Department of Administration

EnterpriseIT

Services

How to find your NEATS User ID, log into the e-learning system and enroll in an online course.

Select the arrow to go to the next page.

Home Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://neats.state.nv.us/NEATS/Training/EnterStudentSearch.aep

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page

Welcome to NEATS

Nevada Employee Action and Timekeeping System

Session Started: 9/14/12 1:40 PM
Current User: [none]
Site Help

Home | Jobs | Messages

Home Page

Page Help

Login

User ID:

Password:

Remember my User ID

Login

To reset your password... **Click Here**

If you have forgotten your User ID... **Click Here**

If you need other assistance with NEATS...

Contact the IFS-HR Help Desk @ (775) 687-9099
or toll-free at (866) NVNEATS

Either you have not logged in or your login session has expired. Please enter your user ID and password to continue.

Messages

Date	Subject
8/9/12	Internet Explorer 8 - NEATS/NVAPPS Certified Browser
2/18/10	Verify Your Home and Mailing Addresses are Correct
9/24/09	Just Say 'No' To Multiple Internet Sessions
10/3/08	VERIFY E-MAIL ADDRESS IS CORRECT
12/20/07	NEATS / NVAPPS Standard Hours of Operation
8/7/07	PASSWORD GUIDELINES
8/7/07	Do not use the 'BACK' button

First, direct your browser to http:// neats.state.nv.gov .

Reference Information & Links

- IFS Home Page
- HR Data Warehouse
- Financial Data Warehouse (DAWN)
- e-Learning System
- State Home Page
- State Employee Discounts

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Desktop 1:43 PM

Home Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://neats.state.nv.us/NEATS/Training/EnterStudentSearch.aep

itisart

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page

Welcome to NEATS

Nevada Employee Action and Timekeeping System

Session Started: 9/14/12 1:40 PM
Current User: [none]
Site Help

Home | Jobs | Messages

Home Page

Page Help

Login

User ID: 3

Password: 34950

Remember my User ID

Login

Either you have not logged in or your log... password...

Log into NEATS

To reset your password... **Click Here**
If you have forgotten your User ID... **Click Here**
If you need other assistance with NEATS...
Contact the IFS-HR Help Desk @ (775) 687-9099
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Messages

Date	Subject
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- e-Learning System
- State Home Page
- State Employee Discounts

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Desktop 1:43 PM

Home Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://neats.state.nv.us/NEATS/admin/logon.aep

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page

Welcome to NEATS

Nevada Employee Action and Timekeeping System

Session Started: 9/14/12 1:40 PM
Current User: glyon
Site Help Logoff

Home | Time | Employee | Admin | Training | Jobs | Messages

When you have logged in, your will find your NEATS User ID in the upper-right corner of your NEATS home page; it is called the "Current User". Make note of it for logging into the e-learning system.

Home Page

User Information

Name: LYON, GARY
Home Address: 100 S. STEWART ST. GALLERY SUITE CARSON CITY, NV 89701-4285
Home Phone: 7754008584

Personal Tasks

- Change Password
- Update My Contact Information
- Update My Password Hint
- View My Payroll Information
- View My Furlough Information
- View My W-2 Information
- View My AP Advices Information
- View/Change Personal Information

My Events

Date	Start Time	End Time	Status	Event
No upcoming Events				

Schedule an Event...

Reference Information & Links

- IFS Home Page
- HR Data Warehouse
- Financial Data Warehouse (DAWN)
- e-Learning System
- State Home Page
- State Employee Discounts

12/20/07	NEATS / NVAPPS Standard Hours of Operation
8/7/07	Do not use the 'BACK' button
8/7/07	PASSWORD GUIDELINES

Time and Leave

My Time and Leave Summary:

Current Pay Pd: CENTRAL PP07 (9/3/12 - 9/16/12)
Timesheet Status: Draft

Previous Pay Pd: CENTRAL PP06 (8/20/12 - 9/2/12)
Timesheet Status: Accepted

Leave Category	Balance
ANNL	151:49
FURLO (FY 2010)	-96:00
FURLO (FY 2011)	-96:00
FURLO (FY 2012)	-48:00
FURLO (FY 2013)	-8:00
SICK	516:57

