

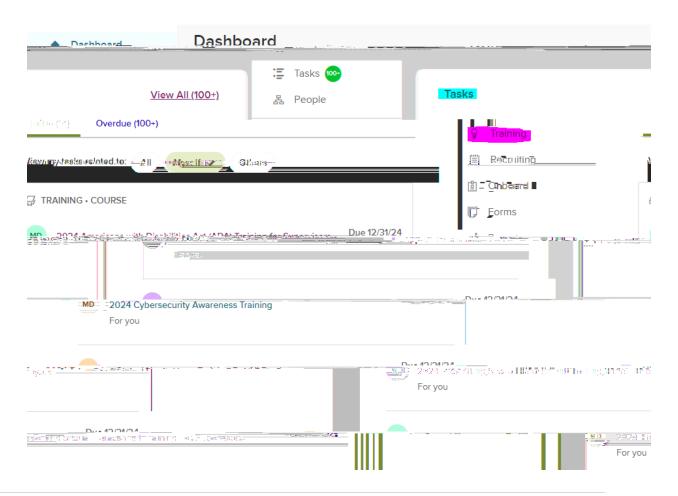
NEOED LEARN

EMPLOYEE GUIDE

1. Notification from NeoEd of being enrolled in a training session.



2. Log into the new employee training system and it will bring you to your Dashboard. Your Dashboard will display any tasks that you are to complete. Your required trainings will show up under your tasks. You can begin your training by clicking on each course displayed under your

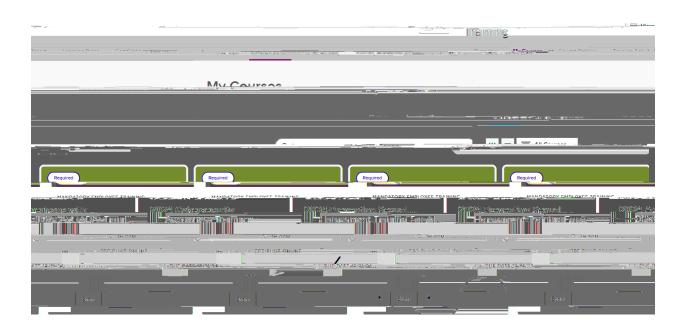


3. You can dick on each course and begin your training.

uired trainings.



4.



5.	When each course is complete, a certificate of completion will be generated.