

How to Log in and Enroll in Courses on the Nevada Online Professional Development System (nvelearn.nv.gov)

Select the 'NEXT' button below to begin



Important!

State of Nevada Executive Branch employees must use their NEATS ID (not employee number), and NEATS password to log in.



All other users, including NSHE and LCB employees and the general public, must create an ID and password on the NVAPPS system. This ID and password is then used to log into nvelearn.nv.gov.



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 Messages
User ID: [3] Password: [34950] 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
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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EXECUTIVE BRANCH EMPLOYEES: To find your NEATS User ID, log into NEATS (<http://neats.state.nv.us>) as you would to complete a time sheet. If you do not know your User ID, select the following arrow.

ALL OTHER USERS: Your e-learning User ID and password are created on the state job application system, NVAPPS. If you have not already created an account, select the arrow below to learn how to create your account.



Home Page - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 https://neats.state.nv.us/NEATS/admin/logon.asp
 NVEARN users NEATS Student Search NVAPPS Student Search Course: test NVEARN 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 Logout
 Home Time Employee Admin Training Jobs Messages
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

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 Approval Requests Pending Approval

EXECUTIVE BRANCH EMPLOYEES: 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.

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

Desktop 1:44 PM





Jobs Home Page

Select "Register" to create your account.

Instructions | Frequently Asked Questions | Page Help

Menu

- Sign On
- Register
- Job Search Home
- Instructions
- Frequently Asked Questions

NOTE: Click here to view detailed instructions on how to register with the system, find a job, and apply.

Direct your browser to <https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep> then select the 'Register' link

Browse Recruitment by Occupational Group

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL, HEALTH & RELATED SERVICES
- REGULATORY & PUBLIC SAFETY
- SOCIAL SERVICES & REHABILITATION
- SWORN LAW ENFORCEMENT OFFICERS
- UNCLASSIFIED/NON-CLASSIFIED ANNOUNCEMENTS
- OTHER JOB OPPORTUNITIES

Location:

Occupational Group:

Open To:

Search

The search feature finds job classifications with active recruitments only. Click here to view a list of all job classifications.

New Jobs (Jobs posted in the last 7 days):

Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Time Remaining
18588	FIRE MANAGEMENT OFFICER II	\$48,462 - \$72,224 per yr	Carson, Minden, Gardnerville, Genoa	5 Days 5 Hrs 43 Mins
18594	MANAGEMENT ANALYST I	\$40,862 - \$60,406 per yr	Reno, Sparks	6 Days 5 Hrs 43 Mins
18596	DETR BUSINESS PROCESS ANALYST 1	\$46,416 - \$69,029 per yr	Carson, Minden, Gardnerville, Genoa	13 Days 5 Hrs 43 Mins
18593	ADMIN ASSISTANT II	\$29,441 - \$42,553 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	13 Days 5 Hrs 43 Mins
18597	WORKFORCE SERVICES REP 1	\$30,610 - \$44,412 per yr	Reno, Sparks	2 Days 5 Hrs 43 Mins
18583	PERSONNEL ANALYST 1	\$39,108 - \$57,712 per yr	Reno, Sparks	13 Days 5 Hrs 43 Mins
18519	BUSINESS PROCESS ANALYST I	\$42,553 - \$63,099 per yr	Carson, Minden, Gardnerville, Genoa	12 Days 5 Hrs 43 Mins
18582	TAX EXAMINER 1	\$33,199 - \$48,462 per yr	Carson, Minden, Gardnerville, Genoa	12 Days 5 Hrs 43 Mins
18578	DEVELOPMENTAL SPECIALIST 3	\$44,412 - \$66,002 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	12 Days 5 Hrs 43 Mins
18579	DEVELOPMENTAL SPECIALIST 2	\$40,862 - \$60,406 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	12 Days 5 Hrs 43 Mins
18580	DEVELOPMENTAL SPECIALIST 1	\$37,563 - \$55,207 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	12 Days 5 Hrs 43 Mins
18576	ESD MANAGER 2	\$48,462 - \$72,224 per yr	Carson, Minden, Gardnerville, Genoa	5 Days 5 Hrs 43 Mins
18565	MANAGEMENT ANALYST II	\$44,412 - \$66,002 per yr	Carson, Minden, Gardnerville, Genoa	12 Days 5 Hrs 43 Mins
18549	BUSINESS PROCESS ANALYST II	\$46,416 - \$69,029 per yr	Carson, Minden, Gardnerville, Genoa	N/A
18515	CLINICAL SOCIAL WORKER 1	\$44,412 - \$66,002 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	4 Days 5 Hrs 43 Mins
18497	MENTAL HEALTH COUNSELOR II	\$48,462 - \$72,224 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	11 Days 5 Hrs 43 Mins
18572	PUBLIC SERVICE INTERN 2	\$34,598 - \$50,571 per yr	Carson, Minden, Gardnerville, Genoa	11 Days 5 Hrs 43 Mins
18571	PUBLIC SERVICE INTERN 1	\$31,863 - \$46,416 per yr	Carson, Minden, Gardnerville, Genoa	11 Days 5 Hrs 43 Mins
18568	INDUSTRIAL HYGIENIST 2, Option A: Consultation	\$42,553 - \$63,099 per yr	Reno, Sparks	N/A
18537	MENTAL HEALTH TECHNICIAN I	\$27,207 - \$39,108 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	11 Days 5 Hrs 43 Mins
18531	WORKFORCE SERVICES REP 1	\$30,610 - \$44,412 per yr	Reno, Sparks	11 Days 5 Hrs 43 Mins
18561	CORRECTIONAL CASE WORK SPEC 2	\$50,571 - \$75,827 per yr	Ely	N/A
18547	ADMIN ASSISTANT I	\$27,207 - \$39,108 per yr	Elko	8 Days 5 Hrs 43 Mins
18554	PSYCHIATRIC CASEWORKER 1	\$37,563 - \$55,207 per yr	Reno, Sparks	8 Days 5 Hrs 43 Mins
18555	PSYCHIATRIC CASEWORKER 2	\$40,862 - \$60,406 per yr	Reno, Sparks	8 Days 5 Hrs 43 Mins
18495	MENTAL HEALTH COUNSELOR 1	\$44,412 - \$66,002 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	8 Days 5 Hrs 43 Mins
18508	MENTAL HEALTH TECHNICIAN I	\$27,207 - \$39,108 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	8 Days 5 Hrs 43 Mins
18562	ACCOUNTING ASSISTANT III	\$15 - \$22 per hr	Reno, Sparks	N/A
18480	ENVIRONMENTAL SCIENTIST 3	\$46,416 - \$69,029 per yr	Carson, Minden, Gardnerville, Genoa	8 Days 5 Hrs 43 Mins
18564	ADMIN ASSISTANT 1	\$27,207 - \$39,108 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	1 Day 5 Hrs 43 Mins





Register

[Instructions](#) | [Frequently Asked Questions](#) | [Page Help](#)

IMPORTANT: If you are an existing State employee OR a user of the Training system, you do NOT need to register again. Please sign on with that ID in order to receive proper consideration for departmental / divisional openings.

Note: If you do not have an email address, we recommend any one of the many free email options (e.g. Yahoo! Mail). Note that the State of Nevada does not send unsolicited mail, nor does it sell email lists to outside parties.

Fields marked with an asterisk (*) are required

Name

First Name*: Last Name*:
Email*:

Registration

- Select a user ID and password below. Passwords must conform to the following rules:
- Passwords must be at least 8 characters long.
 - Passwords must contain at least one numeric digit (0-9).
 - Passwords must contain at least one upper case letter (A-Z).
 - Passwords must contain at least one lower case letter (a-z).
 - Passwords must contain at least one special character (!@#\$%^&*()/?.,<:;)[{+_-|].

