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.

Contents:

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:

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

New Password

Repeat New Password

Set Password

3.0 Accessing Training

3.1 From your Dashboard, Click the Training link or Browse Training Catalog under Quick Actions
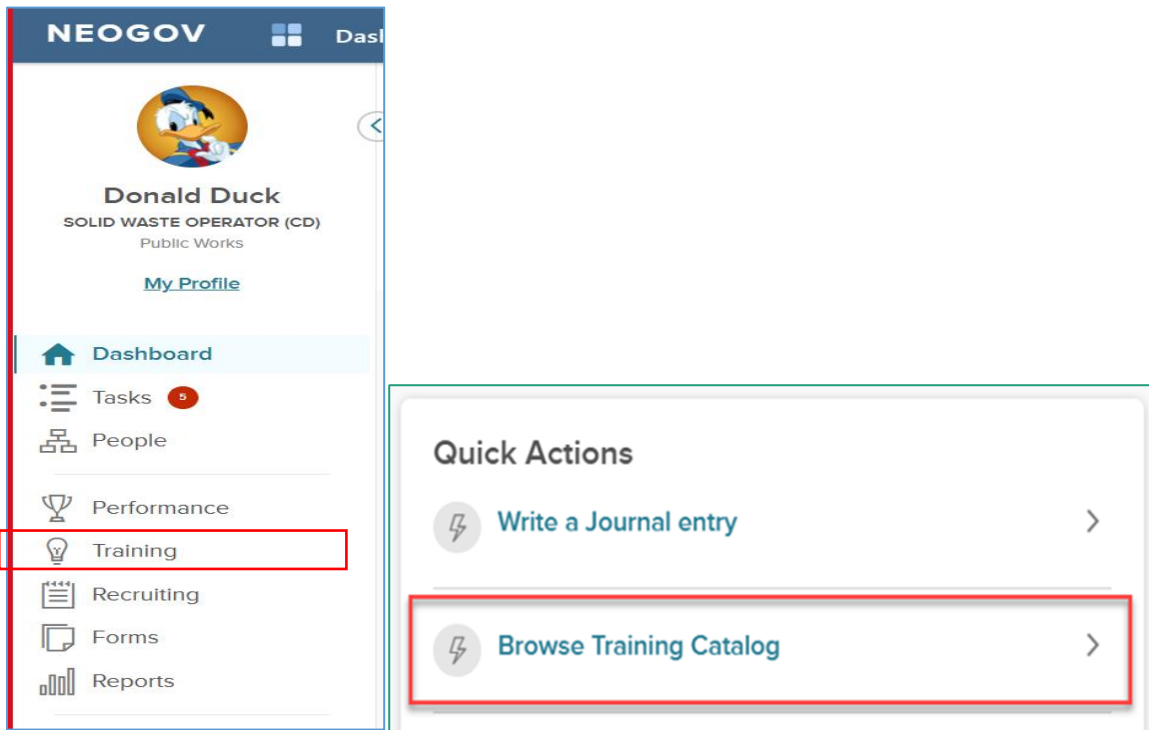
