



Department of Administration

EnterpriseIT

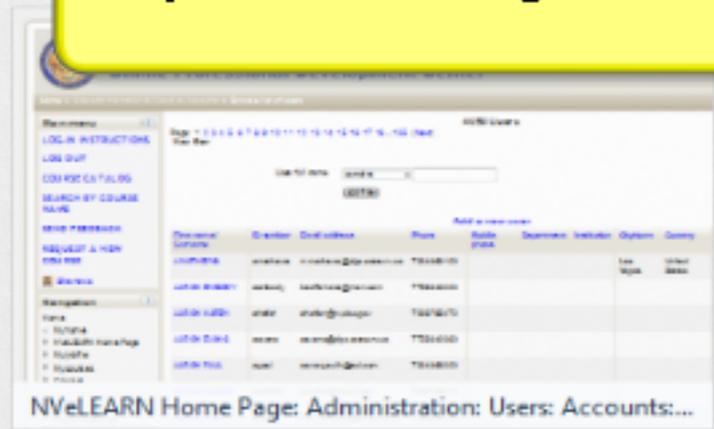
Services

**How to log in to the e-learning system
using an NVAPPS User ID/password and
enroll in an online course.**

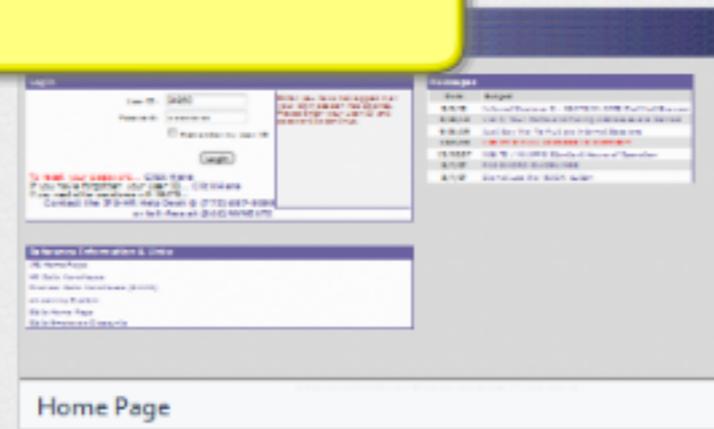
**Select the
arrow to go
to the next
page.**



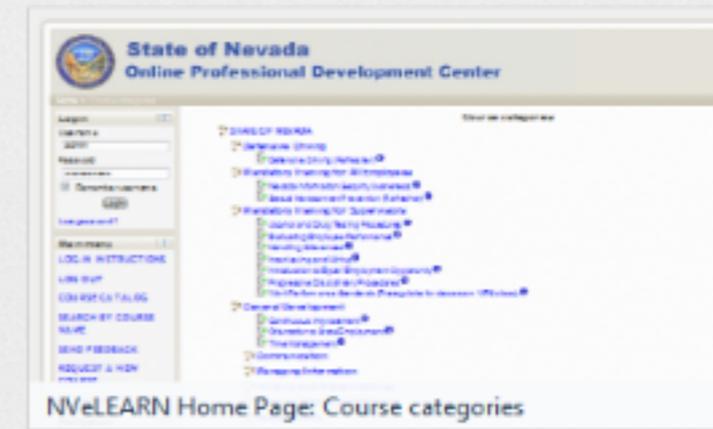
Open a new browser window and direct your browser to the e-learning system at <http://nvelearn.nv.gov>.



NVELEARN Home Page: Administration: Users: Accounts:...



Home Page



NVELEARN Home Page: Course categories



NVELEARN Home Page: Course categories



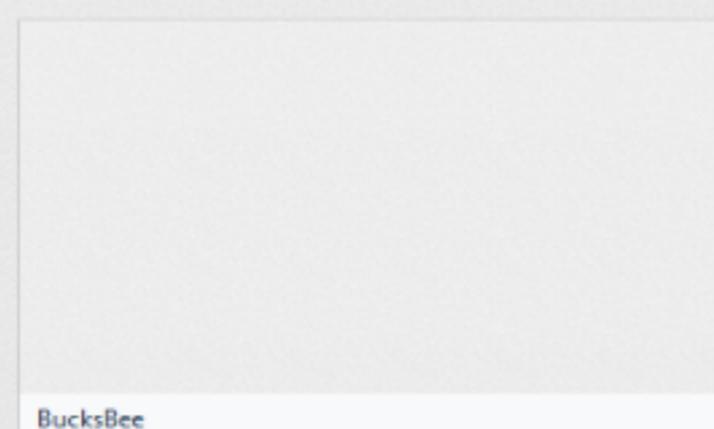
<http://gmail.com/>



State of Nevada Online Professional Development Center



Moodle.org: open-source community-based tools for lea...