My Leave Requests

- CENTRAL PP10 - Approved
- CENTRAL PP07 - Approved
- CENTRAL PP07 - Approved

My Tasks

- Create a new timesheet
- List My Timesheets
- Request Leave
- Request Overtime

Training

245 Enrollment Requests Pending Approval
8 Access Requests Pending Approval

Desktop 1:44 PM

New Tab - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Go to a Website

itisart

NVELEARN users | NEATS St...nt Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page

Next, 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...

Desktop 1:44 PM

State of Nevada Online Professional Development Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page | State of Nevada Online Professional ...

You are not logged in. (Login)

State of Nevada
Online Professional Development Center

Home

Login

Username

g

glyon

••••••••••

Remember username

Login

Lost Password?

Main menu

- LOG-IN INSTRUCTIONS
- LOG OUT
- COURSE CATALOG
- SEARCH BY COURSE NAME
- SEND FEEDBACK
- 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
- How to Receive Credit for DHRM-Sponsored Online Courses

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

Welcome to … anyone with a NEATS or NVAPPS account 24x7, 365 days a year, from … wing link to apply for one:

…ch employees)

If this is your … by selecting the link below, or in the "Main Menu" on the left side of this page. After you have logged in select the "Course Catalog link below, or in the Main Menu to find and enroll in the course you are interested in. Some courses require the permission of the sponsoring agency; instructions for obtaining an enrollment key are provided in the course summary (blue icon to the right of a course name)

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 elearn@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)

Desktop 1:44 PM

State of Nevada
Online Professional Development Center

Main menu
LOG-IN INSTRUCTIONS
LOG OUT
COURSE CATALOG
SEARCH BY COURSE NAME
SEND FEEDBACK
REQUEST A NEW COURSE
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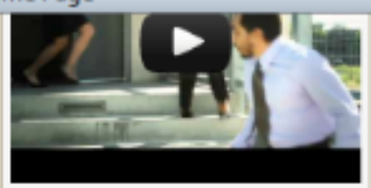
My home
NVeLEARN Home Page
My profile
My courses

Settings
Front page settings
Turn editing on
Edit settings
Users
Filters
Backup
Restore
Question bank
My profile settings
Site administration
Notifications

General

Username*
Choose an authentication method: Manual accounts
Suspended account
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)
New password* Unmask
Force password change
First name*
Surname*
Email address*
Email display: Allow only other course members t
Email format: Pretty HTML format
Email digest type: No digest (single email per forum
Forum auto-subscribe: Yes: when I post, subscribe me to t
Forum tracking: No: don't keep track of posts I have
When editing text: Use HTML editor (some browsers only)
AJAX and Javascript: No: use basic web features
Screen reader: No
City/town*
Select a country*: United States
Timezone: UTC-7
Preferred language: English (en)
Description
Font family | Font size | Paragraph

The first time you log into the e-learning system you will be directed to a personal profile page. Complete all fields with a red asterick (*) next to their name. You will not be able to change your username or password since these are provided by NEATS.



User picture

Current picture None

Interests

List of interests Enter tags separated by commas

Optional

Web page
ICQ number
Skype ID
AIM ID
Yahoo ID
MSN ID
ID number
Institution
Department
Phone
Mobile phone
Address

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 *.

GARY LYON: Public profile - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/user/profile.php?id=41

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page | GARY LYON: Public profile

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

State of Nevada
Online Professional Development Center

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

Navigation

- Home
  - My home
  - NVeLEARN Home Page
  - My profile
    - View profile
    - Forum posts
    - 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)

Desktop 4:49 PM

NVeLEARN Home Page: Course categories - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/course/
itisart
NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory
Home Page | Connecting...

