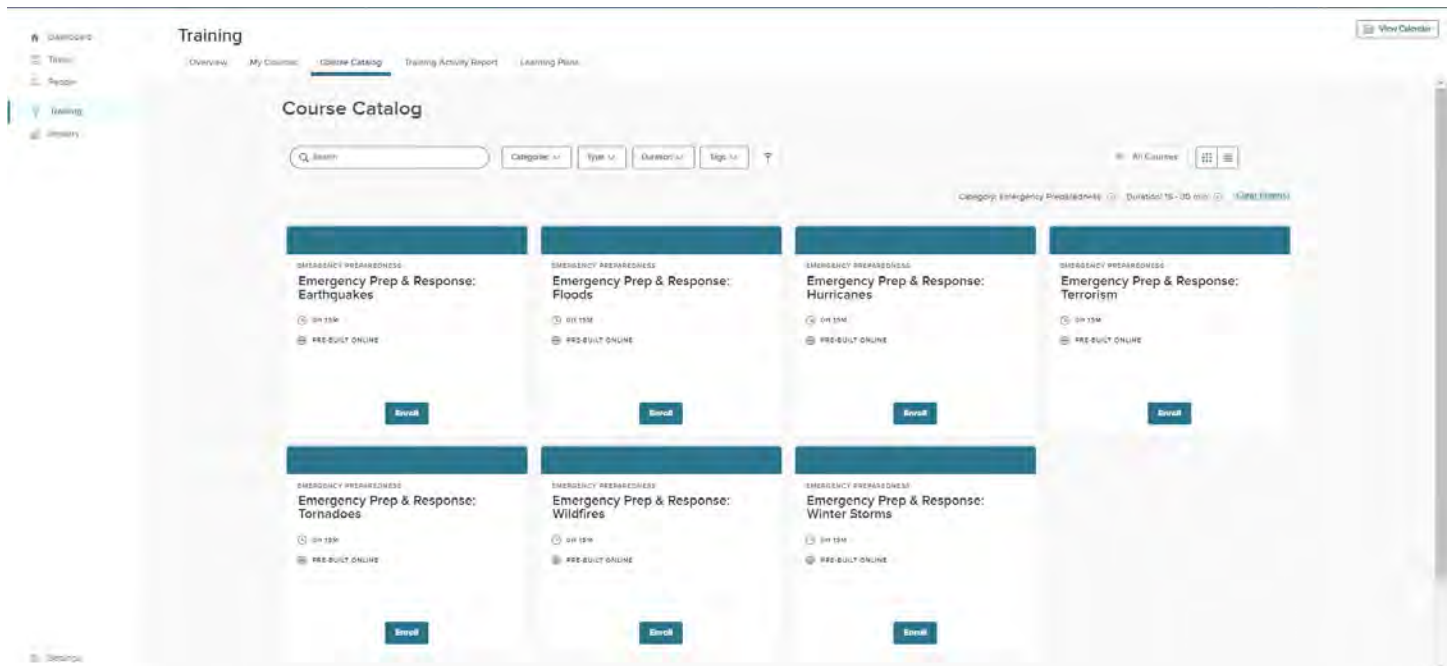
The Tags drop down menu has only Ethics at this time. This will likely be expanded later.



You can use all these filters to narrow your search. In the example below, we selected Emergency Preparedness under Categories and 15-30 minutes under Duration

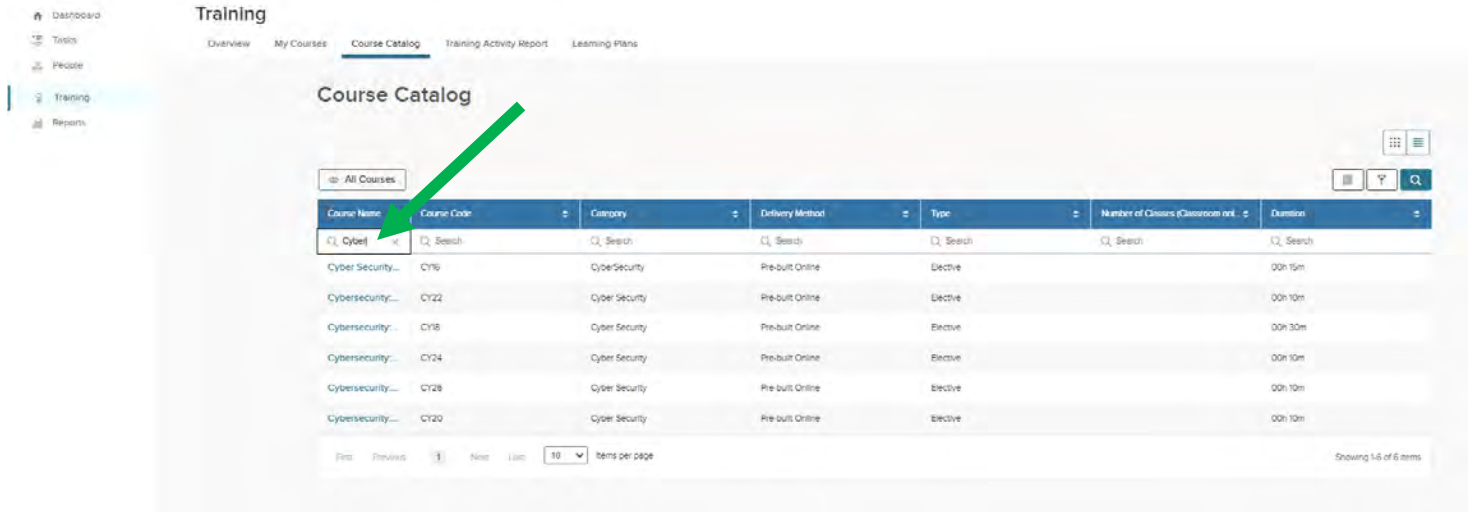


This pulls up all the Emergency Preparedness courses that are between 15 and 30 minutes long.