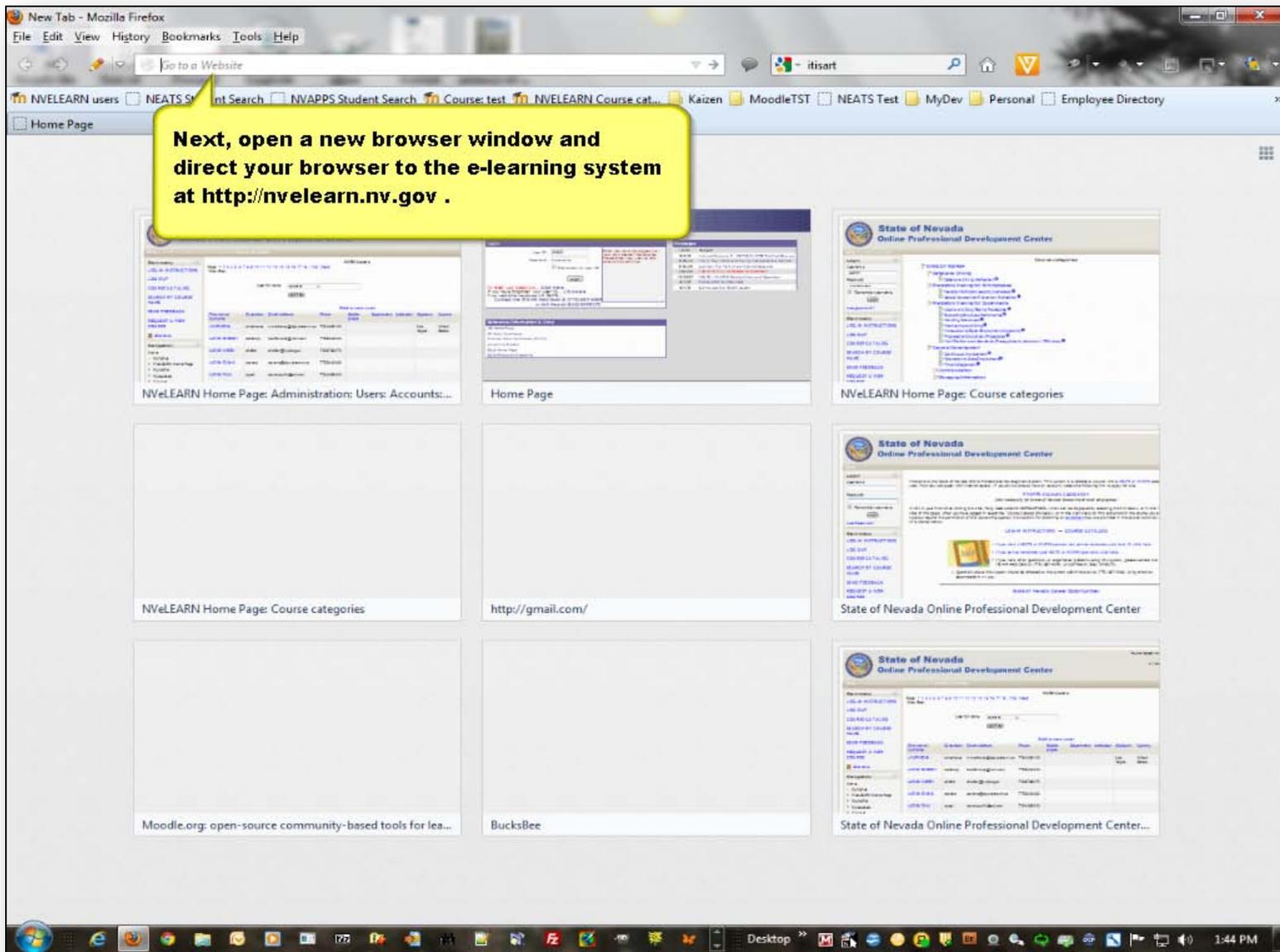
User ID*: (If you have already registered and forgot your ID, click here to recover it)

Password*:

Re-enter Password *:

Complete the required fields, then select the 'Register' button at the bottom of the page.





State of Nevada Online Professional Development Center

Home

Login

Username

admin

Password

.....

Remember username

Login

[Lost password?](#)

Latest news

11:32 AM, Dec 26

SYSTEM ADMINISTRATOR
NEED A TRAINING ROOM OR MEETING SPACE?

11:28 AM, Dec 26

SYSTEM ADMINISTRATOR
ONLINE TRAINING WORKSHOPS AVAILABLE NOW!

[Older topics ...](#)

Main menu

[LOG-IN INSTRUCTIONS](#)

[LOG OUT](#)

[COURSE CATALOG](#)

[SEARCH BY COURSE NAME](#)

[SEND FEEDBACK](#)

[REQUEST A NEW COURSE](#)

[Site news](#)

[Open Learning Resources](#)

[Professional Development Resources](#)

WELCOME

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

ALL OTHER USERS: User the User ID and password you created on state job application system, NVAPPS (<http://nvapps.state.nv.us>).