BucksBee



State of Nevada Online Professional Development Center...



State of Nevada Online Professional Development Center

You are not logged in. [\(Login\)](#)

Home

Login

Username

 Remember username

[Lost Password?](#)

When the e-learning home page is displayed, log in using your NVAPPS User ID and password.

on a [NEATS](#) or [NVAPPS](#) account 24x7, 365 days a year. You may also apply for one:

(es)

the link below, or in the "Main Menu" on the left side of the page. [enroll](#) in the course you are interested in. Some courses are listed in the course summary (blue icon to the right)

Main menu

[LOG-IN INSTRUCTIONS](#)

[LOG OUT](#)

[COURSE CATALOG](#)

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[REQUEST A NEW COURSE](#)

[Site news](#)

Navigation

Home

- [Site news](#)
- [How to Create an Account \(for non-State users\)](#)
- [How to Enroll in an Online Course](#)
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LOG-IN INSTRUCTIONS — COURSE CATALOG



- If you have a [NEATS](#) or [NVAPPS](#) account, but cannot remember your User ID, [click here](#).
- If you cannot remember your [NEATS](#) or [NVAPPS](#) password, [click here](#).
- If you have other questions, or experience problems using this system, please contact the IFS-HR Help Desk at (775) 687-9099, or toll-free at (866) NVNEATS.
- Questions about this system should be directed to the system administrator at (775) 687-9063, or by email at ellearn@admin.nv.gov.

[State of Nevada Career Opportunities](#)

[Mandatory Training Requirements for State of Nevada Employees](#)



Instructions

Learn how to log in, enroll, complete and receive credit for [online courses](#) hosted on this system.

- [How to Create an Account \(for non-State users\)](#)
- [How to Enroll in an Online Course](#)
- [How to Receive Credit for DHRM-Sponsored Online Courses](#)
- [How to View a NEATS Training Transcript \(Executive Branch employees only\)](#)





User picture
Current picture None

Interests
List of interests Enter tags separated by commas

Optional

Web page	<input type="text"/>
ICQ number	<input type="text"/>
Skype ID	<input type="text"/>
AIM ID	<input type="text"/>
Yahoo ID	<input type="text"/>
MSN ID	<input type="text"/>
ID number	<input type="text"/>
Institution	<input type="text"/>
Department	<input type="text"/>
Phone	<input type="text"/>
Mobile phone	<input type="text"/>
Address	<input type="text"/>

Scroll to the bottom of the profile page when you have entered all mandatory information and select the "Update Profile" button.

Update profile

There are required fields in this form marked *.



State of Nevada Online Professional Development Center

[System Administrator] You are logged in as GARY LYON (Logout)

Home > My profile > View profile

Customise this page

Main menu

- LOG-IN INSTRUCTIONS
- LOG OUT
- COURSE CATALOG
- SEARCH BY COURSE NAME
- SEND FEEDBACK
- REQUEST A NEW COURSE
- Site news

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 - Blogs
 - Messages
 - My private files
 - Repositories
 - My courses
 - Courses

Settings

- My profile settings
 - Edit profile
 - Security keys
 - Messaging

After you save your personal profile, select the "Course Catlog" link to view available courses.