3.2 On the Training Page you will see the training that you are currently enrolled in on their Due date.
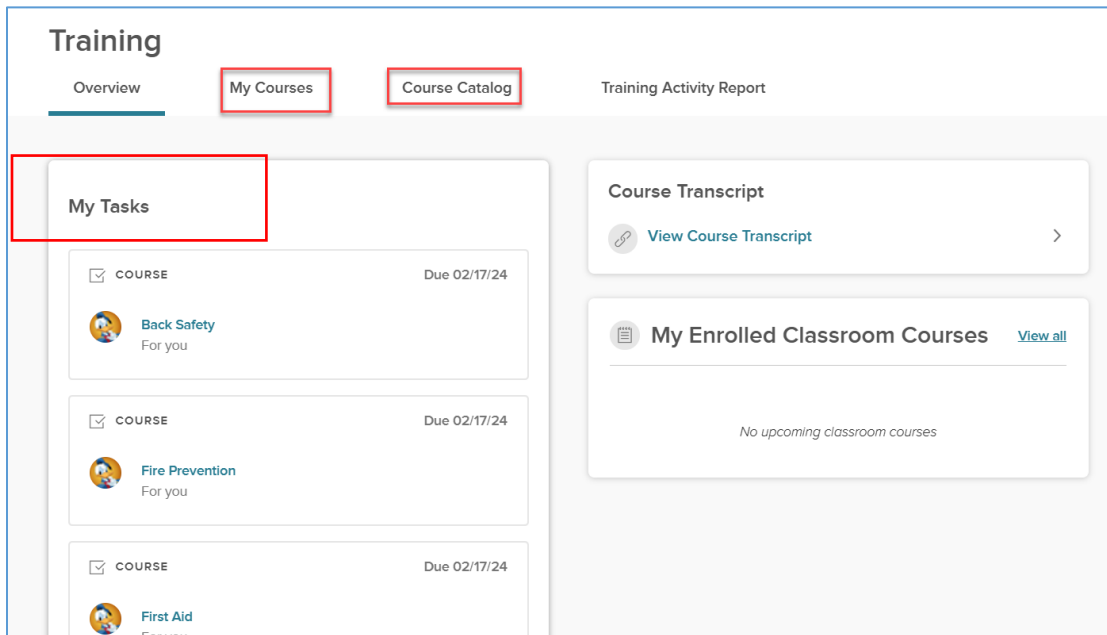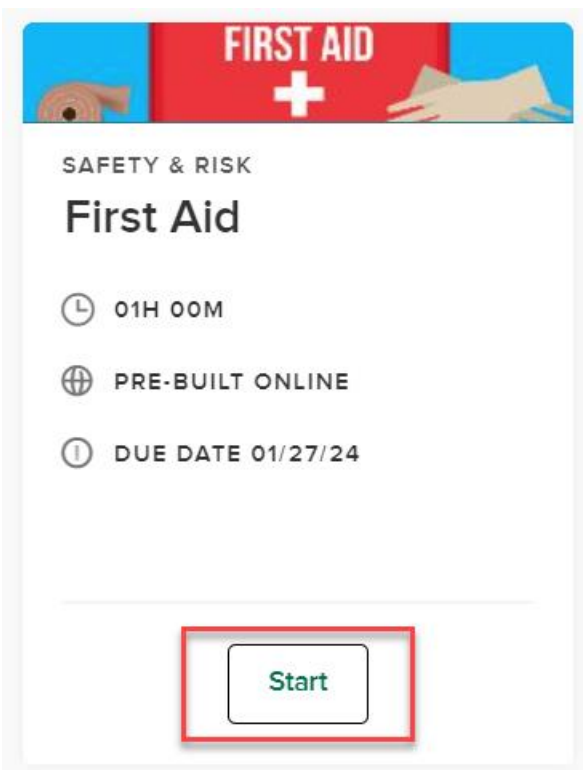
3.3 The My Courses link show you a more detailed listing of each class you are enrolled in. To begin a class click on the START button.
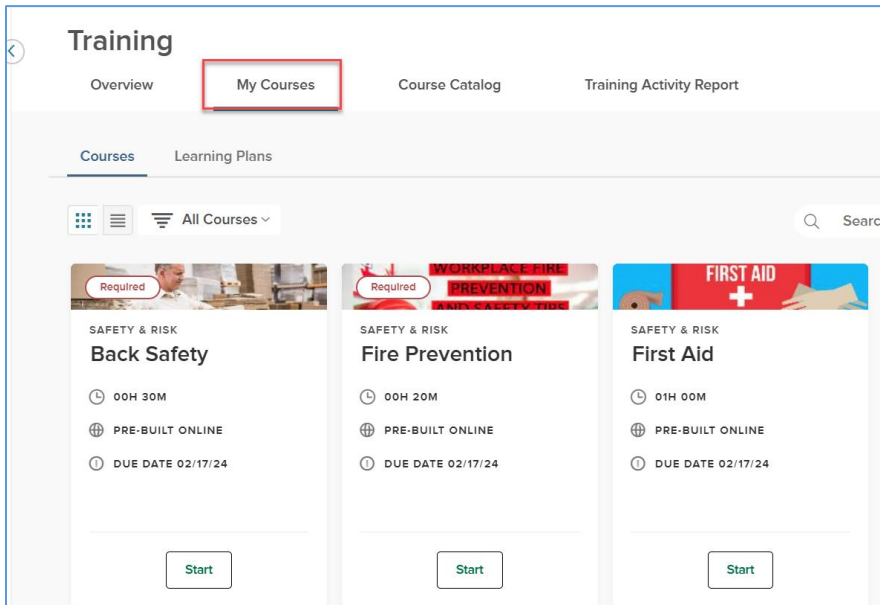
3.4 To complete the training click on the start button.

