



# NEOED LEARN

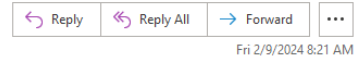
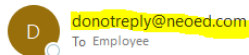
## ULM'S EMPLOYEE TRAINING SYSTEM

### 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.

ULM Training System Notice



Fri 2/9/2024 8:21 AM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**ULM CAUTION!** This email was sent from an external sender. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Employee,

You have been enrolled into 2024 Cybersecurity Awareness Training. Please log into ULM's new Employee Training System [NEOED LEARN](#) to complete this mandatory training session.

Course Name: [2024 Cybersecurity Awareness Training](#)

Due Date: Tuesday, December 31, 2024

Enrollment Status: Not Started

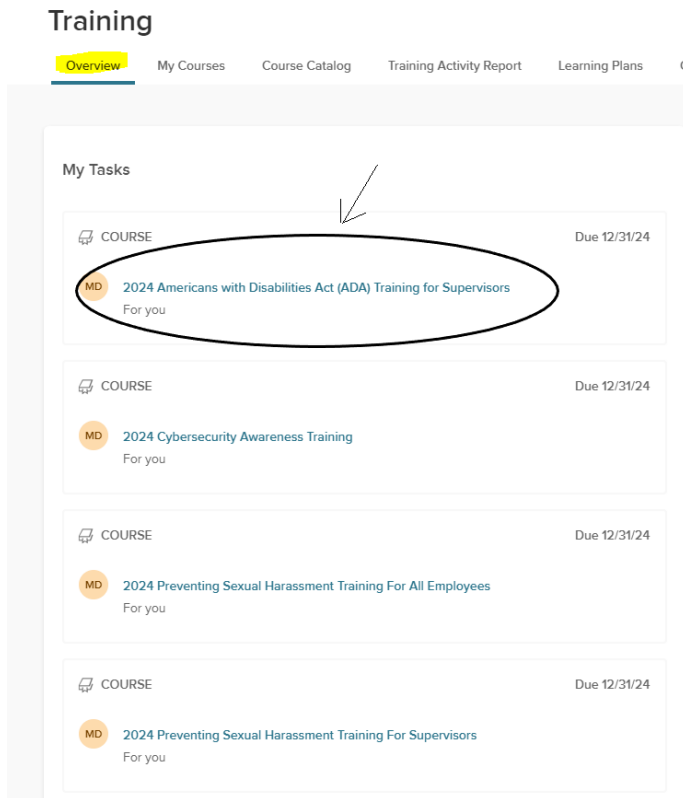
Thank you!

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.

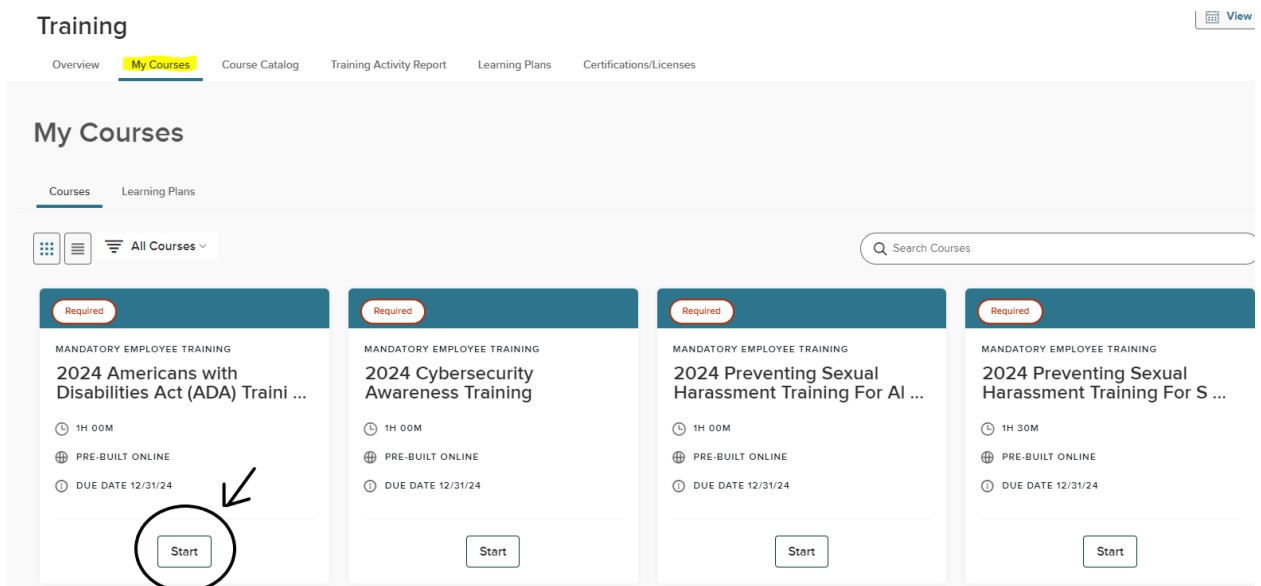
The screenshot shows the NeoEd Learning Dashboard. On the left is a navigation menu with options: Dashboard, Tasks (100+), People, Training (highlighted), Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section with a 'View All (100+)' link. Below this, there are filters for 'To-Do (21)' and 'Overdue (100+)'. A dropdown menu allows filtering tasks by 'All', 'Myself' (selected), or 'Others'. The task list includes:

- MD 2024 Americans with Disabilities Act (ADA) Training for Supervisors Due 12/31/24 For you
- MD 2024 Cybersecurity Awareness Training Due 12/31/24 For you
- MD 2024 Preventing Sexual Harassment Training For All Employees Due 12/31/24 For you
- MD 2024 Preventing Sexual Harassment Training For Supervisors Due 12/31/24 For you

- 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.



- 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.



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



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

**Training**

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

**My Tasks**

**COURSE** Due 12/31/24

**MD** 2024 Americans with Disabilities Act (ADA) Training for Supervisors  
For you

**COURSE** Due 12/31/24

**MD** 2024 Cybersecurity Awareness Training  
For you

**Course Transcript**

[View Course Transcript](#)

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**My Enrolled Classroom Courses** [View all](#)

No upcoming classroom courses

**LEARNER TRANSCRIPT**

**Employee**

Employee Title  
Division  
ID - 12

Total Courses: **04**

Total Learning Plans: **00**

Completed: **00**

University of Louisiana Monroe  
700 University Avenue  
Monroe, Louisiana 71209

**Transcript** [Print Transcript](#)

**Courses**

Credit Hours: **0.00**

Total Time Spent: **00H 00M**

Total Course Duration: **00H 00M**

Completed Courses ▾

Enrollment Dates from  to  [Apply](#) [Reset](#) [Filter](#) [Search](#)

Course	Code	Type	Enrollment Date	Completion Date	Score	Time Spent	Status	Sub Status
<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>

No records available.