GARY LYON

(days 7 hours)
(hours 3 mins)





State of Nevada Online Professional Development Center

Home > Course categories

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A Guide to Survival

City of Houston's Active Shooter PSA



Course categories

- STATE OF NEVADA
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 - Defensive Driving (Refresher)
 - Mandatory Training for All Employees
 - Nevada Information Security Awareness
 - Sexual Harassment Prevention (Refresher)
 - Mandatory Training for Supervisors
 - Alcohol and Drug Testing Procedures
 - Evaluating Employee Performance
 - Handling Grievances
 - Interviewing and Hiring
 - Introduction to Equal Employment Opportunity
 - Progressive Disciplinary Procedure
 - Work Performance Standards (Pre)
 - General Development
 - Continuous Improvement
 - Orientation to State Employment
 - Time Management
 - Communication
 - Managing Information
 - Thinking and Problem-Solving
 - Personal Attitude and Behavior
 - Responsibility
 - Adaptability
 - Self-Improvement
 - Workplace Safety
 - Working with Others
 - Participating in Projects or Tasks
 - Microsoft Office
 - Public Service Leadership

Select the course you want to enroll in.





State of Nevada Online Professional Development Center

You are logged in as GARY LYON (Logout)

Home > Courses > STATE OF NEVADA > Mandatory Training for Supervisors > I&Hv2 > Enrol me in this course > Enrolment options

Main menu

- Course Instructions. Please Read This First!!!
- Interviewing and Hiring Student Handout

Important Note: If you have trouble viewing some or all parts of this class you may need to install or upgrade your version of Adobe Flash Player and Sun Java, or (where allowed) use another browser such as Firefox. Contact your agency IT support for assistance.

Navigation

- Home
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 - NVeLEARN Home Page
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- Courses
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 - Defensive Driving

Enrolment options

Self enrolment ([Student](#))

No enrolment key

Confirm you want to enroll in the course.

If the course requires an enrollment key (password) it will be provided by the agency hosting the course on the system.





State of Nevada Online Professional Development Center

You are logged in as GARY LYON (Logout)

Home > My courses > I&HV2

A Guide to Survival

City of Houston's Active Shooter PSA



Main menu

- [Course Instructions. Please Read This First!!!](#)
- [Interviewing and Hiring Student Handout](#)

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Topic outline



Department of Administration
Division of Human Resource Management



Start Here!

- [Course Instructions. Please Read This First!!!](#)
- [Interviewing and Hiring Student Handout](#)

Important Note: If you have trouble upgrade your version of Adobe Flash Player such as Firefox. Contact your agency IT

Read the course instructions first when a course home page is displayed; even if you are retaking a mandatory course. Courses change over time so the instructions may have changed since the last time you completed the training.

1 **Introduction**

- [Overview of the Hiring Process](#)

2 **Steps to Hiring Success**

- [Step 1. Job Analysis and Definition](#)
- [Step 2. Recruiting Candidates](#)
- [Step 3. Interviewing](#)
- [Step 4. Selection](#)
- [Step 5. Orientation and Development](#)



State of Nevada Online Professional Development Center

You are logged in as GARY LYON (Logout)

Home > My courses > I&HV2

A Home to Survival

City of Houston's Active Shooter PSA



Main menu

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Department of Administration
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1 Introduction

- Overview of the Hiring Process

2 Steps to Hiring Success

- Step 1. Job Analysis and Definition
- Step 2. Recruiting Candidates
- Step 3. Interviewing
- Step 4. Selection
- Step 5. Orientation and Development

Next, select the first lesson to begin the course. Be sure to complete all lessons and read instructions for how to receive credit for completing the course.



State of Nevada Online Professional Development Center

You are logged in as GARY LYON (Logout)

Home My courses I&HV2

A Guide to Survival
Cliff of Houston's Active

Topic outline

Department of Administration
Department of Human Resource
Management

When you have completed the course, you can return to the system home page by selecting the "Home" link in the breadcrumb links at the top of the page...



Please Read This First!!!

Main menu

- Course Instructions. Please Read This First!!!
- Interviewing and Hiring Student Handout

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Interviewing and Hiring Student Handout

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1 Introduction

Overview of the Hiring Process

2 Steps to Hiring Success

- Step 1. Job Analysis and Definition
- Step 2. Recruiting Candidates
- Step 3. Interviewing
- Step 4. Selection
- Step 5. Orientation and Development





State of Nevada Online Professional Development Center

You are logged in as [GARY LYON \(Logout\)](#)

...or you can log out by selecting the 'Logout' link next to your name in the upper right corner of the page.