Searching, Sorting, and Filtering in List View

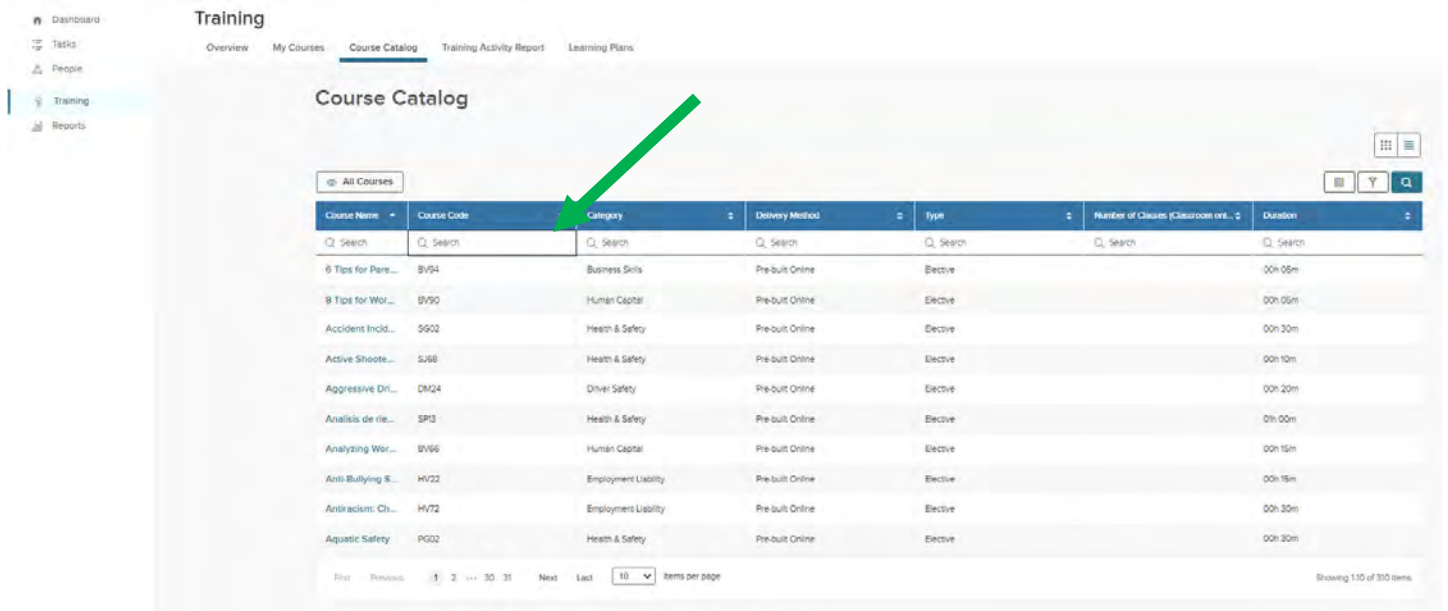
In List view, you can search by Course Name by typing in the Search bar under Course Name



The screenshot shows the 'Training' dashboard with the 'Course Catalog' tab selected. A search bar is visible above the table, and a green arrow points to the search input field where 'Cyber' has been entered. The table below shows a list of courses filtered by this search term.

Course Name	Course Code	Category	Delivery Method	Type	Number of Classes (Classroom onl.)	Duration
Cyber Security...	CY16	Cyber Security	Pre-built Online	Elective		00h 15m
Cybersecurity...	CY22	Cyber Security	Pre-built Online	Elective		00h 10m
Cybersecurity...	CY18	Cyber Security	Pre-built Online	Elective		00h 30m
Cybersecurity...	CY24	Cyber Security	Pre-built Online	Elective		00h 10m
Cybersecurity...	CY28	Cyber Security	Pre-built Online	Elective		00h 10m
Cybersecurity...	CY20	Cyber Security	Pre-built Online	Elective		00h 10m

You can search by Course Code by typing in the Search bar under Course Code



The screenshot shows the 'Training' dashboard with the 'Course Catalog' tab selected. A search bar is visible above the table, and a green arrow points to the search input field where '5902' has been entered. The table below shows a list of courses filtered by this search term.

Course Name	Course Code	Category	Delivery Method	Type	Number of Classes (Classroom onl.)	Duration
5 Tips for Pare...	BV54	Business Skills	Pre-built Online	Elective		00h 05m
5 Tips for Wor...	BV50	Human Capital	Pre-built Online	Elective		00h 05m
Accident Includ...	5902	Health & Safety	Pre-built Online	Elective		00h 30m
Active Shooote...	SJ68	Health & Safety	Pre-built Online	Elective		00h 10m
Aggressive Dri...	DM24	Driver Safety	Pre-built Online	Elective		00h 20m
Analysis de rie...	SP13	Health & Safety	Pre-built Online	Elective		01h 00m
Analyzing Wor...	BV66	Human Capital	Pre-built Online	Elective		00h 15m
Anti-Bullying &...	HV22	Employment Liability	Pre-built Online	Elective		00h 15m
Antiracism: Ch...	HV72	Employment Liability	Pre-built Online	Elective		00h 30m
Aquatic Safety	PG02	Health & Safety	Pre-built Online	Elective		00h 30m

You can search by Category by typing in the Search bar under Category

The screenshot shows the 'Training' interface with the 'Course Catalog' tab selected. A search bar is visible in the 'Category' column, with the text 'Emerg' entered. A green arrow points to this search bar. The table below shows a list of courses filtered by this search term.

Course Name	Course Code	Category	Delivery Method	Type	Number of Classes (Classroom onl...)	Duration
Emergency Pr...	SJ02	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ01	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ06	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ14	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ08	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ70	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ72	Emergency Preparedness	Pre-built Online	Elective		00h 15m

You can search by Duration by typing in the Search bar under Duration

The screenshot shows the 'Training' interface with the 'Course Catalog' tab selected. A search bar is visible in the 'Duration' column, with a search term entered. A green arrow points to this search bar. The table below shows a list of courses filtered by this search term.

Course Name	Course Code	Category	Delivery Method	Type	Number of Classes (Classroom onl...)	Duration
6 Tips for Pers...	BV54	Business Skills	Pre-built Online	Elective		00h 03m
8 Tips for Wor...	BV50	Human Capital	Pre-built Online	Elective		00h 05m
Accident Incid...	SG02	Health & Safety	Pre-built Online	Elective		00h 30m
Active Shooote...	SJ68	Health & Safety	Pre-built Online	Elective		00h 10m
Aggressive Dri...	DM24	Driver Safety	Pre-built Online	Elective		00h 20m
Analysis de rie...	SP13	Health & Safety	Pre-built Online	Elective		0h 00m
Analyzing Wor...	BV66	Human Capital	Pre-built Online	Elective		00h 15m
Anti-Bullying S...	HV22	Employers Liability	Pre-built Online	Elective		00h 15m
Antracism: Ch...	HV72	Employment Liability	Pre-built Online	Elective		00h 30m
Aquatic Safety	PG02	Health & Safety	Pre-built Online	Elective		00h 30m

We are not currently using Delivery Method, Type, or Number of Classes (Classroom Only).

You can sort the Columns from A-Z or Z-A by using the Up and Down arrows next to each column

The screenshot shows the 'Training Course Catalog' interface. The table has the following columns: Course Name, Course Code, Category, Delivery Method, Type, Number of Classes (Classroom on...), and Duration. Each column header has a small up and down arrow for sorting. Three green arrows point to these sorting arrows. The table lists various courses such as 'Aggressive Dr...', 'Avoiding Coll...', 'Avoiding the ...', 'Backhoe Safet...', 'Bulldozer Safe...', 'Complying wit...', 'Complying wit...', 'Complying wit...', 'Driving Aroun...', and 'Driving in Adv...'. The bottom of the table shows pagination controls: '1 2 ... 30 31 Next Last' and '10 Items per page'. The status 'Showing 110 of 210 items' is visible at the bottom right.


You can use all these filters to narrow your search. In the example below, we selected Emergency Preparedness under Categories and 15-30 minutes under Duration.