PLEASE NOTICE

...ance and be unavailable on

While most courses are "open enrollment" (no password required) some require the permission of the sponsoring agency. Instructions for are provided in the course summary to the right of the course name in the course catalog.



[Course Catalog](#)



[Log Out of System](#)

HOW TO LOG IN AND ENROLL IN A COURSE

State of Nevada Executive Branch Employees

Do not attempt to log in using your NEATS employee number. Use the "Current User" ID which can be found in the upper-right corner of your NEATS (view). If you previously had an account on the NVAPPS application, please do not use the user ID and password for your NVAPPS account. Detailed information is in the 'Additional Help' section on this page.

All Other Users

All non Executive Branch employees and outside users must have an account on the State of Nevada NVAPPS application to log into this system. If you are a State of Nevada Executive Branch employee, and do not already have an NVAPPS account, review and follow the instructions immediately below this paragraph to create an account.



[Log-in & Course Enrollment Instructions](#)



[How to Create an NVAPPS Account](#)



NVeLEARN Home Page: Administration: Users: Accounts: Add a new user - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/user/editadvanced.php?id=1
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: Administrati...
You are logged in as System Administrator (Logout)

State of Nevada Online Professional Development Center

Home Site administration Users Accounts Add a new user Blocks editing on

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
 - 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 to see my email

Email format Pretty HTML format

Email digest type No digest (single email per forum post)

Forum auto-subscribe Yes: when I post, subscribe me to the forum

Forum tracking No: don't keep track of posts I have read

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

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 the NEATS/NVAPPS system.

Desktop 4:44 PM



NVeLEARN Home Page: Edit profile - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/user/edit.php?id=41&course=1
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: Edit profile

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 *

A Service of the Department of Administration, Enterprise IT Services Division
State of Nevada Online Privacy Policy

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

Desktop 4:51 PM



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

GARY LYON

(days 7 hours)
(hours 3 mins)

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



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

State of Nevada Online Professional Development Center

Home > Course categories

Main menu

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

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 - My home
 - NVeLEARN Home Page
 - My profile
 - My courses
 - 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
 - Mandatory Training for Public Employees**
 - Alcohol and Drug Abuse
 - Event Management
 - Handwriting
 - Interviewing
 - Introduction to Public Safety
 - 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.



The screenshot shows a web browser window displaying the NveLEARN Home Page. The page features a navigation menu on the left with sections for 'My courses', 'Courses', 'Settings', and 'A Guide to Survival'. The main content area lists various course categories, each with a 'Key' icon to its left. A yellow callout box highlights this icon and provides the following text:

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)

The course categories listed include:

- 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
 - DAWA
 - ADVA
 - Agenc
 - Introd
 - Maste
 - Singl
 - Spac
 - State
 - 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



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... x

- My courses
- Courses
- Settings
 - My profile settings
- A Guide to Survival
 - City of Houston's Active Shooter PSA
 - RUN. HIDE. FIGHT.

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 Adult 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

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.

Desktop 1:46 PM



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

Home Page NVeLEARN Home Page: Course categ... x

 **State of Nevada**
Online Professional Development Center

You are logged in as GARY LYON (Logout)

Home » Course categories

Main menu

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

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 - My courses
 - Courses

Settings

- My profile settings

A Guide to Survival

City of Houston's Active Shooter PSA

RUN. HIDE. FIGHT.

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
 - Improving 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

Desktop 1:46 PM



NVeLEARN Home Page: Mandatory Training for Supervisors - Mozilla Firefox
File Edit View History Bookmarks Tools Help
nvelearn.nv.gov/moodle/course/category.php?id=6
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: Mandatory T...
Home > Courses > STATE OF NEVADA > Mandatory Training for Supervisors
Search courses: Go

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My courses
Courses
STATE OF NEVADA
Defensive Driving
Mandatory Training for All Employees
Mandatory Training for Supervisors
A&D
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 Tonic 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.



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

You are logged in as GARY LYON (Logout)

Home » Course categories

Main menu

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- My profile settings

A Guide to Survival

City of Houston's Active Shooter PSA



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

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 C
 - 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.