Home > My courses > I&HV2

A Guide to Survival

City of Houston's Active Shooter PSA



Main menu

- [Course Instructions. Please Read This First!!!](#)
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Topic outline



Department of Administration
Division of Human Resource Management



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1 Introduction

- [Overview of the Hiring Process](#)

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- [Step 1. Job Analysis and Definition](#)
- [Step 2. Recruiting Candidates](#)
- [Step 3. Interviewing](#)
- [Step 4. Selection](#)
- [Step 5. Orientation and Development](#)



State of Nevada Online Professional Development Center

You are logged in as **GARY LYON** (Logout)

Home

Main menu

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- My courses

Settings

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A Guide to Survival

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nvelearn.nv.gov/moodle/course/

Let's also look at several useful features about the Course Catalog.

Welcome to the State of Nevada Online Professional Development System. This system is available to anyone with a [NEATS](#) or [NVAPPS](#) account 24x7, 365 days a year. If you do not have an account, select the following link to apply for one:

[Account Application](#)*(for Nevada Executive Branch employees)*

For more information on how to use the system, which can be displayed by selecting the link below, or in the "Main Menu" on the left side of the page, click on the link below, or in the Main Menu to find and enroll in the course you are interested in. Some courses also provide an [enrollment](#) key are provided in the course summary (blue icon to the right of the course name).

LOG-IN INSTRUCTIONS — COURSE CATALOG



- If you have a NEATS or NVAPPS account, but cannot remember your User ID, [click here](#).
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State of Nevada Career Opportunities

Mandatory Training Requirements for State of Nevada Employees



Instructions

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- [How to Receive Credit for DHRM-Sponsored Online Courses](#)
- [How to View a NEATS Training Transcript \(Executive Branch employees only\)](#)





State of Nevada Online Professional Development Center

You are logged in as GARY LYON (Logout)

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A Guide to Survival

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Course categories

- STATE OF NEVADA**
 - Defensive Driving**
 - Defensive Driving (Refresher)
 - Mandatory Training for All Employees**
 - Nevada Information Security Awareness
 - Sexual Harassment Prevention
 - Mandatory Training for Public Employees**
 - Alcohol and Drug Abuse
 - Event Planning
 - Handwriting
 - Interviewing
 - Introduction to Public Service
 - Program Management
 - Workplace Safety
 - General Development**
 - Continuous Improvement
 - Orientation to State Employment
 - Time Management
 - Communication**
 - Managing Information**
 - Thinking and Problem-Solving**
 - Personal Attitude and Behavior**
 - Responsibility**
 - Adaptability**
 - Self-Improvement**
 - Workplace Safety**
 - Working with Others**
 - Participating in Projects or Tasks**
 - Microsoft Office**
 - Public Service Leadership**
 - Financial Systems and Procedures**

An 'open door' icon to the left of a course name means the course is 'open enrollment', meaning you can enroll and complete it at your convenience - no enrollment key (password) is required.



