



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. Does not apply to University of Nebraska and Nebraska State College users. Higher education NBRRS users should contact Lyn Heaton at lyn.heaton@nebraska.gov to register.

1. Direct your browser to link.nebraska.gov.

Welcome to the State of Nebraska
Employee Development Center

Please Sign in

Username:

Password:

LOGIN

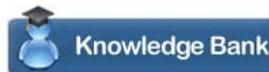
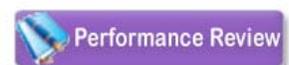
[Forgot Your Password?](#)

Need Customer Support?
Please email as.linkhelp@nebraska.gov

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Excel

2. Login using your EDC Username and Password. If you do not know or remember your EDC login credentials, contact as.linkhelp@nebraska.gov for assistance.
3. Click the dark blue "Search" button.



4. Type "budget request" in the Title field (yellow arrow) and click the white



button as shown below.



Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.

Online Class Event Curriculum Posting Test Material Video Certification

budget request

Subject Location Description Provider Instructor Competency

5. The five NBRRS session types will be displayed.

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

6. Click the session type name (in red type) for which you wish to register. See the session type selection information above for help.

- A popup will appear in your browser window listing the available session times (scroll down in the popup if you do not see all sessions listed).

Budget Request and Reporting System: "Refresher" Operations Training

Instructor Time / Contracted Services (Per Person): 0
 Continuing Education Units (CEU): 0
 Subject(s): Financial
 Training Contact: Renae Prieto Admin renae.prieto@nebraska.gov
 (Tel) 402-471-4113
 Available Languages: English (US)

Available

Select the session link to view the details and assign the session. (5 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
Session Details 5/27/2014 (Tuesday) 5/27/2014 (Tuesday) 1:00 PM CST 3:00 PM CST Location: 1526 Technology Lab Language(s): English (US)	32384	16	0	Request
Session Details 5/29/2014 (Thursday) 5/29/2014 (Thursday) 10:00 AM CST 12:00 PM CST Location: 1526 Technology Lab Language(s): English (US)	32386	16	0	Request
Session Details 6/9/2014 (Monday) 6/9/2014 (Monday) 1:00 PM CST 3:00 PM CST Location: 1526 Technology Lab Language(s): English (US)	32387	16	0	Request

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- Click the word "Request" (in red type) to the right or "Session Details" (in red type) for the specific class session for which you wish to request registration for more information.

- b. If "Session Details" was selected, click the white **Request** button to request the class shown. Otherwise, click View Event to return or Close to exit the selected session type.

Budget Request and Reporting System: "Refresher" Operations Training

Budget Request and Reporting System: "Refresher" Operations Training - Session Details

Session | Administrative Services |
Budget Request and Reporting System
"Refresher" Operations

Session Details

Locator Number: 32384
Subjects: Financial
Accreditation / Training Standard: Not Applicable
Continuing Education Units (CEU): 0
Price: \$0.00
Training Contact: Renae Prieto Admin renae.prieto@nebraska.gov
(Tel) 402-471-4113

Registration Deadline	Seats Available
5/26/2014 1:00 PM CST	16

Part: 1
Tuesday 5/27/2014 1:00 PM - 3:00 PM CST
Location: 1526 Technology Lab [view map](#)
Subject: Financial

More Event Details

Accreditation / Training Standard: Not Applicable
Continuing Education Units (CEU): 0

Request **Close** **Calendar View** **Print** **View Event**

9. You will be redirected to your EDC Transcript page which will list the session you have requested. Click the word "Register" (in red type) for the session to complete the registration process. Space in training sessions is limited. Unless all steps above are completed, a seat will not be reserved and remains available to other users.

Transcript: Lyn Heaton

Active Completed Archived

[Add External Training \(SF-182\)](#) [Add Regular External Training](#)

Title All Training « Previous 1-4 of 4 Next »

Title	Type	Due Date	Status	Options
Budget Request and Reporting System: "Refresher" Operations Training (Starts 6/11/2014)	Session	None	Withdrawn	Select Session
Budget Request and Reporting System: "Refresher" Operations Training (Starts 6/12/2014)	Session	None	Approved	Register Withdraw