Desktop 1:45 PM



I&Hv2 - Mozilla Firefox
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Home Page I&Hv2

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State of Nevada Online Professional Development Center

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

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 - 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.

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Course: Interviewing and Hiring - Mozilla Firefox
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 City of Houston's Active Shooter PSA
 RUN. HIDE. FIGHT.

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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 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

nvelearn.nv.gov/moodle/mod/lesson/view.php?id=178
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Home to Survival
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Topic outline



Department of Administration
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[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](#)
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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.

Course: Interviewing and Hiring - Mozilla Firefox
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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...

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Interviewing and Hiring Student Handout

1 Introduction

- Overview of the Hiring Process

2 Steps to Hiring Success

- Step 1. Job Analysis and Definition
- Step 2. Recruiting Candidates
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 - Step 5. Orientation and Development

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



NveLEARN Home Page: Mandatory Training for Supervisors - Mozilla Firefox

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Home Page NveLEARN Home Page: Mandatory T... x

State of Nevada
Online Professional Development Center

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Home Courses STATE OF NEVADA Mandatory Training for Supervisors

Search courses: Go

Supervisors

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.

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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.



State of Nevada Online Professional Development Center

Home

Login

Username

admin

Password

.....

Remember username

Login

[Lost password?](#)

Latest news

11:32 AM, Dec 26

SYSTEM ADMINISTRATOR
NEED A TRAINING ROOM OR MEETING SPACE?

11:28 AM, Dec 26

SYSTEM ADMINISTRATOR
ONLINE TRAINING WORKSHOPS AVAILABLE NOW!

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WELCOME

SYSTEM MAINTENANCE NOTICE

The e-learning system will undergo maintenance and be unavailable on 2/20/2014, from 5:00 pm to 7:00 pm.

Welcome to the State of Nevada Online Professional Development Center. This online learning environment provides courses in a variety of Nevada public service employees and the general public - 24x7, 365 days a year, from any computer or portable device with Internet access.

If this is your first time visiting this site, fully read the instructions provided below. After you have logged in, select the Course Catalog link to find the course you are interested in.

While most courses are "open enrollment" (no password required) some require the permission of the sponsoring agency. Instructions for enrollment are provided in the course summary to the right of the course name in the course catalog.



[Course Catalog](#)



[Log Out of System](#)

HOW TO LOG IN AND ENROLL IN A COURSE

State of Nevada Executive Branch Employees

Use the "Current User" ID which can be found in the upper-right corner of your NEVAPPS account. Please do not use the user ID and password for your NVAPPS account. Detailed instructions are available in the Log-in & Course Enrollment Instructions link.

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

All non Executive Branch employees and outside users must have an account on the State of Nevada NVAPPS application to log into this system. If you are a State of Nevada Executive Branch employee and do not already have an NVAPPS account, review and follow the instructions immediately below this paragraph to create an account.



[Log-in & Course Enrollment Instructions](#)



[How to Create an NVAPPS Account](#)

State of Nevada Online Professional Development Center - Mozilla Firefox

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A Guide to Survival

City of Houston's Active Shooter PSA

RUN. HIDE. FIGHT.

Do you really want to logout?

Continue Cancel

Then confirm you want to log out.

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State of Nevada Online Professional Development Center

Home

Login

Username

admin

Password

.....

Remember username

Login

[Lost password?](#)

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[Course Catalog](#)



[Log Out of System](#)

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State of Nevada Executive Branch Employees

Do not attempt to log in using your NEATS employee number. Use the "Current User" ID which can be found in the upper-right corner of your NEATS (view). If you previously had an account on the NVAPPS application, please do not use the user ID and password for your NVAPPS account. Detailed instructions are available in the Help block on the home page.

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



[Log-in & Course Enrollment Instructions](#)



[How to Create an NVAPPS Account](#)

Users must have an account on the State of Nevada NVAPPS application to log into this system. If you do not have an NVAPPS account, review and follow the instructions immediately below this paragraph to create an account.



If you have questions...

- ▶ Please contact:
 - HR Help Desk at (775)687-9099;
 - The e-learning system administrator at (775)687-9063, or by email at elearn@admin.nv.gov.