4.0 Enrolling in a Course

4.1 On the Training page click on Course Catalog

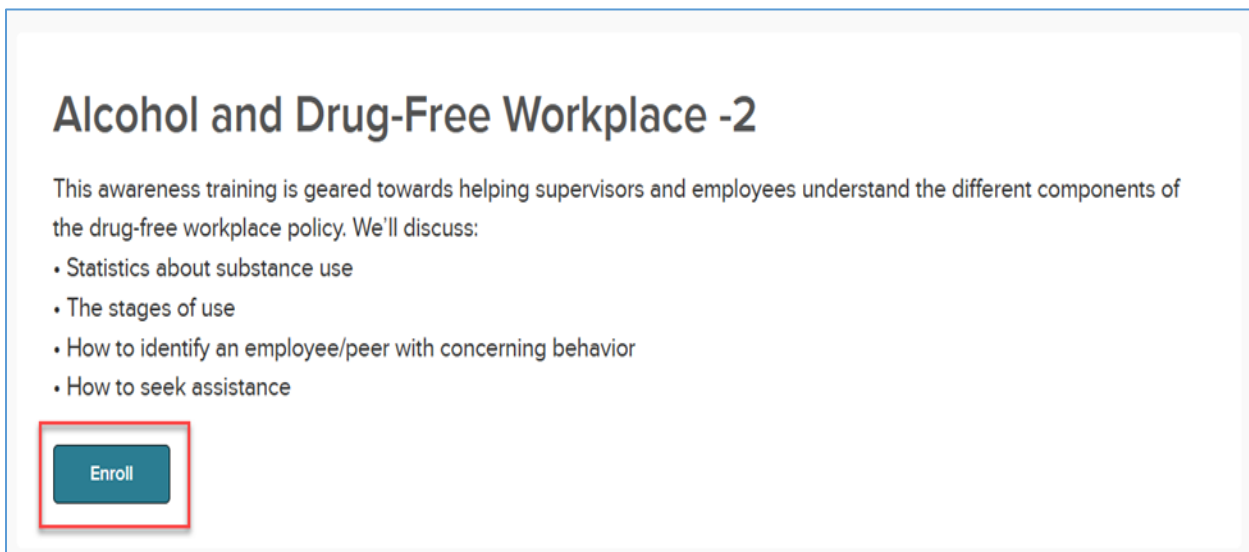### 4.2 Select the course that you wish to enroll in

4.3 For virtual classes you would click ENROLL
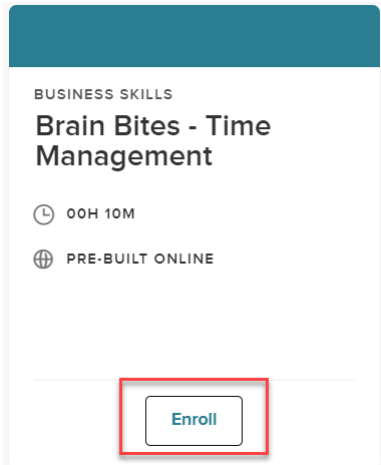
4.4 For in person training, you will need to select the class day/time to attend.

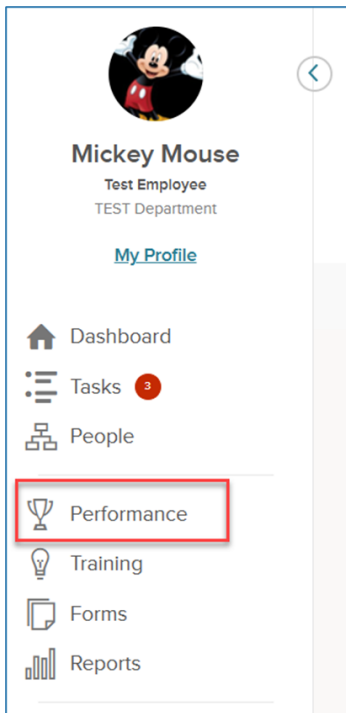4.5 Then click the ENROLL button.

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.
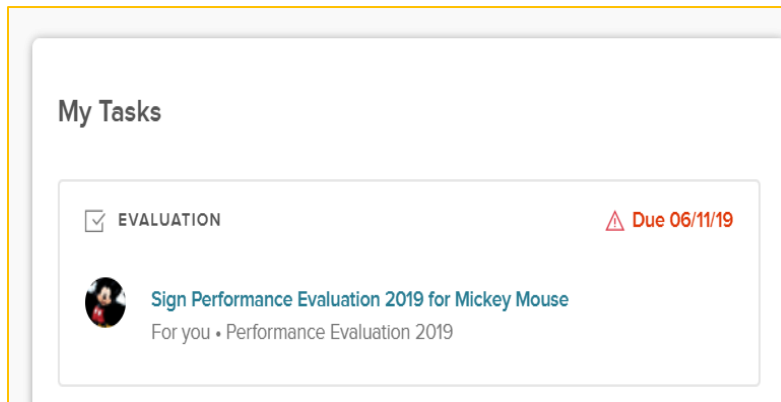
5.0 Accessing Performance Evaluations

