



NeoGov User Guide for Hanover County Employees

Effective:

Revised: 2/23/2023

Version: 1.0

Summary: Employee NeoGov Access and Instructions for Employee Tasks.

Target Audience: Hanover County Employees using NeoGov for required annual training, enroll in voluntary training and annual performance evaluation process.

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1.0 Logging on to NeoGov

In order to complete the following processes the user will log onto NeoGov

- 1.1 Open <https://login.neogov.com/> in a Chrome or Microsoft New Edge browser.
- 1.2 Log on using your individual credentials.

NEOGOV

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

1.3 Credentials:

1.3.1 Your username: Your county email address.

1.3.2 Your password: You choose at activation.

1.3.2.1 An activation email will be sent to your county email address with a link to activate your account. You will click that link and complete your account activation.



1.3.3 Keep your username and password somewhere safe where only you can find them.

2.0 Forgot Password:

2.1 Click on forgot password:

NEOGOV

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)



2.2 Type your county email and click Send Email.

[< Back to Login Page](#)

Login Assistance

Enter your email address and we'll send you your username and a link to reset your password.

Email

Send Email

[< Back to Login Page](#)

Login Assistance

If an account matching **ebgressett@hanovercounty.gov** is registered with us, a username/password request will be sent shortly. Please check your spam or junk folder if you don't see the email in your inbox.



2.2.1 Password Reset email.

2.2.1.1 The email will contain your user name and a link to reset your password.

Your username is: EBGRESSETT@HANOVERCOUNTY.GOV

If you would like to **reset your password**, click [here](#).

2.2.1.2 Enter your new password and click Set Password.

Set New Password

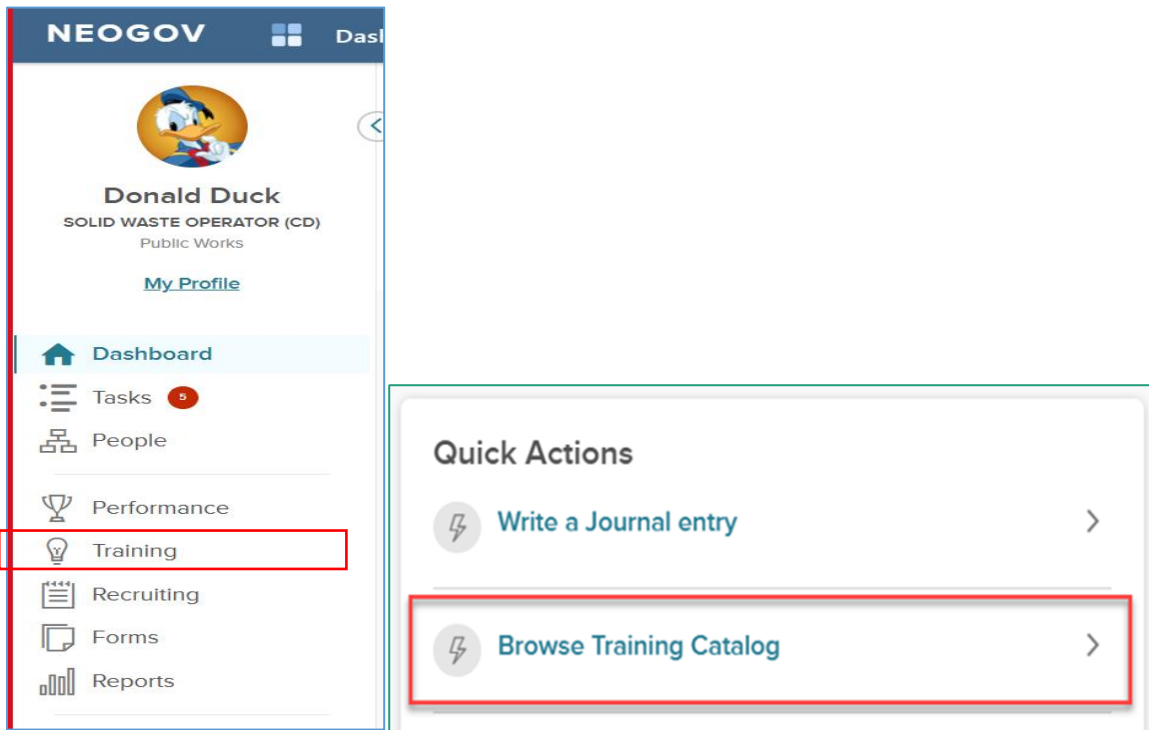
- Password must use 12 or more characters with a mix of uppercase and lowercase letters, numbers and symbols (example: %\$#@&*!).
- Password must not be the same as the current password or one of the previously used passwords.
- Password must not be a commonly used word or phrase.
- Password can't contain first name, last name or username.