My courses
Courses

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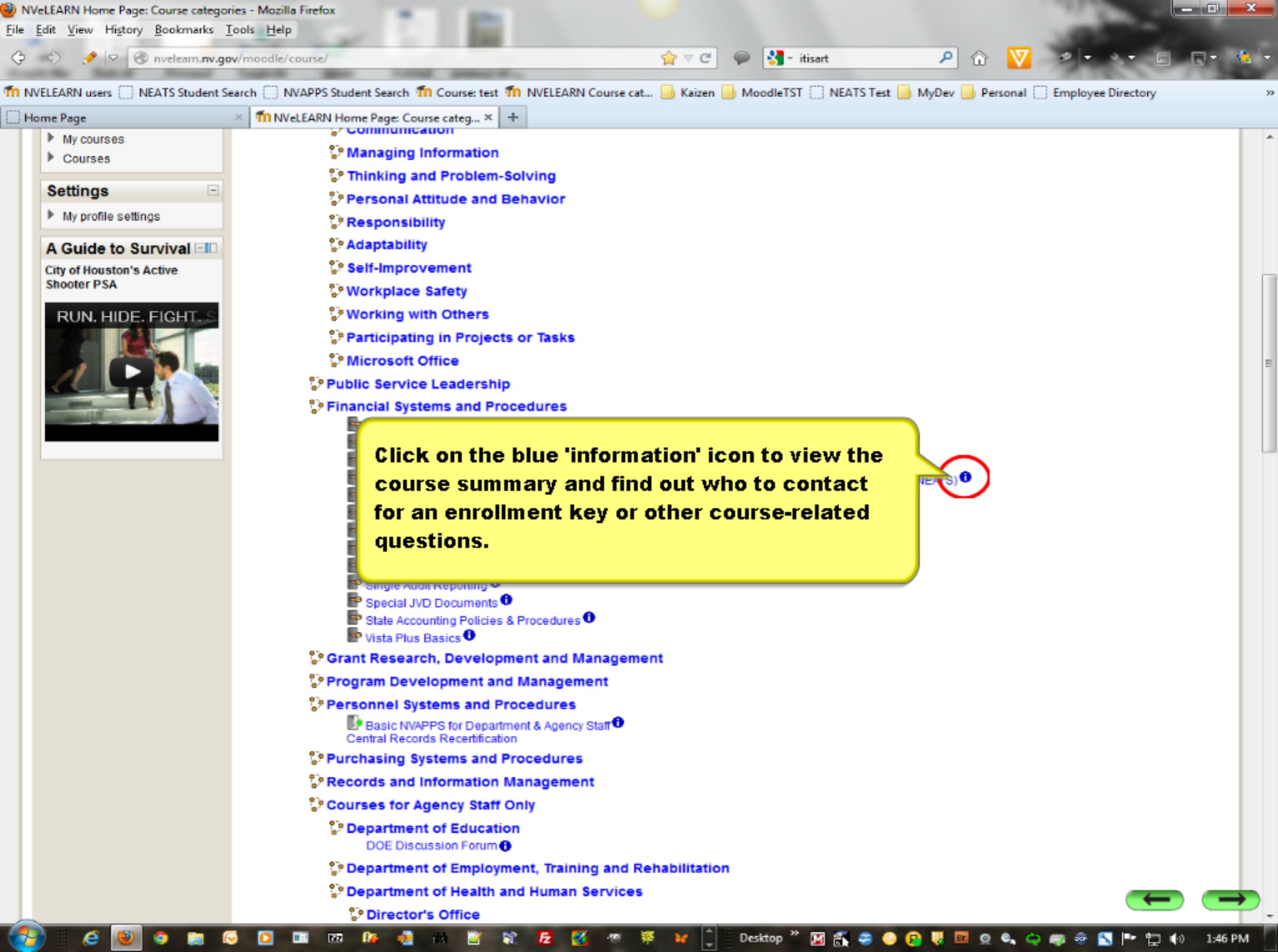
- Communication
- Managing Information
- Thinking and Problem-Solving
- Personal Attitude and Behavior
- Responsibility
- Adaptability
- Self-Improvement
- Workplace Safety
- Working with Others
- Participating in Projects or Tasks
- Microsoft Office
- Public Service Leadership
- Financial Systems and Procedures

- ADVA
- ADVA
- ADVA
- ADVA
- DAWA
- ADVA
- Agenc
- Introd
- Maste
- Single
- Speci
- State
- Vista Plus Basics

A "Key" icon to the left of a course name means an enrollment key (password) is required to enroll in the course. The course summary will provide instructions for how to request the enrollment key)

- Grant Research, Development and Management
- Program Development and Management
- Personnel Systems and Procedures
 - Basic NVAPPS for Department & Agency Staff
 - Central Records Recertification
- Purchasing Systems and Procedures
- Records and Information Management
- Courses for Agency Staff Only
 - Department of Education
 - DOE Discussion Forum
 - Department of Employment, Training and Rehabilitation
 - Department of Health and Human Services
 - Director's Office





Click on the blue 'information' icon to view the course summary and find out who to contact for an enrollment key or other course-related questions.