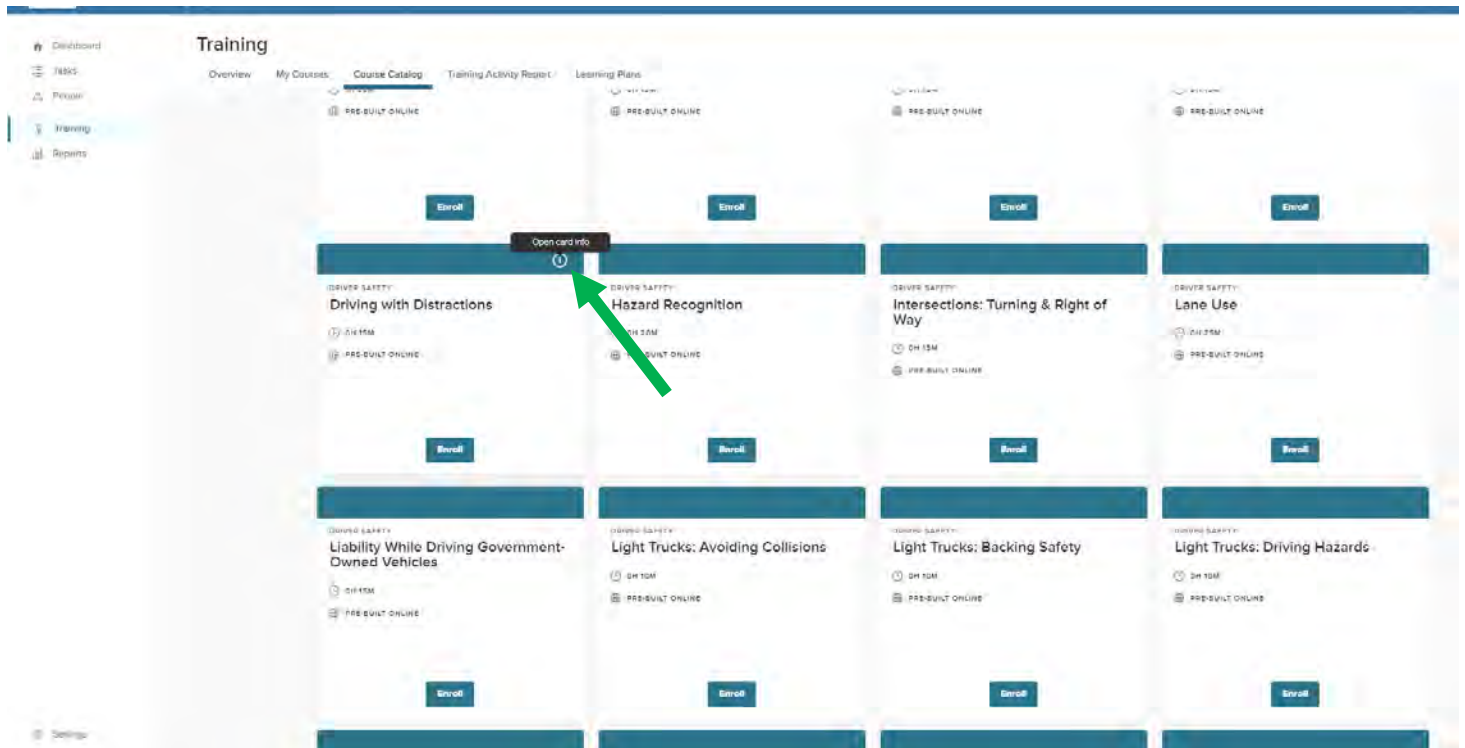
The screenshot shows the 'Training Course Catalog' interface with filters applied. The 'Category' filter is set to 'Emergency Preparedness' and the 'Duration' filter is set to '15-30 minutes'. The table displays the following filtered results:


Course Name	Course Code	Category	Delivery Method	Type	Number of Classes (Classroom on...)	Duration
Emergency Pr...	SJ02	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ04	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ06	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ74	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ08	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ10	Emergency Preparedness	Pre-built Online	Elective		00h 15m
Emergency Pr...	SJ12	Emergency Preparedness	Pre-built Online	Elective		00h 15m

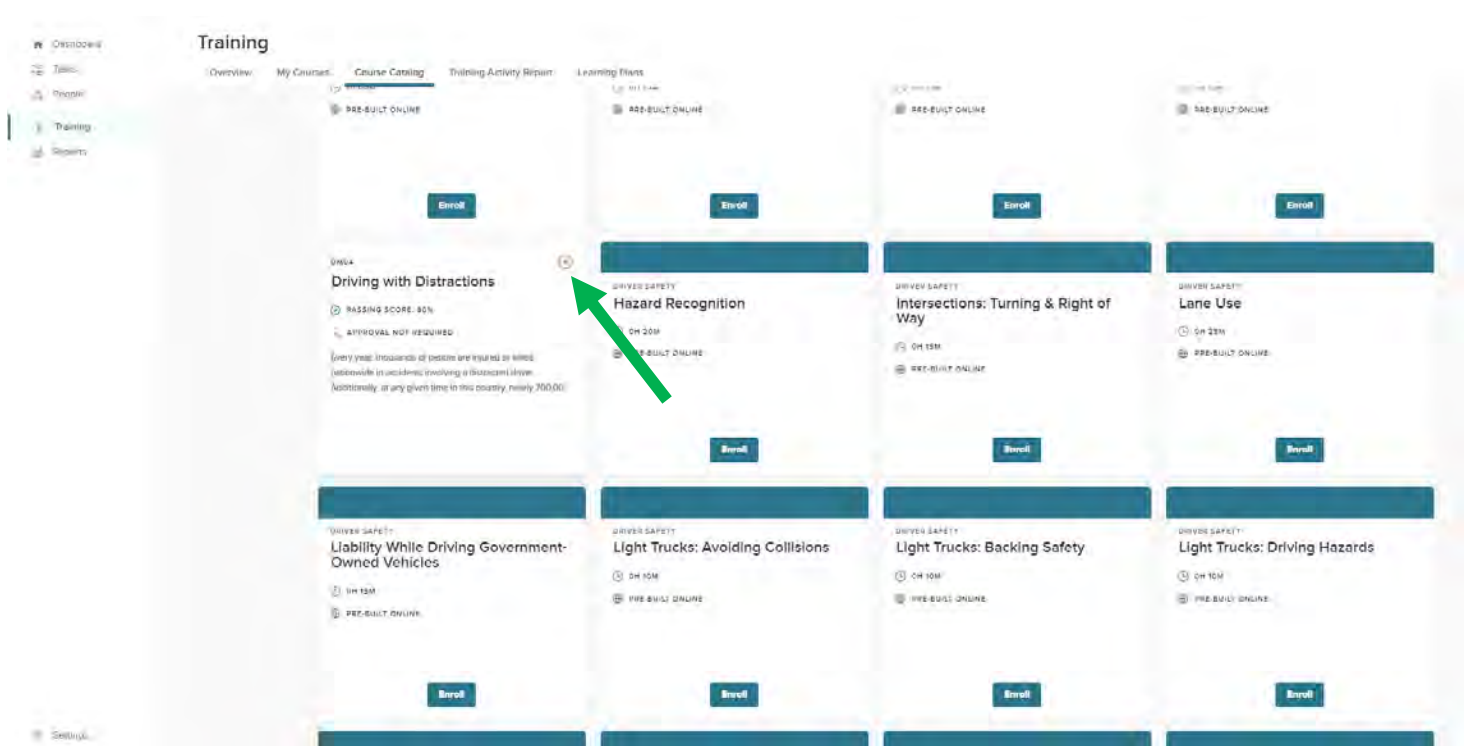
The bottom of the table shows pagination controls: '1 Next Last' and '10 Items per page'. The status 'Showing 17 of 7 items' is visible at the bottom right.