All fields are required

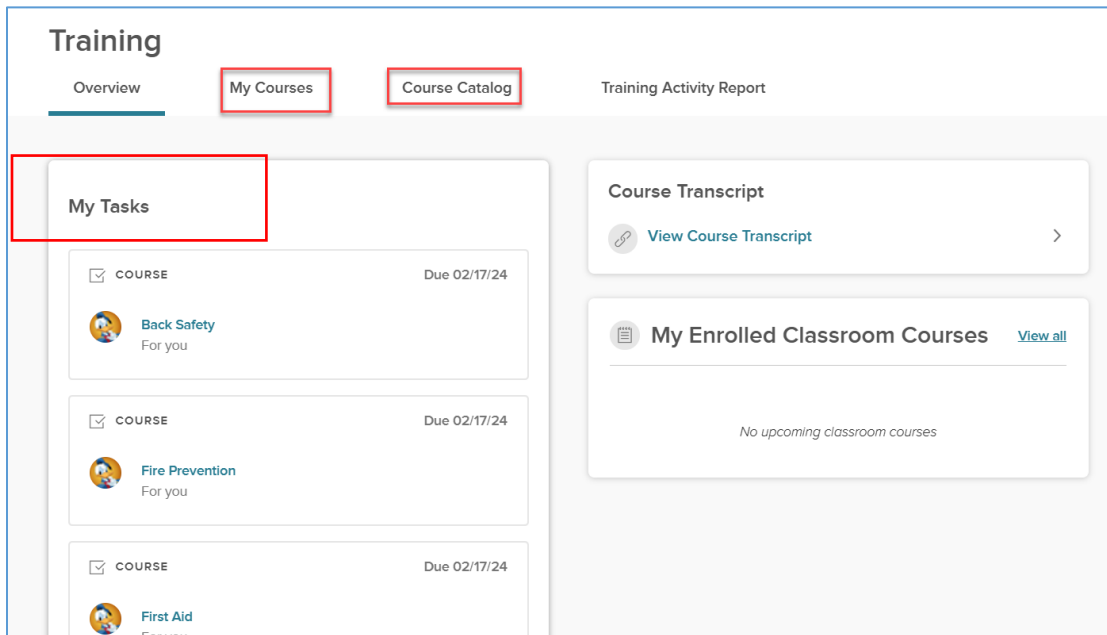


3.0 Accessing Training

3.1 From your Dashboard, Click the Training link or Browse Training Catalog under Quick Actions

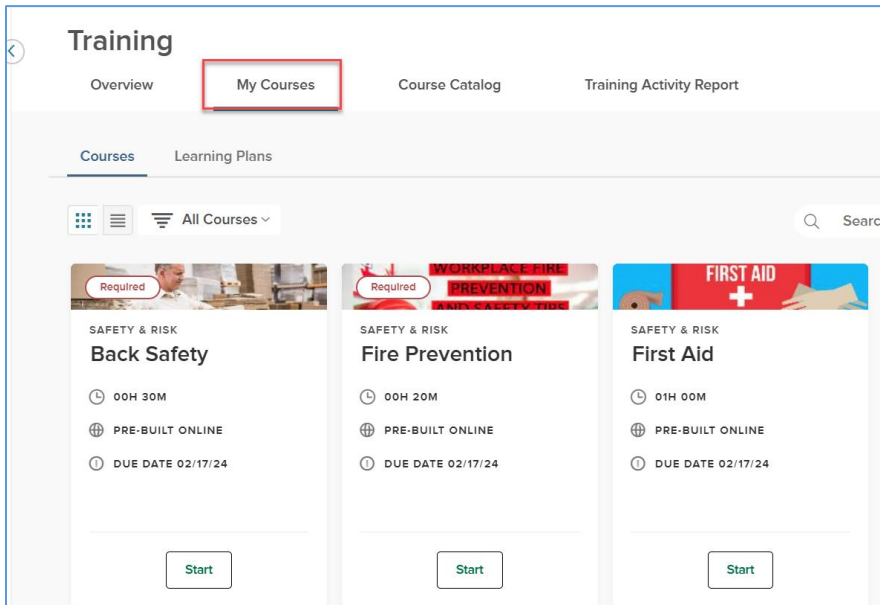


3.2 On the Training Page you will see the training that you are currently enrolled in on their Due date.

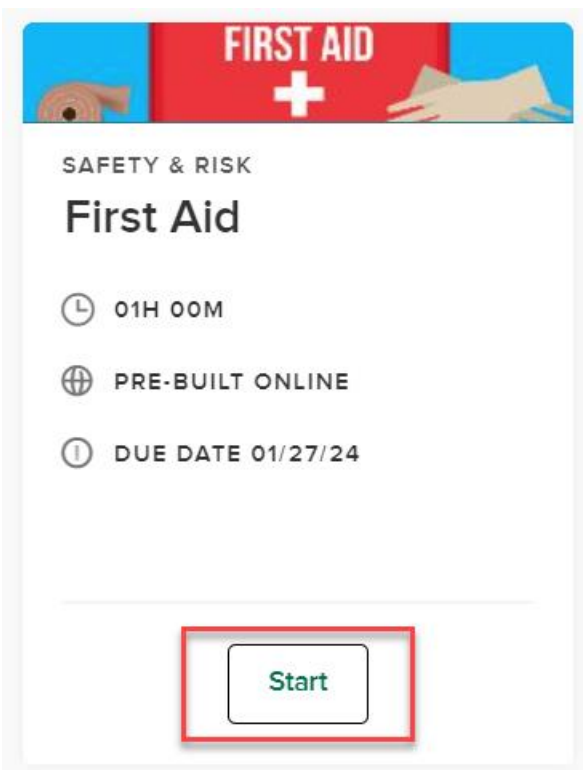




3.3 The My Courses link show you a more detailed listing of each class you are enrolled in. To begin a class click on the START button.



3.4 To complete the training click on the start button.





4.0 Enrolling in a Course

4.1 On the Training page click on Course Catalog

The screenshot shows the 'Training' page with four tabs: 'Overview', 'My Courses', 'Course Catalog', and 'Training Activity Report'. The 'Course Catalog' tab is highlighted with a red box. Below the tabs, there is a search bar and several filter buttons: 'Categories', 'Type', 'Duration', 'Tags', and a funnel icon. A 'View Calendar' button is in the top right corner. The main content area displays four course cards:

