How to Access NEOED Learn Annual Compliance Trainings (assigned September 1; due December 15)

When the annual trainings are assigned, you will receive an email from NEOED that has this subject line:

You have been registered into NEOED Required Annual Compliance Trainings (due December 15, 20XX)

1 message

donotreply@neogov.com <donotreply@neogov.com>
To:

Thurs, Sept 1, 20XX at 9:00 AM

Once you get this email, do the following to access the trainings:

1) Go to the Utah Tech University Human Resources' webpage [https://humanresources.utahtech.edu](https://humanresources.utahtech.edu) and click on the NEOED (NEOGOV) Link:

2) Log into NEOED using your Digital ID and password.
3) After logging in, navigate to the Training section of the NEOED Dashboard:
4) Select the “My Courses” tab, then select Learning Plans:

![My Courses Tab](image)

5) Within the Learning Plan link, you will see the following assigned Learning Plan, with the required number of courses. **Click on the title of the plan:**

![Learning Plan](image)

You will then receive a prompt saying “You will now be redirected into LE Training.” Select “Go to Training”

6) All required compliance courses will be listed here, with a green “Start” button to the right of each. **Click on the “Start” button to start watching each course.**

![Courses](image)

Any “custom online” trainings will open within NEOED Learn for you to complete.

Any “pre-built” trainings will open in a separate NEOED browser window, so **please enable your browser pop-up blocker to allow pop-ups from learn.neogov.com.** Once you have updated your pop-up blocker, the training video will appear in the separate browser window for you to view/complete.

Some Helpful Tips and Best Practices:

- Complete the entire training video and quiz in full before closing the pop-up window with the training content. Closing this window early will not save your training progress within NEOED Learn and you will have to start the training over.
- If completing the training on an Apple computer or tablet, we recommend you use a browser other than Safari to complete the training so the training progress saves correctly and shows “completed” after the quiz. The Google Chrome browser is what we recommend be used to complete NEOED Learn trainings.
- If you receive an error when you click on the NEOED link from the Human Resources website, clear your browser cookies/history cache and try again. If this doesn’t fix the problem, check for any browser updates, install them, and try again. Lastly, contact the IT Help Desk (4357) for computer technical assistance.

Please contact **Travis Rosenberg** (travis.rosenberg@utahtech.edu) or **Missy Chavez** (missy.chavez@utahtech.edu) if you have any questions or need further assistance in navigating NEOED Learn.

*Updated September 1, 2022*