

NEOED LEARN 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



donotreply@neoed.com

To: Employee

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Fri 2/9/2024 8:21 AM

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

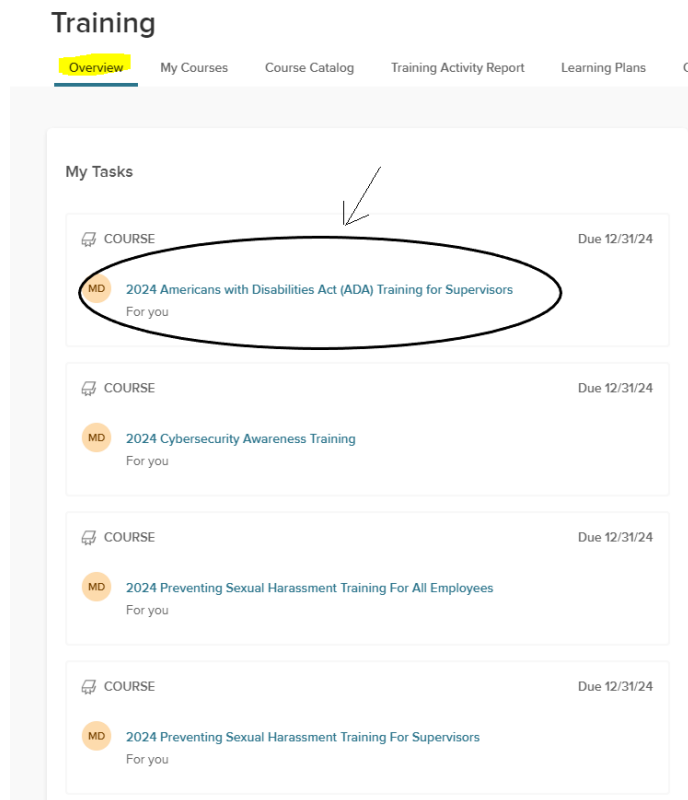
Thank you!

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.

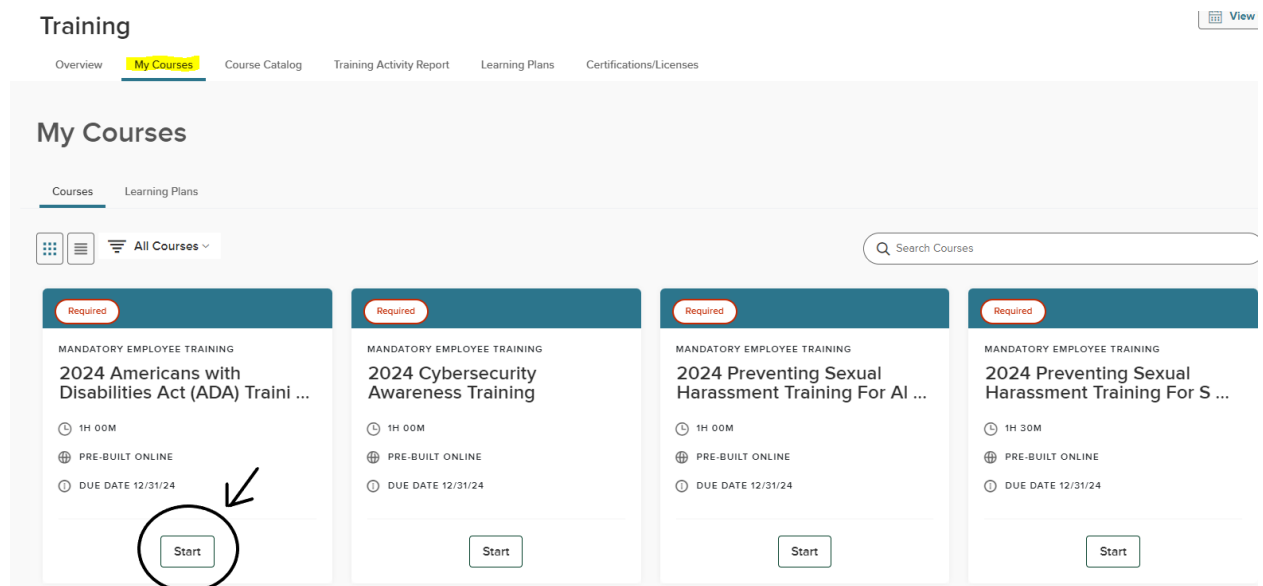
The screenshot shows the NEOED LEARN Dashboard. On the left is a sidebar with navigation links: Dashboard (selected), Tasks (100+), People, Training (highlighted in yellow), Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section. This section has tabs for 'To-Do (21)' and 'Overdue (100+)'. Below the tabs, there's a filter for 'View my tasks related to:' with options 'All', 'Myself' (selected), and 'Others'. A list of training tasks is displayed under the heading 'TRAINING • COURSE'. Each task entry includes a course ID (MD), the course title, and the due date (12/31/24). The tasks listed are: '2024 Americans with Disabilities Act (ADA) Training for Supervisors', '2024 Cybersecurity Awareness Training', '2024 Preventing Sexual Harassment Training For All Employees', and '2024 Preventing Sexual Harassment Training For Supervisors'. Each task is marked 'For you'.

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

- 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.



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.

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](#)

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
No records available.								