- Accessing Your Medical and Exposure Records**: SAFETY & RISK, 00H 08M, PRE-BUILT ONLINE.
- Accident Incident Investigation**: SAFETY & RISK, 00H 30M, PRE-BUILT ONLINE.
- Aerial Lift Safety**: SAFETY & RISK, 00H 15M, PRE-BUILT ONLINE.
- Alcohol and Drug-Free Workplace**: HR COMPLIANCE, 02H 00M, CLASSROOM.

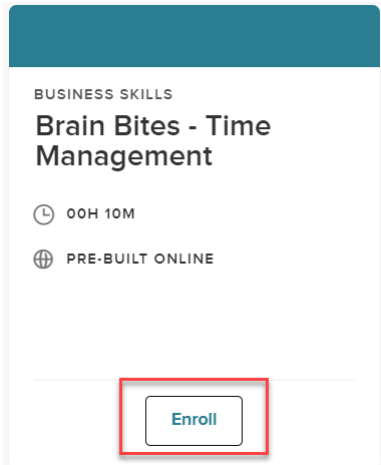
4.2 Select the course that you wish to enroll in

The screenshot shows the 'Alcohol and Drug-Free Workplace' course page. The 'Course Catalog' tab is selected in the navigation bar. A 'Back to All Courses' link is visible. The course title is 'Alcohol and Drug-Free Workplace' under the category 'HR COMPLIANCE'. The description states: 'This awareness training is geared towards helping supervisors and employees understand the different components of the drug-free workplace policy. We'll discuss:'

- Statistics about substance use
- The stages of use
- How to identify an employee/peer with concerning behavior
- How to seek assistance