Enrolling in Courses – Grid View

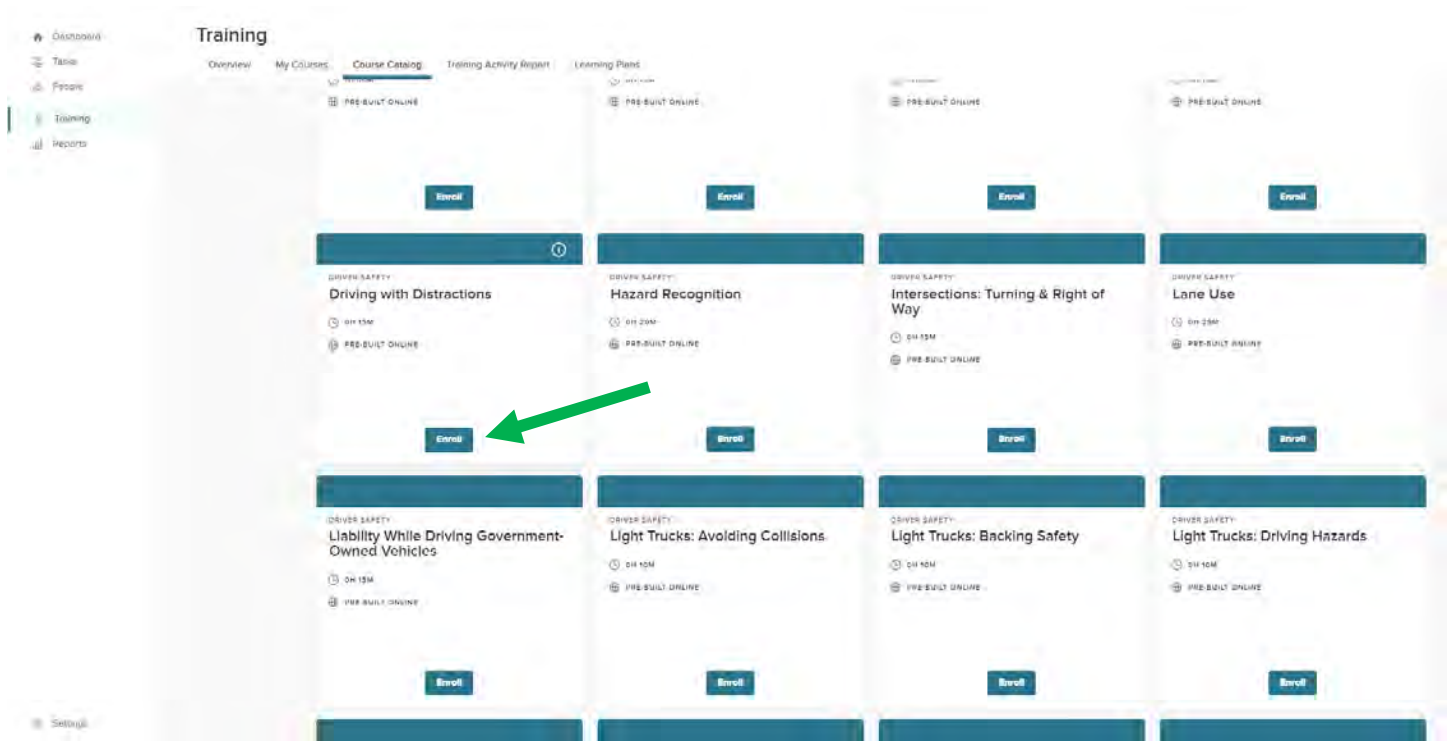
When using the Grid view, find the course you wish to complete. Note that you can find more information by hovering your mouse over the right corner of the card and selecting the Open card info button. 



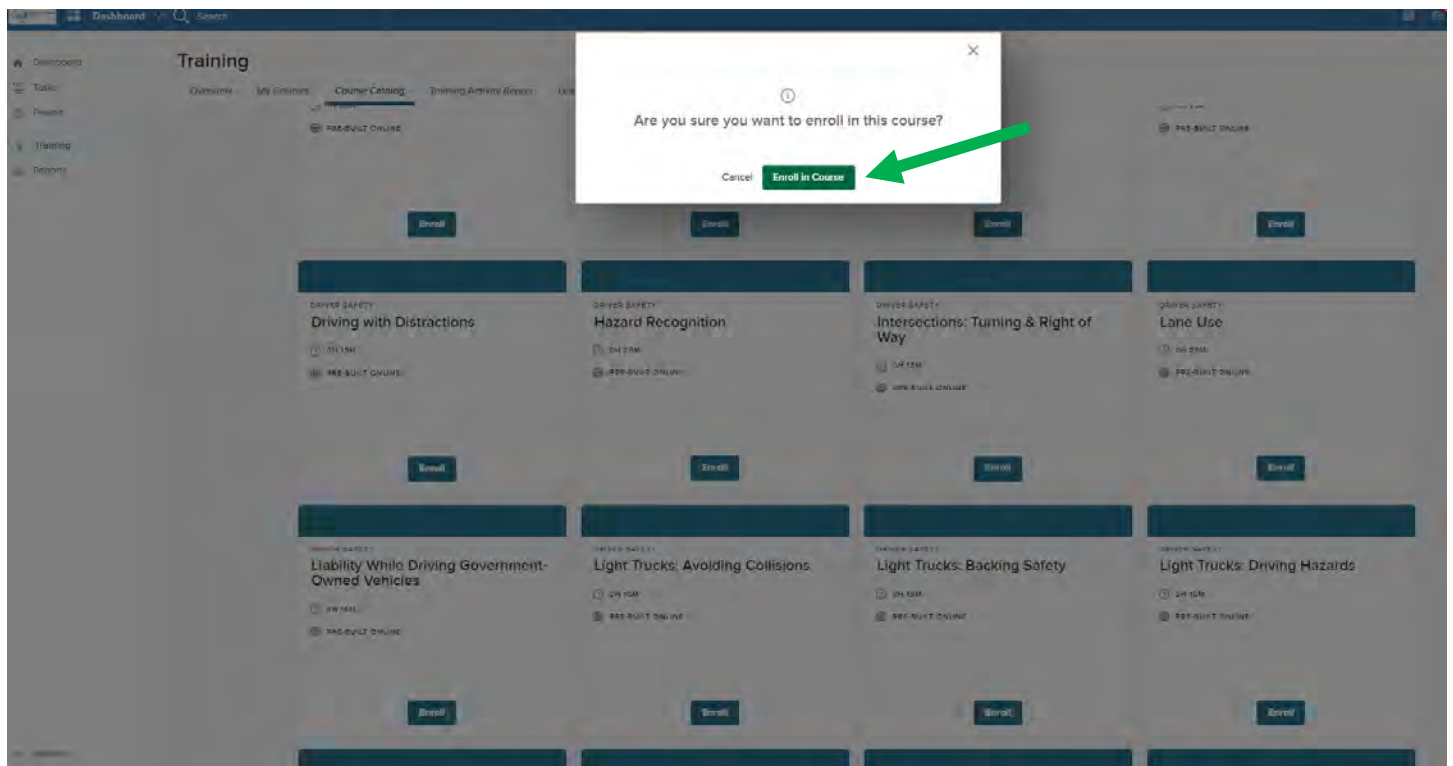
You can close the card by selecting the close button 