State of Nevada
Online Professional Development Center

Main menu

LOG-IN INSTRUCTIONS

LOG OUT

COURSE CATALOG

SEARCH BY COURSE NAME

SEND FEEDBACK

REQUEST A NEW COURSE

Site news

Navigation

Home
- My home
- NVeLEARN Home Page
- My profile
- Courses

Settings

- My profile settings

A Guide to Survival

City of Houston's Active Shooter PSA

Course categories

- STATE OF NEVADA
  - Defensive Driving
    - 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 O
    - Progressive Disciplinary Procedure
    - Work Performance Standards (Prer
  - 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.

nvelearn.nv.gov/moodle/course/view.php?id=44
Desktop 1:45 PM

I&Hv2 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/enrol/index.php?id=44

itisart

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page | I&Hv2

You are logged in as GARY LYON (Logout)

State of Nevada
Online Professional Development Center

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
- My home
- NVeLEARN Home Page
- My profile
- Courses
  - STATE OF NEVADA
    - Defensive Driving

Enrolment options

Self enrolment (Student)

No enrolment key

Enrol me

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.

Desktop 1:45 PM

Course: Interviewing and Hiring - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/course/view.php?id=44
itisart
NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory
Home Page | Course: Interviewing and Hiring

State of Nevada
Online Professional Development Center

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

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

Important Note: If you have trouble
upgrade your version of Adobe Fla
such as Firefox. Contact your agen

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

nvelearn.nv.gov/moodle/mod/lesson/view.php?id=178
Desktop 1:45 PM

Course: Interviewing and Hiring - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/course/view.php?id=44
itisart
NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory
Home Page | Course: Interviewing and Hiring

State of Nevada
Online Professional Development Center

A Guide to Survival

Home

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

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

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1

Introduction

Overview of the Hiring Process

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.

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

nvelearn.nv.gov/moodle/
Desktop 1:45 PM

Course: Interviewing and Hiring - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/course/view.php?id=44

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page | Course: Interviewing and Hiring

You are logged in as GARY LYON (Logout)

State of Nevada
Online Professional Development Center

Home ▸ My courses ▸ I&Hv2

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...

A Guide to Survival

City of Houston's Active

Main menu

Course Instructions. Please Read This First!!!

Interviewing and Hiring Student Handout

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Topic outline

t of Administration

n of Human Resource

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This First!!!

Interviewing and Hiring Student Handout

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Introduction

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2

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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

nvelearn.nv.gov/moodle/

Desktop 1:45 PM

Course: Interviewing and Hiring - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/course/view.php?id=44

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page | Course: Interviewing and Hiring

You are logged in as GARY LYON (Logout)

State of Nevada
Online Professional Development Center

Home ► My courses ► I&Hv2

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

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

Course Instructions. Please Read This First!!!

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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

nvelearn.nv.gov/moodle/

Desktop 1:45 PM

State of Nevada Online Professional Development Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

Home Page | State of Nevada Online Professional ...

You are logged in as GARY LYON (Logout)

State of Nevada
Online Professional Development Center

Home

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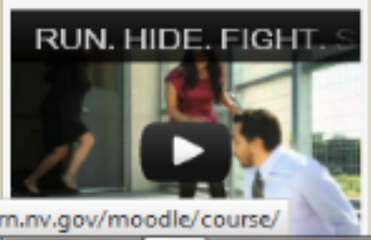
- My profile
- My courses

Settings

- My profile settings

A Guide to Survival

City of Houston's Active Shooter PSA



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
n account, select the following link to apply for one:

ccount Application

f Nevada Executive Branch employees)

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

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.
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- Questions about this system should be directed to the system administrator at (775) 687-9063, or by email at elearn@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)

nvelearn.nv.gov/moodle/course/

Desktop 1:45 PM

NVeLEARN Home Page: Course categories - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/course/
itisart
NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory
Home Page | NVeLEARN Home Page: Course categ...