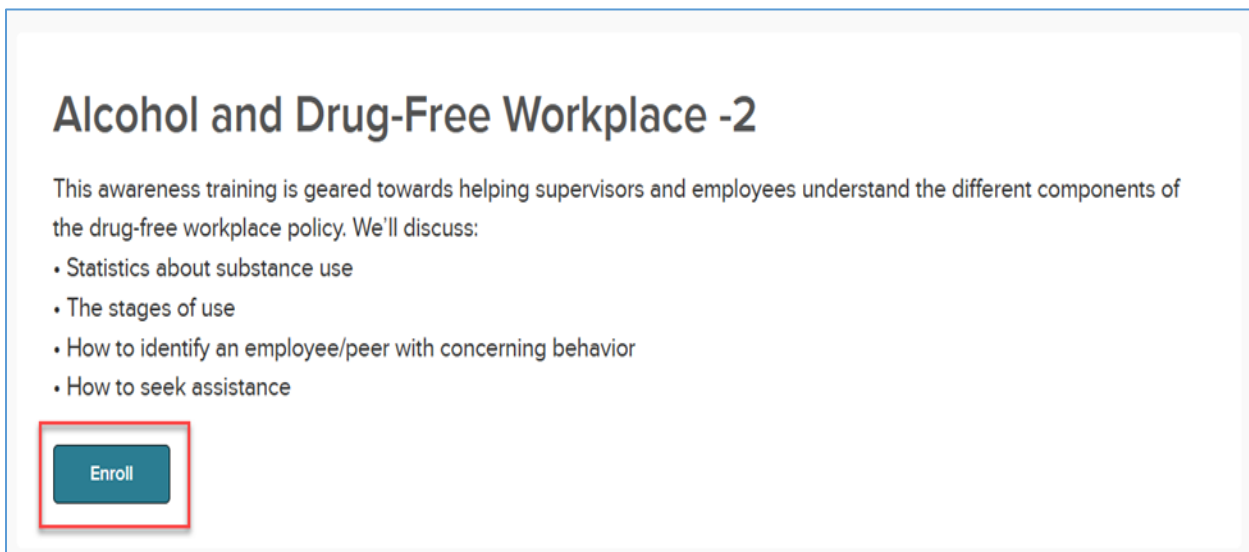


4.3 For virtual classes you would click ENROLL



4.4 For in person training, you will need to select the class day/time to attend.

4.5 Then click the ENROLL button.

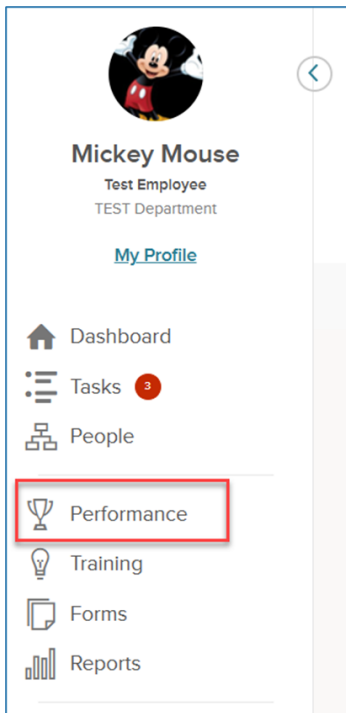


4.6 You will receive a confirmation email confirming your enrollment in the class. Some classes require a manager's approval to attend. NeoGov will also send an email to your supervisor for this approval.