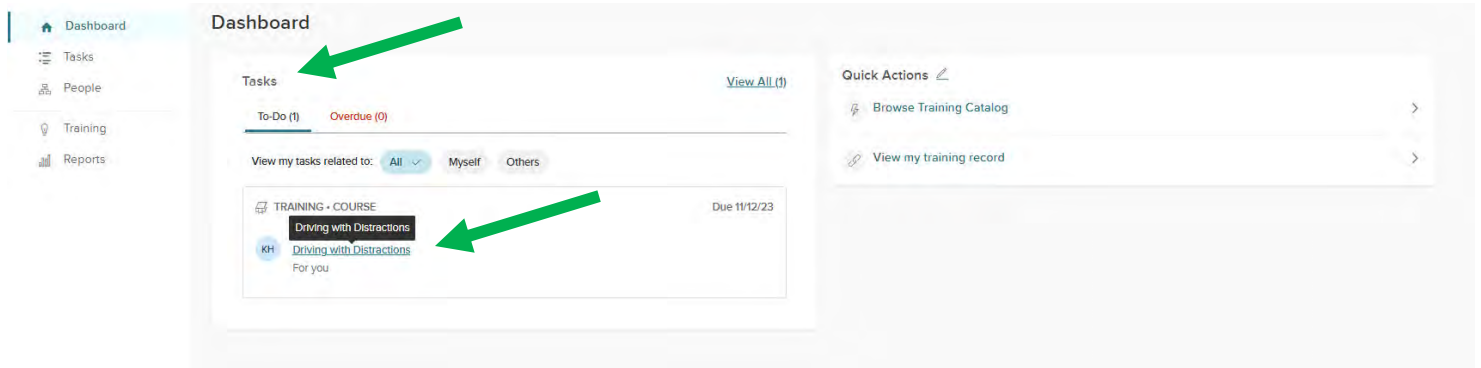
When you have chosen a course to complete click on the Enroll button



At the popup window, select Enroll in Course



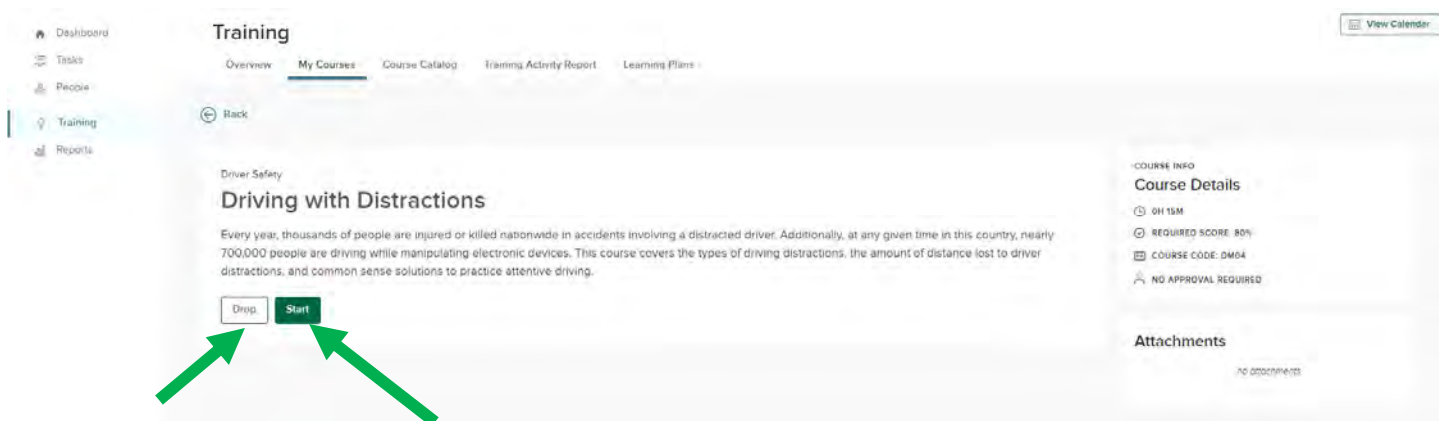
Go back to the Dashboard and you will see the course listed under Tasks. The Course name is a link to the course.



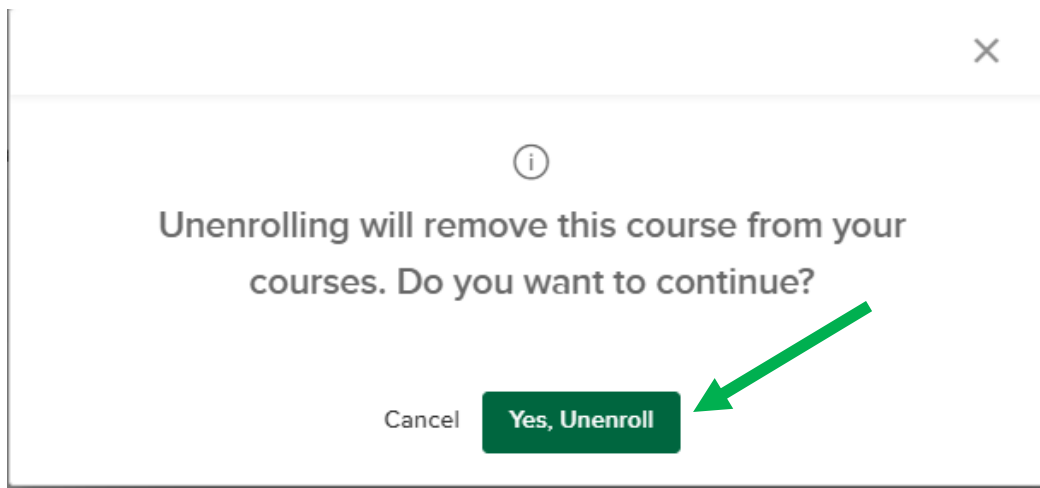
You will also receive an email from donotrply@neogov.com with the subject line **Your Name has been enrolled into Name of Course (due Date)**. This email will have a link to the course:

Course Name: Driving with Distractions
Due Date: Sunday, November 12, 2023
Enrollment Status: Not Started

You can access the course through the link in the email or the link in the dashboard. After clicking the link, click on Start to begin the course or Drop to delete the course.