- Communication
- Managing Information
- Thinking and Problem-Solving
- Personal Attitude and Behavior
- Responsibility
- Adaptability
- Self-Improvement
- Workplace Safety
- Working with Others
- Participating in Projects or Tasks
- Microsoft Office
- Public Service Leadership
- Financial Systems and Procedures
- Single Audit Reporting
- Special JVD Documents 
- State Accounting Policies & Procedures 
- Vista Plus Basics 
- Grant Research, Development and Management
- Program Development and Management
- Personnel Systems and Procedures
 - Basic NVAPPS for Department & Agency Staff 
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 - Department of Education
 - DOE Discussion Forum 
 - Department of Employment, Training and Rehabilitation
 - Department of Health and Human Services
 - Director's Office





State of Nevada Online Professional Development Center

Home > Course categories

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- [REQUEST A NEW COURSE](#)

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Navigation

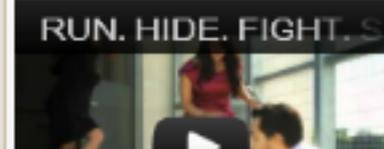
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Course categories

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 - Defensive Driving (Refresher)
 - Mandatory Training for All Employees
 - Nevada Information Security Awareness
 - Sexual Harassment Prevention (Refresher)
 - Mandatory Training for Supervisors
 - Alcohol and Drug Testing Procedures
 - Supervising Employee Performance
 - Continuous Improvement
 - Orientation to State Employment
 - Time Management
 - Communication
 - Managing Information
 - Thinking and Problem-Solving
 - Personal Attitude and Behavior
 - Responsibility
 - Adaptability
 - Self-Improvement
 - Workplace Safety
 - Working with Others
 - Participating in Projects or Tasks
 - Microsoft Office
 - Public Service Leadership

Another way to view course summaries is to select a course category.

Main menu

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 - EVEP
 - HG
 - EEO
 - PDP
 - WPS
 - General Development
 - Public Service Leadership
 - Financial Systems and Procedures
 - Grant Research,

STATE OF NEVADA / Mandatory Training for Supervisors

Course categories:

[Alcohol and Drug Testing Procedures](#)

Credit Hours: 1.0

Course Overview

[Alcohol and Drug Testing Procedures](#) explains the laws, regulations, processes and procedures for carrying out testing of State of Nevada employees suspected of being under the influence of drugs or alcohol while at the workplace. This course fulfills part of the requirements for mandatory supervisor and manager [training](#) as stated in [NAC 284.498 Training of supervisory and managerial employees](#).

Learning Objectives

Upon completion of the course, the student will be able to:

- Explain the purpose of the State of Nevada Alcohol and Drug Testing policy;
- Identify the current State of Nevada drug-testing vendor and explain the procedures for working with the vendor;
- Describe the State of Nevada process for pre-employment drug testing;
- Explain how to determine *reasonable suspicion* for testing;
- Describe situations that automatically qualify as reasonable suspicion and provide justification for the supervisor to require testing;
- Identify the forms to be completed by a supervisor in the event it is necessary to request an employee be tested;
- Describe the steps to be followed by a supervisor for testing of an employee for being under the influence of drugs or alcohol.
- Describe guidelines for conducting a preliminary interview with an employee under suspicion of being under the influence of drugs or alcohol;
- Explain the procedures to follow in having an employee tested;
- Explain the purpose and services offered by the Employee Assistance Program (EAP);
- Explain the four types of referrals that can be made to the EAP, and how they are to be carried out;
- Explain three circumstances that mandate a *Required Official Referral* to the EAP;
- Explain the roles and responsibilities of the EAP, supervisor and employee when a *Required Official Referral* is made.

How To Enroll

This course is open to all State of Nevada employees, and mandatory for all supervisors of classified employees in accordance with [NAC 284.498](#). To enroll in this course:

- Obtain permission from your supervisor to complete this course.
- Log in using your NEATS User ID (not employee number) and NEATS password.
- Select the Course Catalog and then the course name.
- [Confirm](#) you want to enroll in the course
- Select the first module in the Topic Outline. [Please Read This First](#) and read

When you select a course category, all courses in that category will be listed in alphabetical order with the summaries in the right column.