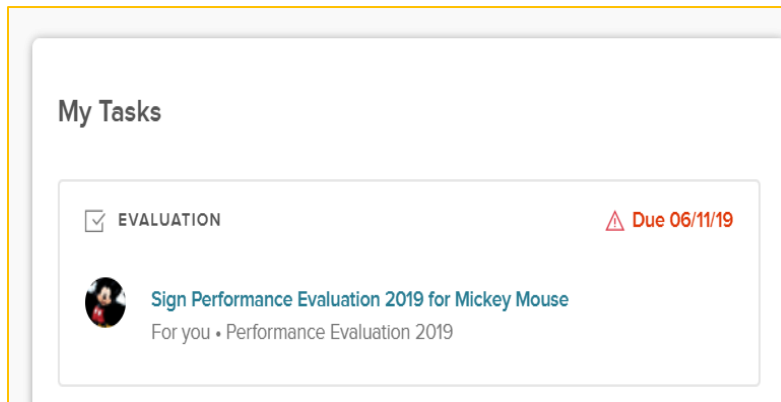


5.0 Accessing Performance Evaluations

5.1 From your NeoGov Dashboard click on PERFORMANCE.

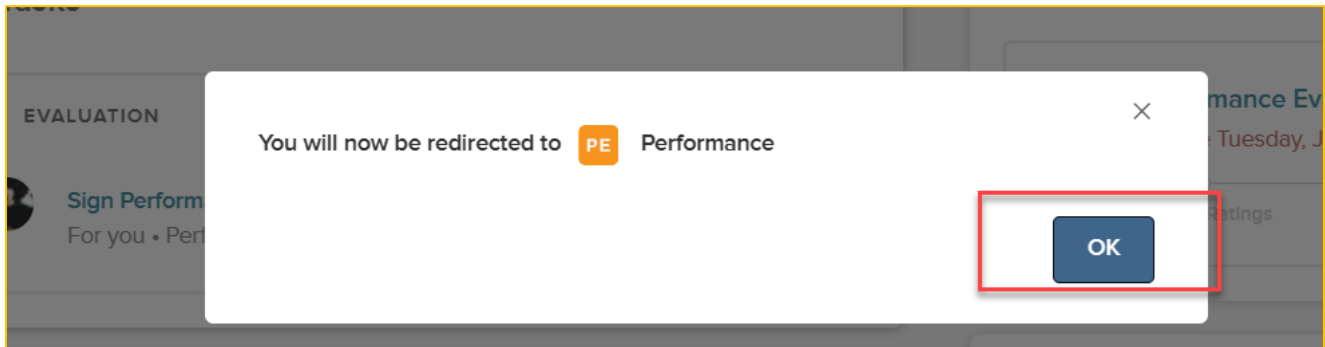


5.2 Once an evaluation is ready for you to review and sign off it will appear under My Tasks

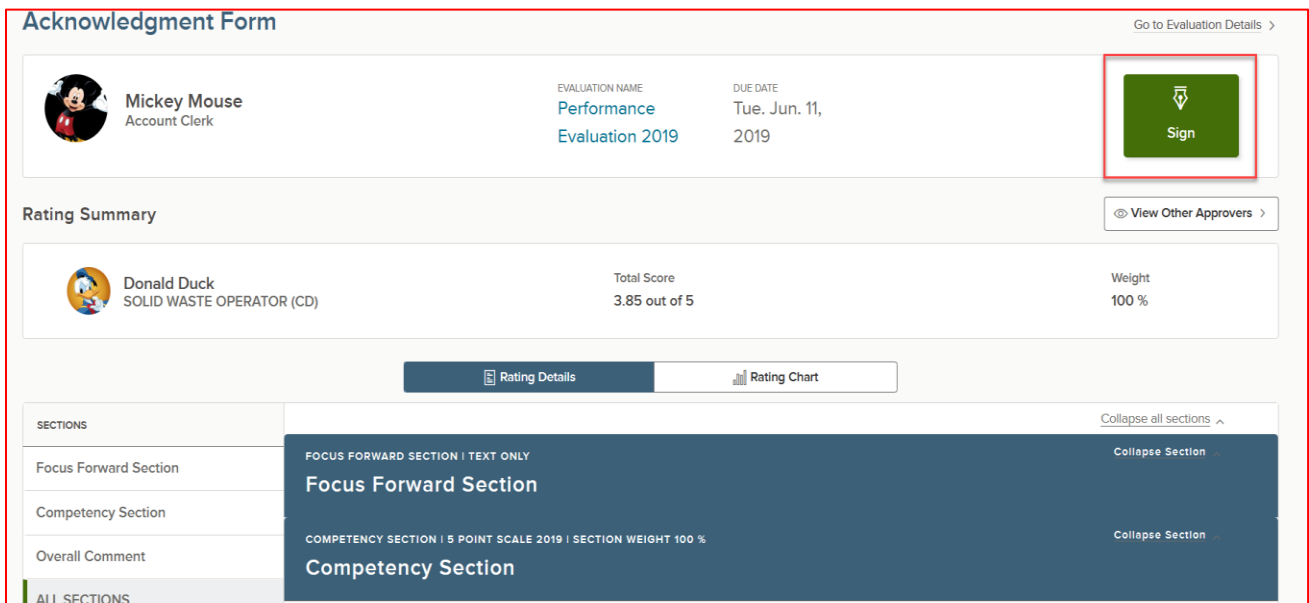




5.3 Click on the evaluation and the below message will appear letting you know it is redirecting you to the Performance Evaluation system. Click OK.



5.4 Once you have reviewed your evaluation you will click SIGN.





5.4.1 The below window will pop up for you to leave comments and sign the evaluation. Click on the Auto Generate to sign.

Sign Cancel Submit

Comments

Write comment here...

Please sign your name below

Mickey Mouse

Mickey Mouse February 17, 2023

Auto-Generate Draw Signature

5.5 Once everyone has reviewed and signed off on your evaluation you can click on the evaluation again to view.

Process

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

1	Rater Donald Duck	Completed On Wed, Apr 24, 2019	
2	Approval & Signature Daisy Duck	Completed On Wed, Apr 24, 2019	x <i>Daisy Duck</i>
3	Approval & Signature Donald Duck	Completed On Wed, Apr 24, 2019	x <i>Donald Duck</i>
4	Signature Mickey Mouse	Completed On Fri, Feb 17, 2023	x <i>Mickey Mouse</i>



6.0 To view past evaluations

6.1 Click My Evaluations and change the drop down to Completed

Overview **My Evaluations** Journal Hub

Change this drop down to Completed

My Evaluations

Completed

Completed Evaluations (1)

Sort

Search

 **Performance Evaluation - 2022**
Due Friday, Jun 10th 2022
Status: Completed