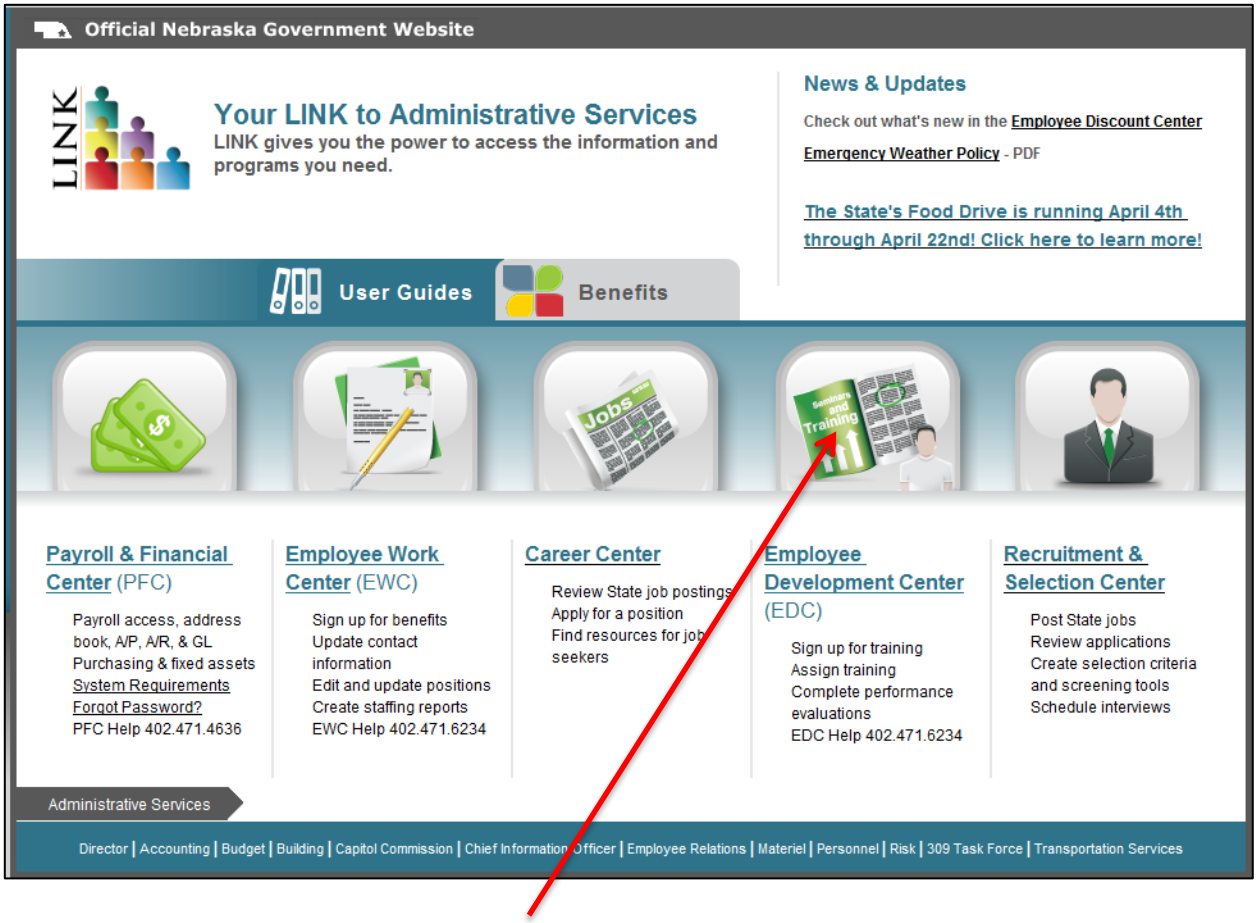
Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

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 to register.

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

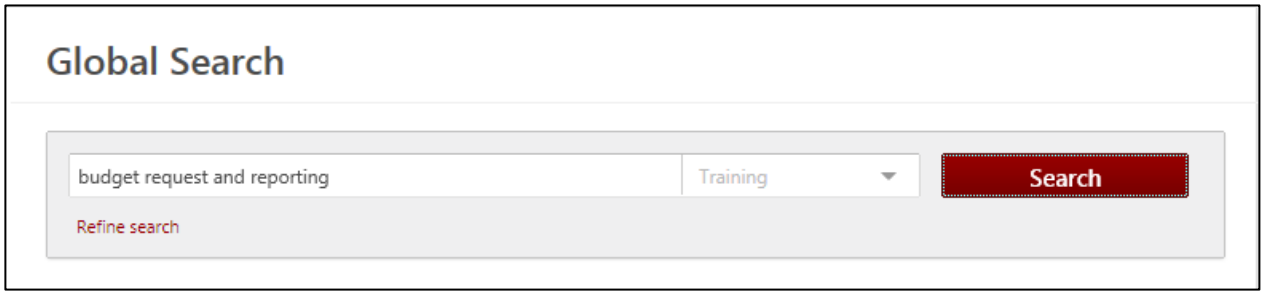


2. Select Employment Development Center (EDC).

3. Login using your EDC Username and Password. If you do not know or remember your EDC login credentials, contact as.linkhelp@nebraska.gov 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.

