



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 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 is a row of five icons: 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)' icon to its corresponding text box below. The text boxes contain the following information:

- Payroll & Financial Center (PFC)**: Payroll access, address book, A/P, A/R, & GL, Purchasing & fixed assets, [System Requirements](#), [Forgot Password?](#), PFC Help 402.471.4636
- Employee Work Center (EWC)**: Sign up for benefits, Update contact information, Edit and update positions, Create staffing reports, EWC Help 402.471.6234
- Career Center**: Review State job postings, Apply for a position, Find resources for job seekers
- Employee Development Center (EDC)**: Sign up for training, Assign training, Complete performance evaluations, EDC Help 402.471.6234
- Recruitment & Selection Center**: Post State jobs, Review applications, Create selection criteria and screening tools, Schedule interviews

Administrative Services

Director | Accounting | Budget | Building | Capitol Commission | Chief Information Officer | Employee Relations | Material | Personnel | Risk | 309 Task Force | Transportation Services

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. Click the dark blue "Search" button.



5. Type “budget request and reporting” in the *What would you like to search for?* field and click the red **Search** button shown below.

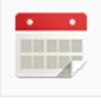
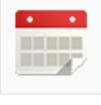
**Global Search**

budget request and reporting Training **Search**

[Refine search](#)

6. The five NBRRS session types will be displayed.

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

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

9. The next screen will list the available session times (scroll to see all available sessions listed).

10. 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

**59143 - 65\_BRRS\_Refresher\_05242016** 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**  
5/24/2016, 10:00 AM CST - 5/24/2016, 12:00 PM CST

**59144 - 65\_BRRS\_Refresher\_05262016** 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**  
5/26/2016, 8:00 AM CST - 5/26/2016, 10:00 AM CST

**59145 - 65\_BRRS\_Refresher\_06022016** 16 Openings Available

11. 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

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

The screenshot shows a web interface for a user named Gary Bush. The page title is "My Transcript: Gary Bush". On the left, there is a navigation menu with options: Bio, Feedback, Transcript (which is highlighted), and Actions. The main content area displays the transcript information: "3 HRS AGGREGATE TRAINING COMPLETED". It also shows "FISCAL YEAR ENDING 6/30/2016" and "COST \$0.00". Below this, there are filter buttons for "Active", "By Date Added", and "All Types", along with a search box labeled "Search for training". The search results section, titled "Search Results (4)", lists two identical entries: "Budget Request and Reporting System: 'Refresher' Operatio...". Each entry shows "Due: No Due Date" and "Status: Registered", and includes a "View Training D..." button with a dropdown arrow.

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