State of Nevada
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A Guide to Survival
City of Houston's Active Shooter PSA

Course categories

- STATE OF NEVADA
  - Defensive Driving
    - Defensive Driving (Refresher)
  - Mandatory Training for All Employees
    - Nevada Information Security Awareness
    - Sexual
  - Mandator
    - Alco
    - Evalu
    - Hand
    - Interv
    - Introd
    - Progr
    - Work
  - 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.

Desktop 1:46 PM

My courses
Courses

Settings
My profile settings

A Guide to Survival

City of Houston's Active Shooter PSA

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
AD
ADVA
DAWI
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)

NEATS)

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

NVeLEARN Home Page: Course categories - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nvelearn.nv.gov/moodle/course/

NVELEARN users | NEATS Student Search | NVAPPS Student Search | Course: test | NVELEARN Course cat... | Kaizen | MoodleTST | NEATS Test | MyDev | Personal | Employee Directory

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My courses

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A Guide to Survival

City of Houston's Active Shooter PSA

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

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.

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

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

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NVeLEARN Home Page: Course categories - Mozilla Firefox
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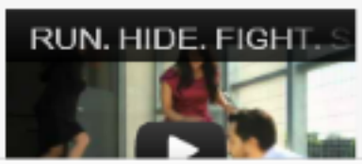
City of Houston's Active Shooter PSA



Course categories

- STATE OF NEVADA
  - Defensive Driving
    - 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
    - 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.

nvelearn.nv.gov/moodle/course/category.php?id=6
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NVeLEARN Home Page: Mandatory Training for Supervisors - Mozilla Firefox
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      - EVEP
      - HG
      - EEO
      - PDP
      - WPS
    - General Development
    - Public Service Leadership
    - Financial Systems and Procedures
    - Grant Research,

Course categories:

STATE OF NEVADA / Mandatory Training for Supervisors

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

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

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You are logged in as GARY LYON (Logout)

State of Nevada
Online Professional Development Center

Home ► Courses ► STATE OF NEVADA ► Mandatory Training for Supervisors

Search courses: Go

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.

Course categories:

Supervisors

Credit Hours: 1.0

Course Overview

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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;
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      - PDP

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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 ccount, select the following link to apply for c

count Application

evada Executive Branch employees)

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

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 elearn@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)

nvelearn.nv.gov/moodle/login/logout.php

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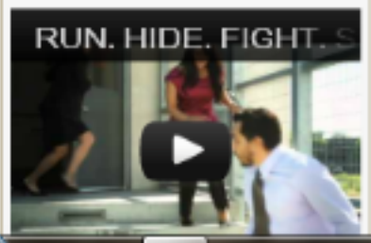

Do you really want to logout?

Continue Cancel

Then confirm you want to log out.

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Home Page | State of Nevada Online Professional ...

You are not logged in. (Login)

State of Nevada
Online Professional Development Center

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glyon

Password

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Remember usernar

Login

Lost Password?

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

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- How to Enroll in an Online Course
- How to Receive Credit for DHRM-Sponsored Online Courses

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)

ead LOG-IN INSTRUCTIONS, which can be displayed by selecting the link below, or in the "Main Menu" on the left t 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

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.
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Remember username

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- Time Management
- Meal Periods and Rest Breaks
- Center for Plain Language
- Free Online Courses and Certifications
- Basic Employability Skills Self-Assessment
- Resources for Online Course Developers and Teachers

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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
- Suggested Agency Procedures

- Time Management
- Meal Periods and Rest Breaks

Free Learning Resources

Free learning resources to help you get better, smarter, faster.

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- Basic Employability Skills Self-Assessment
- Resources for Online Course Developers and Teachers
- Parent's Guide to Internet Safety
- Sample Rules for Family Internet Use

Problem-solving Discussion Forums

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Department of Administration

EnterpriseIT

Services

Thank you for watching this presentation. If you have questions, please contact the NEATS Help Desk at (775)687-9099, or the e-learning system administrator at (775) 687-9063, or by email at elearn@admin.nv.gov.