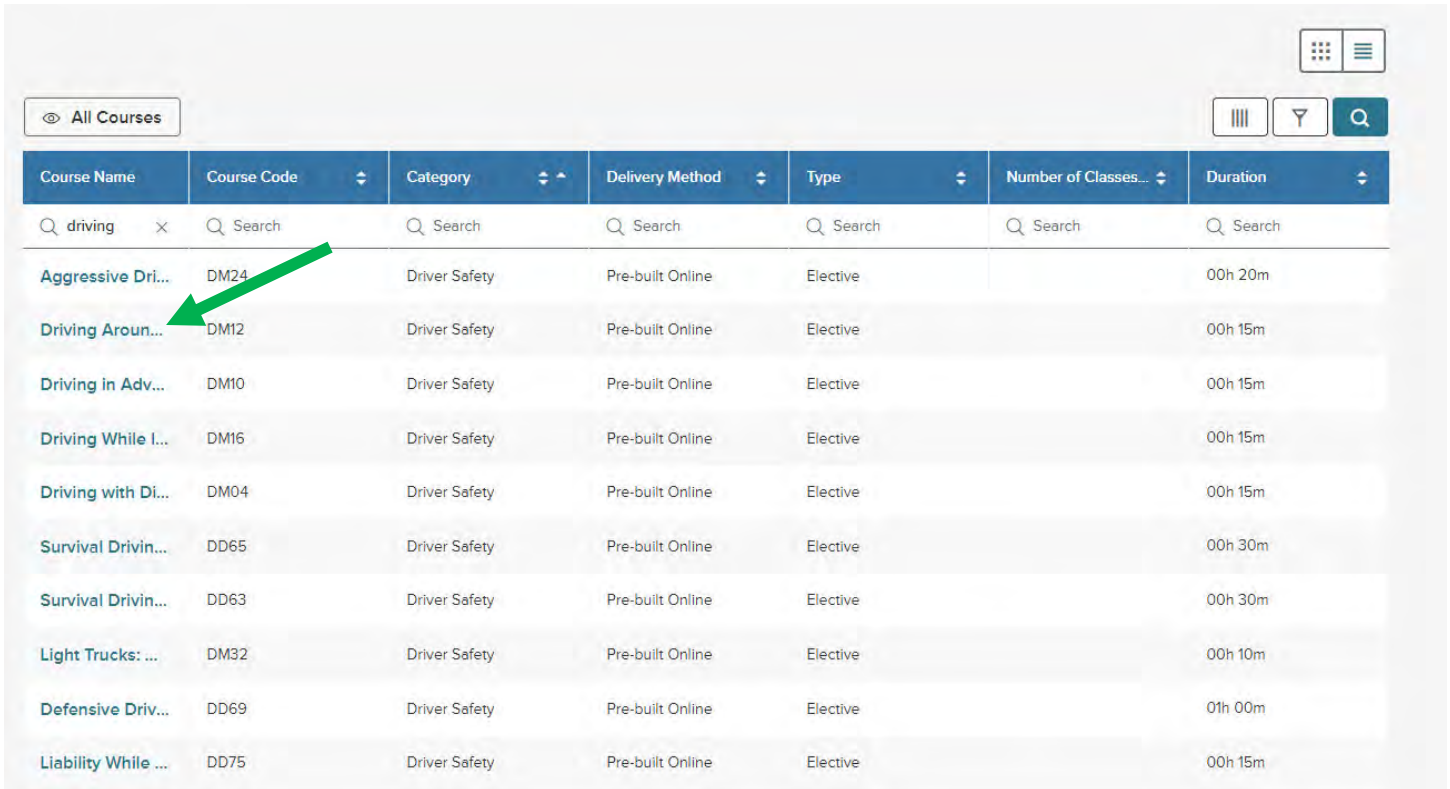
If you Drop the course, click on Yes, Unenroll at the popup window



The course will be removed from the My Courses tab

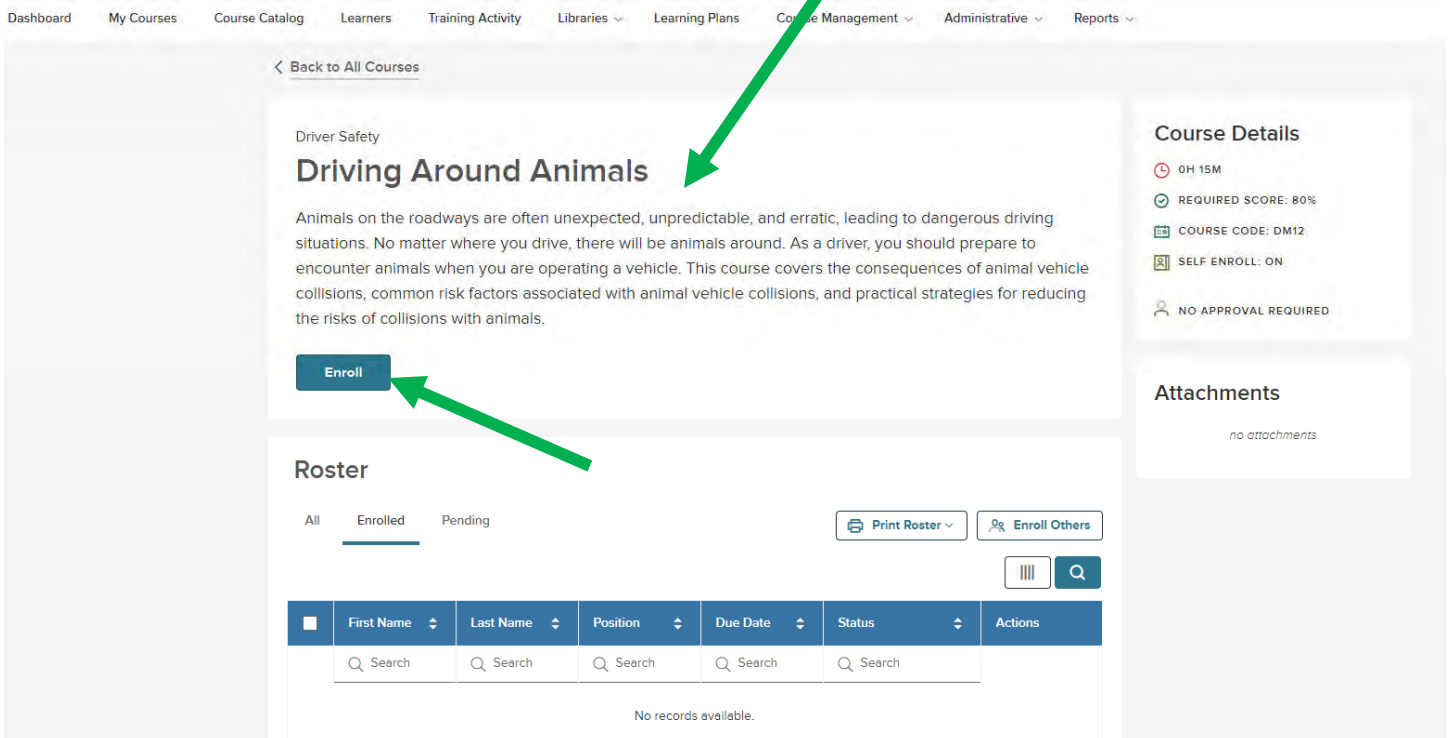
Enrolling in Courses – List View

When using the List view, find the course you wish to complete. When you have chosen a course to complete click on the Course Name. Note that there is additional information about the course at the top.



Course Name	Course Code	Category	Delivery Method	Type	Number of Classes...	Duration
Q driving	Q Search	Q Search	Q Search	Q Search	Q Search	Q Search
Aggressive Dri...	DM24	Driver Safety	Pre-built Online	Elective		00h 20m
Driving Aroun...	DM12	Driver Safety	Pre-built Online	Elective		00h 15m
Driving in Adv...	DM10	Driver Safety	Pre-built Online	Elective		00h 15m
Driving While I...	DM16	Driver Safety	Pre-built Online	Elective		00h 15m
Driving with Di...	DM04	Driver Safety	Pre-built Online	Elective		00h 15m
Survival Drivin...	DD65	Driver Safety	Pre-built Online	Elective		00h 30m
Survival Drivin...	DD63	Driver Safety	Pre-built Online	Elective		00h 30m
Light Trucks: ...	DM32	Driver Safety	Pre-built Online	Elective		00h 10m
Defensive Driv...	DD69	Driver Safety	Pre-built Online	Elective		01h 00m
Liability While ...	DD75	Driver Safety	Pre-built Online	Elective		00h 15m

Note that there is additional information about the course at the top. Click on the Enroll button.