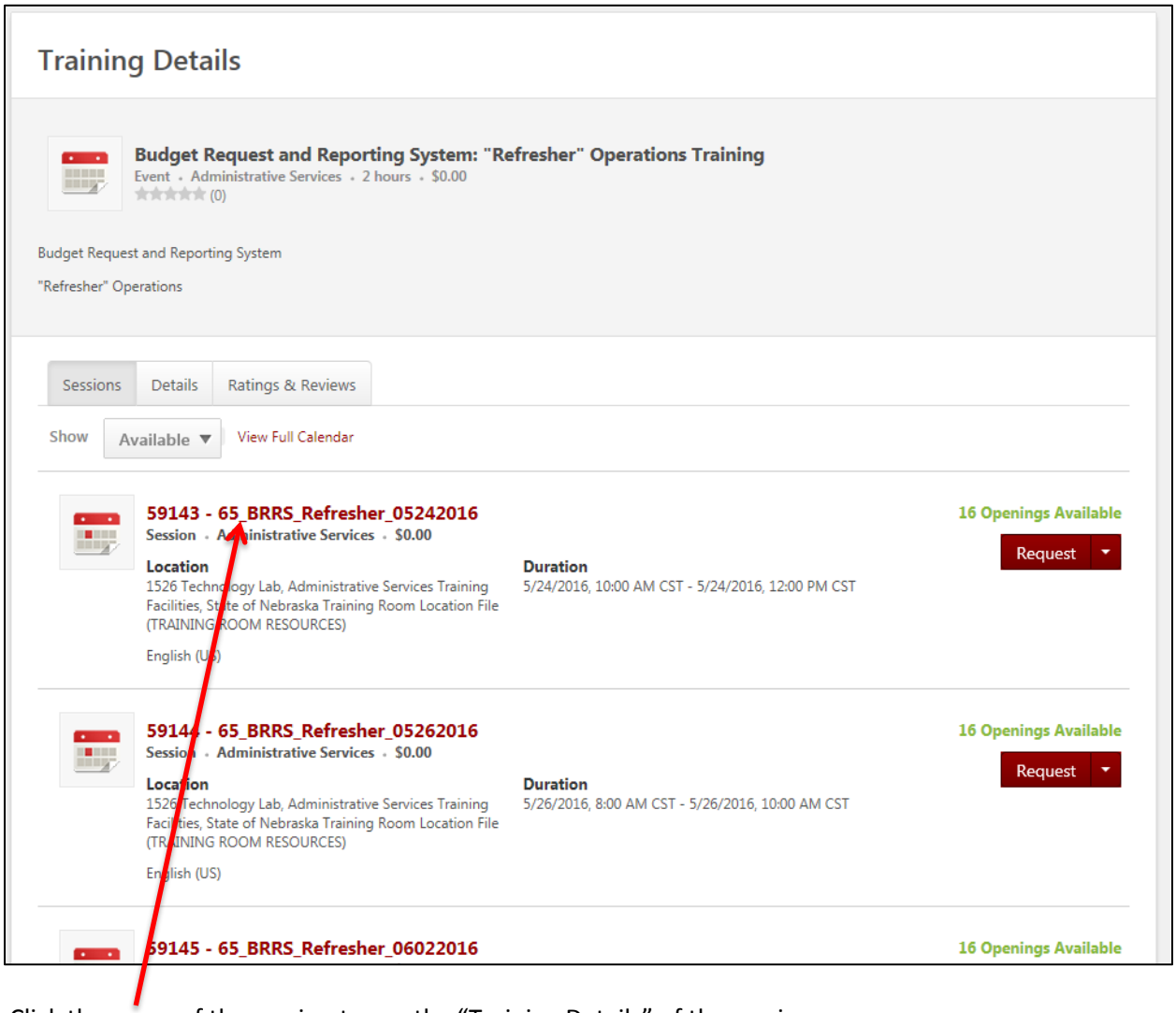


6. The five NBRRS session types will be displayed.

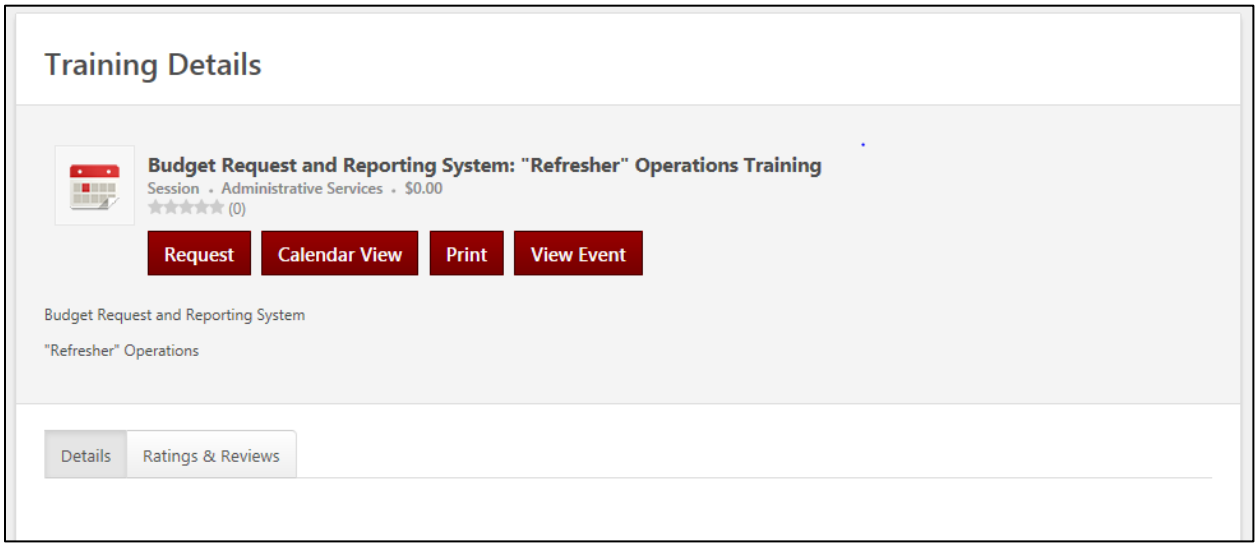
7. Click the session type name (in red type) for which you wish to register.

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

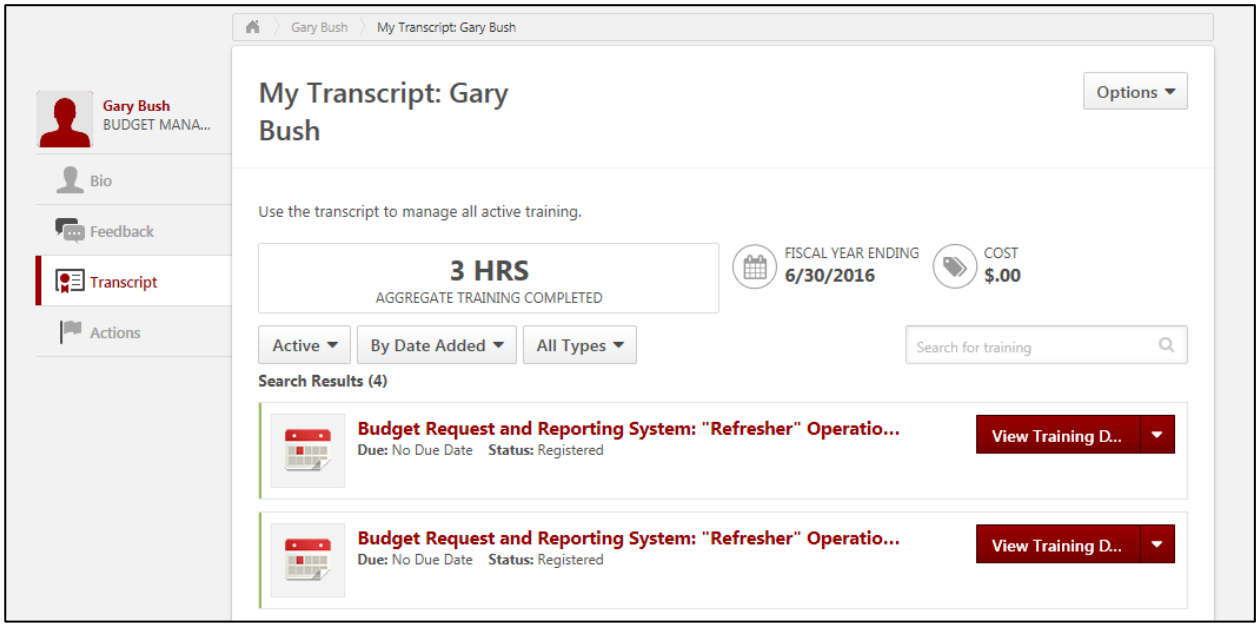
10. Click the word “Request” (in red type) to the right to request being added to a session.



11. Click the name of the session to see the “Training Details” of the session.



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



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