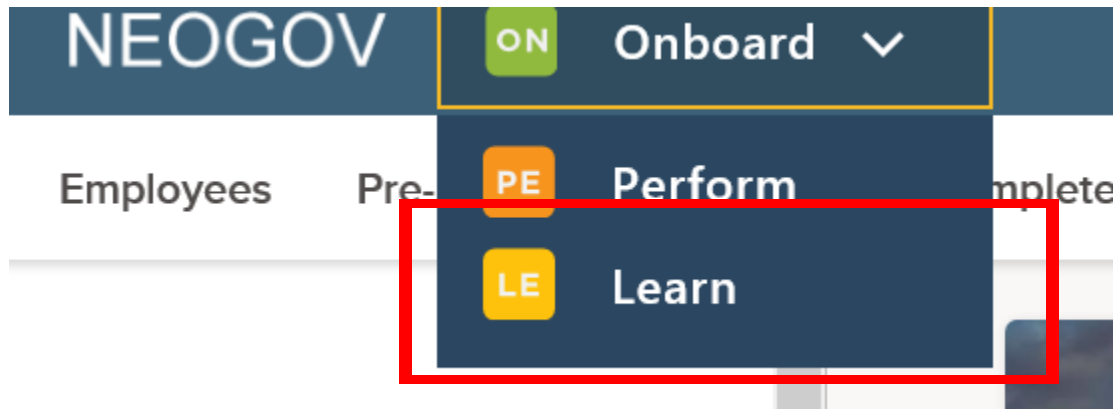


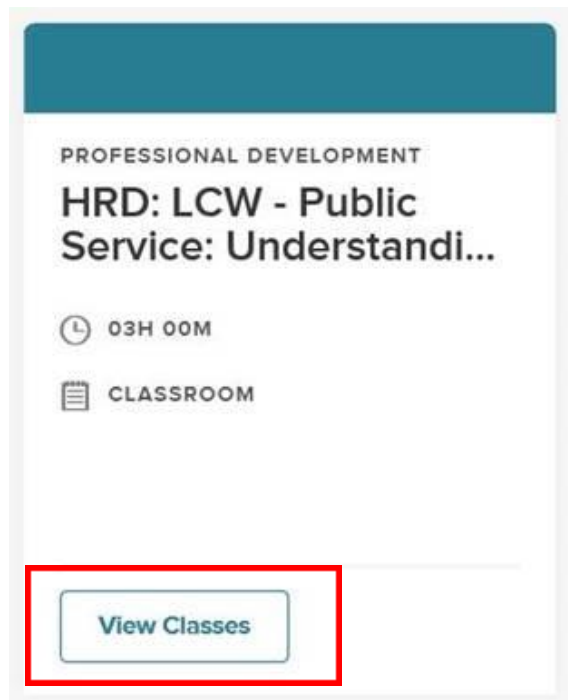
When you go into the NEOGOV, you might start on the Onboard page. Please click the Onboard tab on the upper left and select Learn (LE).



The workshop can be found in the Learning Management System (LMS) by:

1. Once in the LMS, click **Course Catalog** tab in the left right corner.
2. Type the course (example WELLNESS, LCW, Supervisory training, etc.) into the Search Courses box, then click **Search**.
3. Locate the course you would like to attend, select **View Classes** button.
4. In the *Select a Class* section, highlight the section how example in the red box (the box will turn into a green box). Once the green box is highlighted, it will activate the **Enroll** button. Please click the **Enroll** button (the enroll button will be active once highlighted).

(Sample Below)



Select a Class

Close

Enroll

HRD: LCW - Public Service: Und...

HRD-1020-1

DATE

TIME

INSTRUCTOR

Mar 26, 2020

09:00 AM - 12:00 PM

N/A

LOCATION

ENROLLMENT

ITD Conference Center

0/35