Dashboard My Courses Course Catalog Learners Training Activity Libraries Learning Plans Course Management Administrative Reports

< Back to All Courses

Driver Safety

Driving Around Animals

Animals on the roadways are often unexpected, unpredictable, and erratic, leading to dangerous driving situations. No matter where you drive, there will be animals around. As a driver, you should prepare to encounter animals when you are operating a vehicle. This course covers the consequences of animal vehicle collisions, common risk factors associated with animal vehicle collisions, and practical strategies for reducing the risks of collisions with animals.

Enroll

Course Details

- 0H 15M
- REQUIRED SCORE: 80%
- COURSE CODE: DM12
- SELF ENROLL: ON
- NO APPROVAL REQUIRED

Attachments

no attachments

Roster

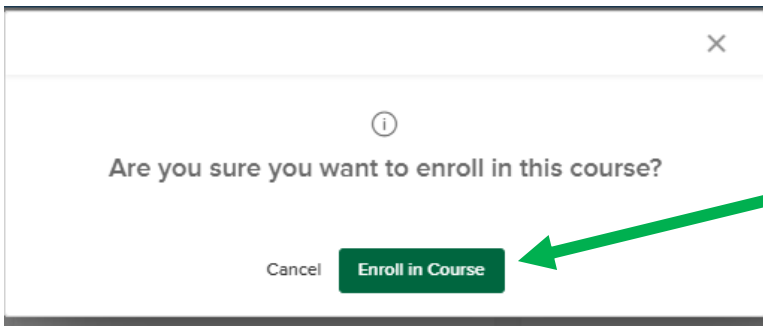
All Enrolled Pending

Print Roster Enroll Others

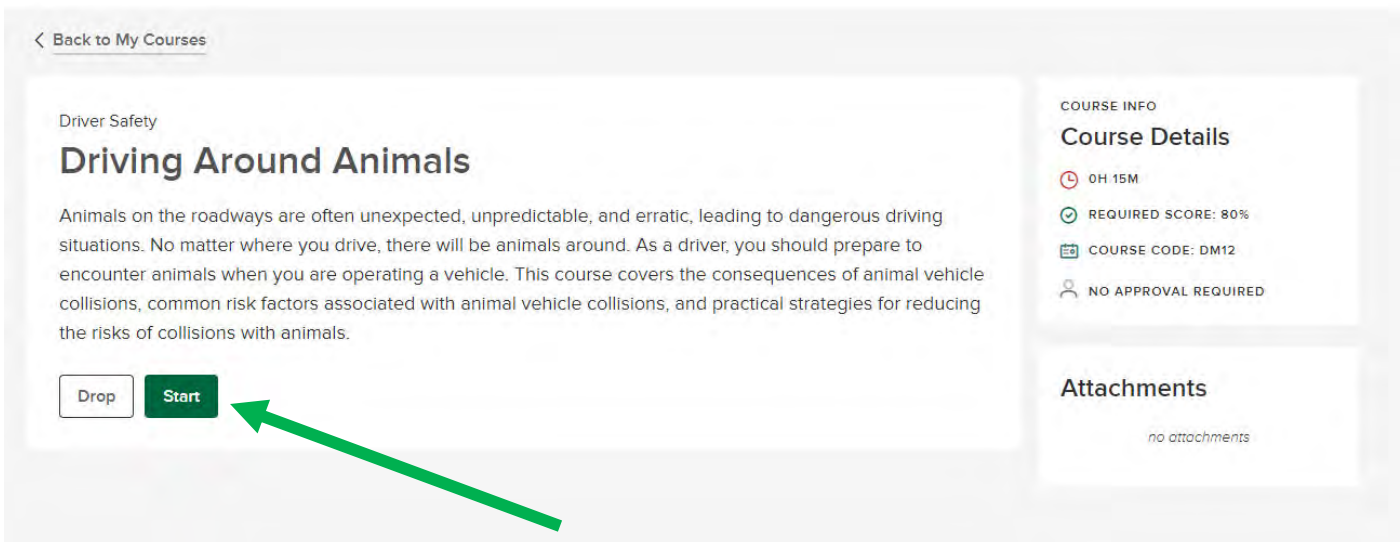
First Name	Last Name	Position	Due Date	Status	Actions
Q Search	Q Search	Q Search	Q Search	Q Search	

No records available.

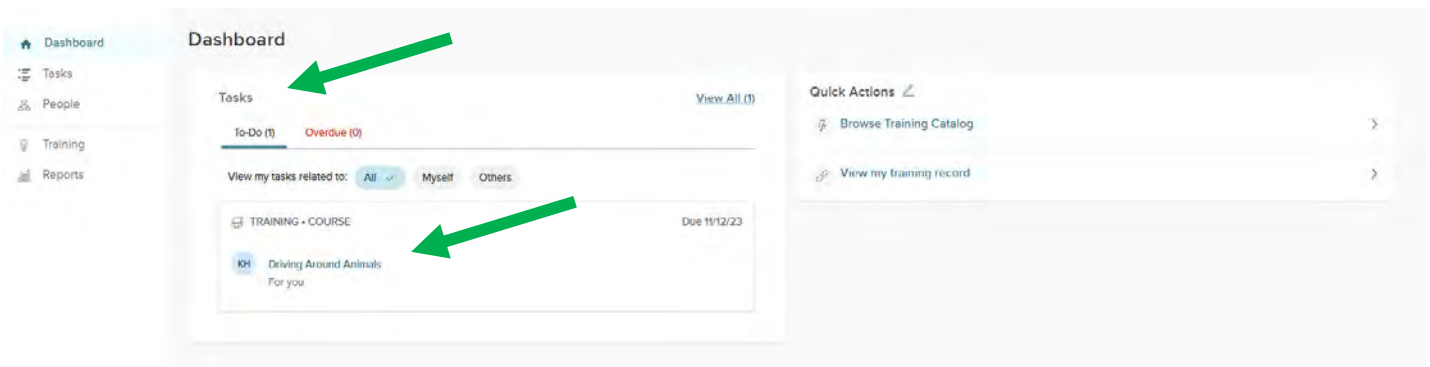
At the popup window, select Enroll in Course



Select Start if you are ready to take the course.



