

Welcome to the new NVeLearn website! We moved to a new database so prior course completions are not available. If you have questions regarding your training on the old website, please contact the teacher or the HR Help Desk.

A NEW FEATURE is on the Profile page and involves Course or Class Sets. The Profile includes a listing of Course Sets grouped by mandatory and agency-sponsored training. When users login for the first time, they are prompted to Update their Profile (i.e., save their account).

On their Profile, State employees and contracted workers should answer 'Yes' to the question, 'Are you a State of Nevada Employee or Contracted Worker?' Once they click the Update Profile button, it will enroll them in the mandatory courses currently required for all State of Nevada employees and contractors. The employee will receive a system-generated email similar to the one below, but DO NOT need to complete the training unless it is time to take it.

From: Admin User (via mdl) [mailto:elearn@admin.nv.gov]
Sent: Tuesday, January 16, 2018 3:11 PM
To: Subject: Yearly Mandatory Training for All Employees

Hi Nevada Employee,

You have been added to the Yearly Mandatory Training for All Employees group. You are enrolled to complete this certification under the following criteria, Yearly & Biennial Mandatory Training for All Employees.

Thank you,
NVeLearn

By answering 'Yes' to being an employee or contract worker, a Certifications table called, 'Mandatory Training for All Employees' is added to the Dashboard (see screenshot below). This reminds employees when mandatory courses are due every year or two years. Although a course set has been added to the Dashboard, it does not mean it needs to be completed now. Students should ignore the Dashboard indicator until it's time for them to take it. The last completion and renewal dates will not update until it's been taken the first time in the new website.

Mandatory Training for All Employees			0%
Program / Certification name	Status	Last completion	Renewal date
Yearly Mandatory Training for All Employees Cohort		Not completed	Expired
Biennial Mandatory Training for All Employees Cohort		Not completed	Expired

Below the employment question on the Profile, there are options to enroll in a variety of Course Sets. Mandatory supervisory courses and agency-sponsored courses are now summarized into a Course Set. If a student enrolls in mandatory supervisory training and/or an agency Course Set, they are added to their Dashboard for easy access and tracks last completion and renewal dates. The Renewal date is optional for the majority of courses but allows a student to retake certain courses if they desire a refresher. If the Course Set is no longer needed on the Dashboard, the student may Edit their Profile to select 'NO' on the specific Course Set and click the Update Profile button.

Status will be Expired until the course set is completed. Not all training in a set is required to be completed, so Dashboard might always display in red. For example, Click the Available Training for Supervisors link within the Dashboard to view the courses in the set to see actual progress:

Mandatory Training for Supervisors			0%
Program / Certification name	Status	Last completion	Renewal date
Available Training for Supervisors		Not completed	Expired

Below is a list of courses you can enroll in.
Member of cohort "Mandatory Training for Supervisors"

Summary

Available Training Certification for Supervisors

Available training

Course set 1 courses in this set are renewable.

Course Name	LAUNCH	Progress
Equal Employment Opportunity for Managers and Supervisors	LAUNCH	Not started
Alcohol and Drug Testing Procedures for Supervisors	LAUNCH	
Evaluating Employee Performance	LAUNCH	Not started
Handling Grievances	LAUNCH	Not started
Interviewing and Hiring	LAUNCH	
Progressive Disciplinary Procedures	LAUNCH	Not started
Work Performance Standards	LAUNCH	Not started
Work Performance Standards (prerequisite for classroom WPS)	LAUNCH	Not started