



Administrative Services State Budget Division  
**NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM**

## Instructions for using the LINK Employee Development Center (EDC) for Registration

**NOTE: For employees of state agencies, boards, and commissions only. University of Nebraska and Nebraska State College System NBRRS users should contact Gary Bush at [gary.bush@nebraska.gov](mailto:gary.bush@nebraska.gov) to register.**

1. Direct your browser to [link.nebraska.gov](http://link.nebraska.gov).

The screenshot shows the 'Official Nebraska Government Website' with a navigation bar for 'User Guides' and 'Benefits'. Below this are five main service tiles: 'Payroll & Financial Center (PFC)', 'Employee Work Center (EWC)', 'Career Center', 'Employee Development Center (EDC)', and 'Recruitment & Selection Center'. A red arrow points from the 'Employee Development Center (EDC)' tile to the 'Seminars and Training' icon in the top navigation bar. The EDC tile lists services such as 'Sign up for training', 'Assign training', and 'Complete performance evaluations'. The footer contains a list of administrative services including Accounting, Budget, Building, and Capitol Commission.

2. Select Employment Development Center (EDC).

3. Login using your EDC Username and Password. If you do not know or remember your EDC login credentials, contact [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov) for assistance.



4. In the search field on the upper-right corner of the Home Page, type "budget request and reporting".


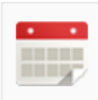
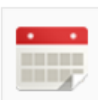
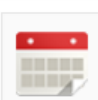
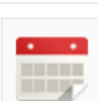


5. The five NBRRS session types will be displayed.

## Global Search

Training Search  
[Refine search](#)


Training results (5)

-  **Budget Request and Reporting System: "Refresher" Operations Training**  
Event | Administrative Services | \$0.00 ★★★★★ (0)  
Nebraska **Budget Request and Reporting** System "Refresher" Operations
-  **Budget Request and Reporting System: Agency Administrator Operations Training**  
Event | Administrative Services | \$0.00 ★★★★★ (0)  
Nebraska **Budget Request and Reporting** System Agency Administrator Operations Training
-  **Budget Request and Reporting System: New User Operations Training**  
Event | Administrative Services | \$0.00 ★★★★★ (0)  
Nebraska **Budget Request and Reporting** System New User Operations Training
-  **Budget Request and Reporting System: Capital Construction/Building Renewal Training**  
Event | Administrative Services | \$0.00 ★★★★★ (0)  
Nebraska **Budget Request and Reporting** System Capital Construction/Building Renewal training
-  **Budget Request and Reporting System: Information Technology Only Training**  
Event | Administrative Services | \$0.00 ★★★★★ (0)  
Nebraska **Budget Request and Reporting** System Information Technology Only

6. Click the session type name (in red type) for which you wish to register.

- The next screen will list the available session times (scroll to see all available sessions listed).
- Click the word "Request" (in red type) to the right to request being added to a session.


## Training Details

**Budget Request and Reporting System: "Refresher" Operations Training**  
Event · Administrative Services · 2 hours · \$0.00  
★★★★★ (0)

Budget Request and Reporting System  
"Refresher" Operations


Sessions Details Ratings & Reviews

Show Available [View Full Calendar](#)

**80891 - 65\_BRRS\_Refresher\_05222018** 16 Openings Available  
Session · Administrative Services · \$0.00 Request

**Location**  
1526 Technology Lab, Administrative Services Training Facilities, State of Nebraska Training Room Location File (TRAINING ROOM RESOURCES)  
English (US)

**Duration**  
5/22/2018, 10:00 AM CST - 5/22/2018, 12:00 PM CST


**80892 - 65\_BRRS\_Refresher\_05242018** 16 Openings Available  
Session · Administrative Services · \$0.00 Request

**Location**  
1526 Technology Lab, Administrative Services Training Facilities, State of Nebraska Training Room Location File (TRAINING ROOM RESOURCES)  
English (US)

**Duration**  
5/24/2018, 8:00 AM CST - 5/24/2018, 10:00 AM CST

- Click the name of the session to see the "Training Details" of the session.

## Training Details

**Budget Request and Reporting System: "Refresher" Operations Training**  
Session · Administrative Services · \$0.00  
★★★★★ (0)

Request Calendar View Print View Event

Budget Request and Reporting System  
"Refresher" Operations

Details Ratings & Reviews

11. Once you click “Request”, your request to take this class will be registered and your transcript will appear.

The screenshot displays a user's transcript page for Neil Sullivan. At the top, it shows '0.5 HRS AGGREGATE TRAINING COMPLETED', 'FISCAL YEAR ENDING 12/31/2018', and 'COST \$0.00'. Below this are filter buttons for 'Active', 'By Date Added', and 'All Types', along with a search bar. The search results section shows one item: 'Budget Request and Reporting System: "Refresher" Operations Training (Starts 5/22/2018)' with a 'View Training D...' button. The item's status is 'Registered' and it has 'No Due Date'.

12. From here you can “View Training Details” or “Withdraw” from the session.