

Accessing Sexual Harassment Prevention and Mandatory Supervisory State Training

You will need to start by going to <https://nvapps.state.nv.us/NEATS/Recruiting/ViewApplicantHome.aep> to register or create an account.

Once you have created an account go to <http://nvelearn.nv.gov>

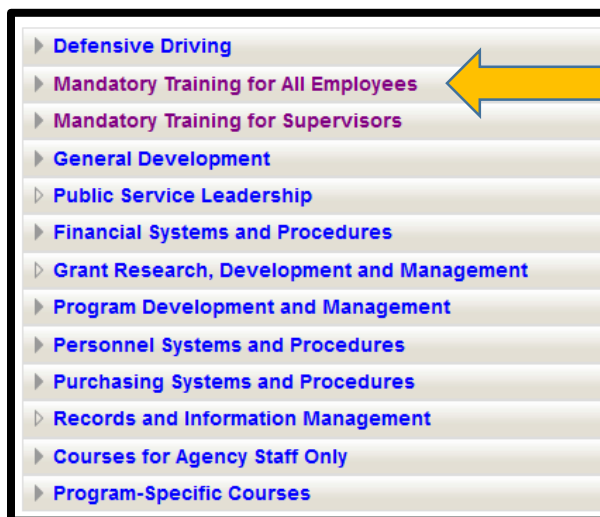
Log on with the created user ID and password

Select **“State of Nevada Employees”** Course Categories in the center menu



Select **“Mandatory Training for All Employees”** for Sexual Harassment Prevention Training or **“Mandatory Training for Supervisors”** for training required if you supervise classified employees.

You will find the trainings and instructions under these two categories. However please review this entire instruction memo before beginning so you are clear on how to print your certificate and receive credit for taking this online course.



For **“Mandatory Supervisory Trainings”** please complete all seven of the courses listed below

7 trainings are available ****Note that 2 of the sessions require an updated version of Adobe Flash Player and Sun Java**

- 1- Alcohol and Drug Testing Procedures approx. 2 hours
- 2- Evaluating Employee Performance approx. 1.5 hours
- 3- Handling Grievances approx. 1 hours
- 4- Interviewing and Hiring approx. 2 hours
- 5- Introduction to Equal Employment Opportunity approx. 2 hours
- 6- Progressive Disciplinary Procedures approx. 2 hours
- 7- Work Performance Standards approx. 2 hours

Select the course you would like to complete by putting your cursor over the title and clicking. Instructions are provided for each course. At the bottom of the page click on **“Enroll me”**. You will be sent an email to your connected email address from **“System Administrator”** with contact information if you are having difficulties or questions.

The courses are divided into Topics/Lessons. Once you have completed a Topic the screen below will appear. Select **“return to “course name”** in this case handling grievances and you can start the next lesson module or review any you are not comfortable with.



When you have completed all the modules select **“Final Exam”** the instructions will tell you what you need to receive to get a passing grade. For example you will see below that **for “Sexual Harassment Prevention (Refresher)” you must receive at least 80% to pass**. Once you have a passing grade you must **complete the course evaluation to access a certificate**.

Final Exam

Final Exam Instructions

The following is a 10-question exam consisting of true/false, multiple-choice and matching questions designed to test your understanding of the previous lessons. **A passing grade is 80%.** This exam counts toward your final score so take your time.

IMPORTANT!!!

When you have answered all questions, scroll to the bottom of the page and select the button labeled 'SUBMIT ALL AND FINISH'. If you do not select this button, the system will not save and grade your answers, and you will have to retake the exam.

[After completing the Final Exam, click here to go to the Course Evaluation.](#)

Before you go to print your certificate you will need to create a file on your computer. You need to save your certificate to your computer. **You will need to send an electronic copy to HR.** You can print a copy from here anytime you like or simply keep this file as a record of completion.

If you experience any system problems in the process of completing any of the modules or in accessing your certificates of completion please contact the NEATS HELP desk at 1-775-687-9099.