5.1 From your NeoGov Dashboard click on PERFORMANCE.
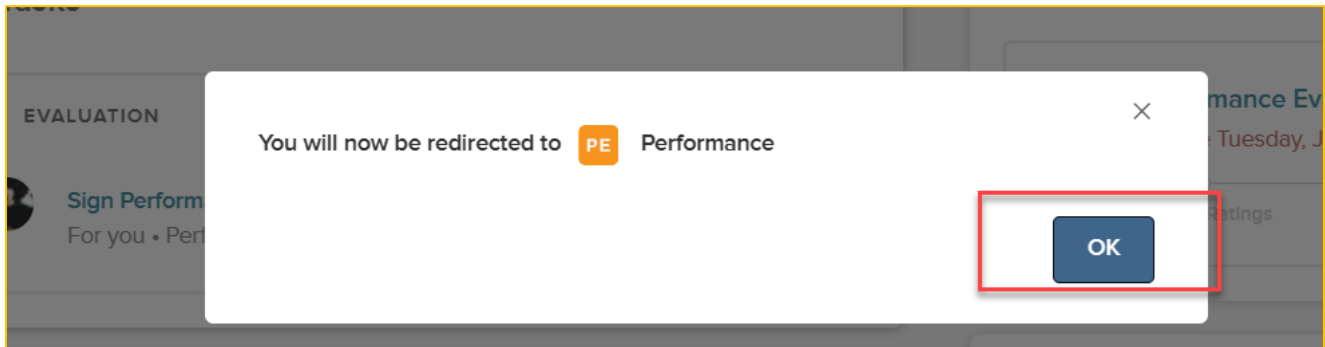

5.2 Once an evaluation is ready for you to review and sign off it will appear under My Tasks
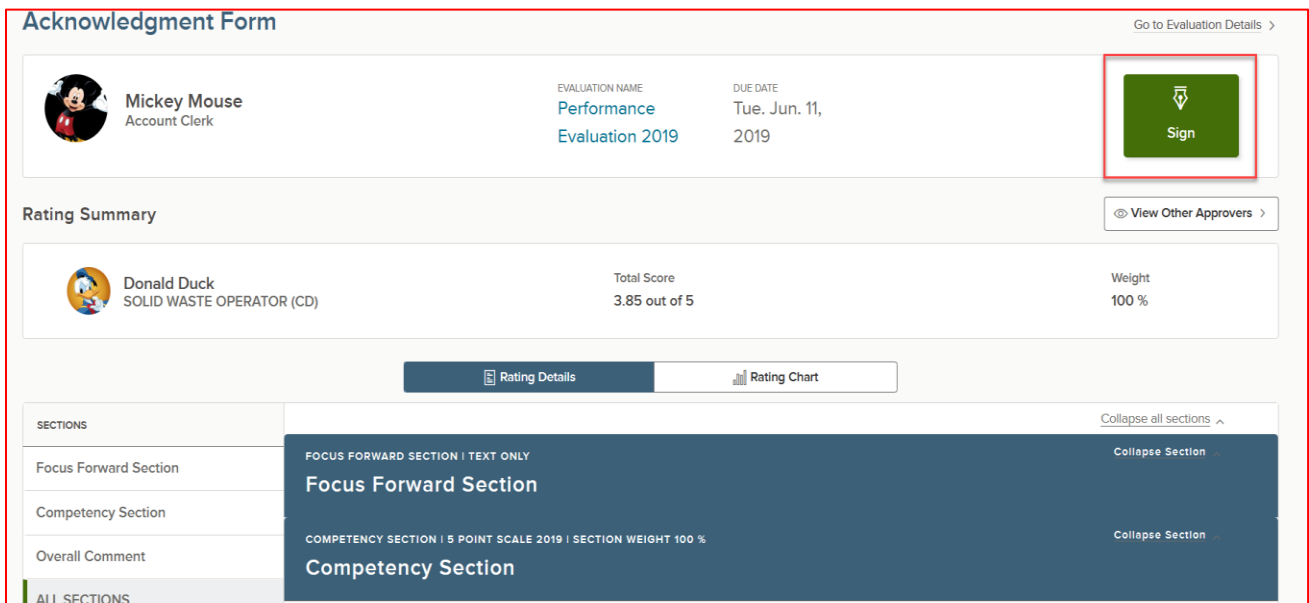
5.3 Click on the evaluation and the below message will appear letting you know it is redirecting you to the Performance Evaluation system. Click OK.

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.

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

6.0 To view past evaluations

6.1 Click My Evaluations and change the drop down to Completed

Overview   My Evaluations   Journal Hub

My Evaluations

Change this drop down to Completed

| Completed ⌄ |

Completed Evaluations (1)

↑↓ Sort ⌄   🔍 Search

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