State of Nevada Online Professional Development Center

You are logged in as GARY LYON (Logout)

Home Courses STATE OF NEVADA Mandatory Training for Supervisors

Search courses: Go

Main menu

Course categories:

Selecting the "Home" link in the breadcrumb links at the top of the page will always take you back to the home page of the e-learning system.

REQUEST A NEW COURSE

Site news

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 - EEO
 - PDP

Credit Hours: 1.0

Course Overview

[Alcohol and Drug Testing Procedures](#) explains the laws, regulations, processes and procedures for carrying out testing of State of Nevada employees suspected of being under the influence of drugs or alcohol while at the workplace. This course fulfills part of the requirements for mandatory supervisor and manager [training](#) as stated in [NAC 284.498 Training of supervisory and managerial employees](#).

Learning Objectives

Upon completion of the course, the student will be able to:

- Explain the purpose of the State of Nevada Alcohol and Drug Testing policy;
- Identify the current State of Nevada drug-testing vendor and explain the procedures for working with the vendor;
- Describe the State of Nevada process for pre-employment drug testing;
- Explain how to determine *reasonable suspicion* for testing;
- Describe situations that automatically qualify as reasonable suspicion and provide justification for the supervisor to require testing;
- Identify the forms to be completed by a supervisor in the event it is necessary to request an employee be tested;
- Describe the steps to be followed by a supervisor for testing of an employee for being under the influence of drugs or alcohol.
- Describe guidelines for conducting a preliminary interview with an employee under suspicion of being under the influence of drugs or alcohol;
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- Explain the purpose and services offered by the Employee Assistance Program (EAP);
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How To Enroll



State of Nevada Online Professional Development Center

You are logged in as [GARY LYON \(Logout\)](#)

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[COURSES](#) Click here to log

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A Guide to Survival

City of Houston's Active Shooter PSA



To log out select the "Log Out" link in the Main Menu block...

...or select the (Logout) link next to your name.

Welcome to the State of Nevada Online Professional Development System. This system is available to anyone with a NEATS account, select the following link to apply for a

[Account Application](#)

(Nevada Executive Branch employees)

which can be displayed by selecting the link below, or in the "Main Menu" on the left, or in the Main Menu to find and enroll in the course you are interested in. Some courses containing an [enrollment](#) key are provided in the course summary (blue icon to the right)

LOG-IN INSTRUCTIONS — COURSE CATALOG



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- If you cannot remember your NEATS or NVAPPS password, [click here](#).
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State of Nevada Career Opportunities

Mandatory Training Requirements for State of Nevada Employees



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State of Nevada Online Professional Development Center

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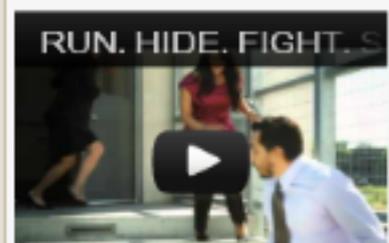
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- ▶ Courses

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A Guide to Survival

City of Houston's Active
Shooter PSA



Do you really want to logout?

Continue

Cancel

**Then confirm you
want to log out.**



You are not logged in. ([Login](#))

State of Nevada Online Professional Development Center

Home

Login

Username

glyn

Password

.....

 Remember username[Lost Password?](#)

If you have problems logging in refer to the Help block on the home page.

Welcome to the State of Nevada Online Professional Development System. This system is available to anyone with a [NEATS](#) or [NVAPPS](#) account 24x7, 365 days a year, from any computer with Internet access. If you do not already have an account, select the following link to apply for one:

[NVAPPS Account Application](#)

Not necessary for State of Nevada Executive Branch employees)

Read [LOG-IN INSTRUCTIONS](#), which can be displayed by selecting the link below, or in the "Main Menu" on the left at the "Course Catalog link below, or in the Main Menu to find and enroll in the course you are interested in. Some agency; instructions for obtaining an [enrollment](#) key are provided in the course summary (blue icon to the right

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Additional instructions are available here...

**Workshop-In-A-Box**

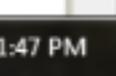
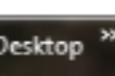
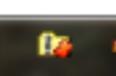
Everything you need to conduct training workshops.

- [Overview of Workshop-In-A-Box](#)
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State of Nevada Career Opportunities

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