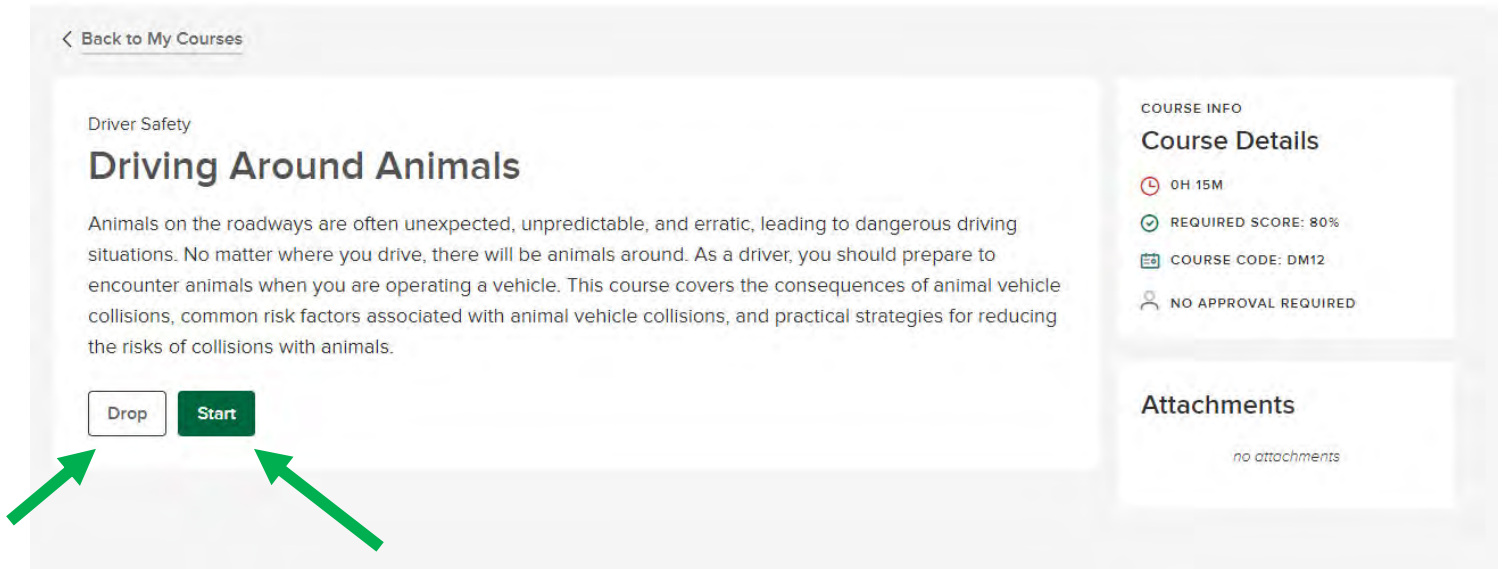
You can also go back to the Dashboard and you will see the course listed under Tasks.



You will also receive an email from donotrply@neogov.com with the subject line **Your Name has been enrolled into Name of Course (due Date)**. This email will have a link to the course:

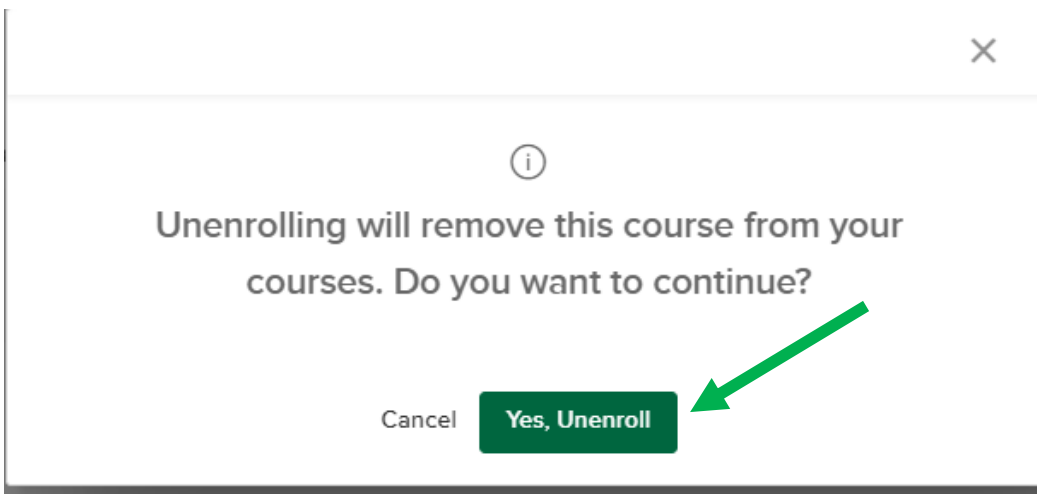
Course Name: Driving Around Animals
Due Date: Sunday, November 12, 2023
Enrollment Status: Not Started

You can access the course through the link in the email or the link in the dashboard. After clicking the link, click on Start to begin the course or Drop to delete the course.



The screenshot shows a course page for "Driving Around Animals" under the "Driver Safety" category. The page includes a description of the course, a "Drop" button, and a "Start" button. Two green arrows point to the "Drop" and "Start" buttons. On the right side, there is a "Course Details" section with information such as "0H 15M", "REQUIRED SCORE: 80%", "COURSE CODE: DM12", and "NO APPROVAL REQUIRED". Below that is an "Attachments" section with the text "no attachments".

If you Drop the course, click on Yes, Unenroll at the popup window

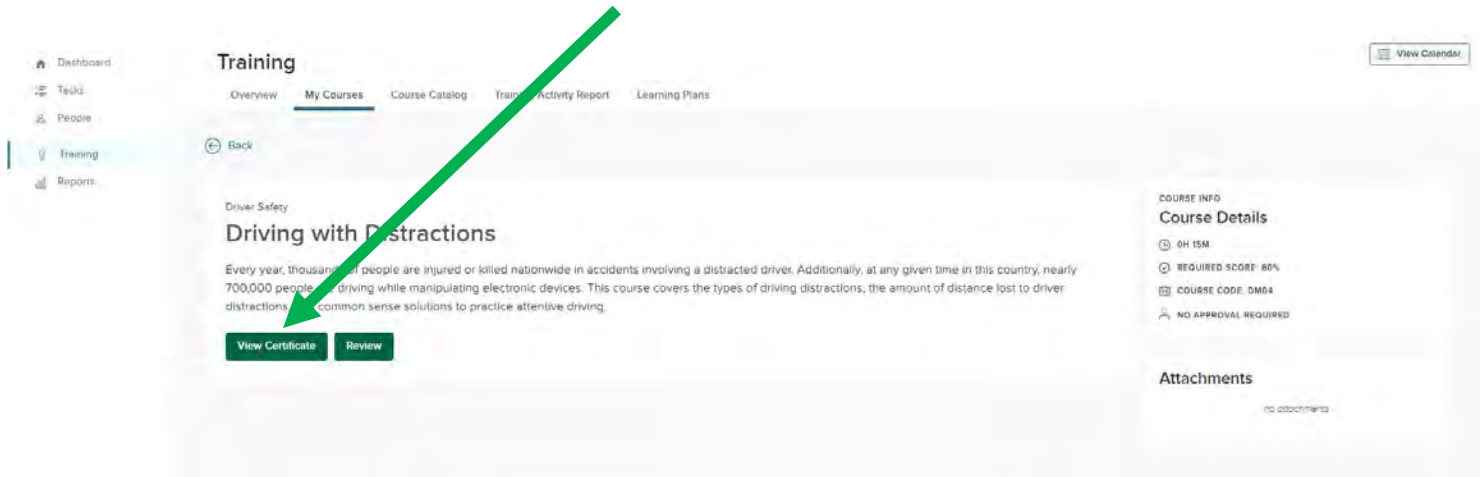


The screenshot shows a confirmation popup window with a close button (X) in the top right corner. The text inside the popup reads: "Unenrolling will remove this course from your courses. Do you want to continue?". At the bottom of the popup, there are two buttons: "Cancel" and "Yes, Unenroll". A green arrow points to the "Yes, Unenroll" button.

The course will be removed from the My Courses tab

Viewing and Printing Certificates

After you have completed the course and passed the quiz, you will be directed to a page to view and print a Certificate of Course Completion. Click on View Certificate



The Certificate will open, and you can print the certificate by clicking on Print Certificate

