



Truckee Meadows Community College

Professional Development

State Training Directions

Request an Account

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>
2. Select on Register with the System
3. Fill in form and select process request
4. You will receive a confirmation e-mail stating your account has been set up

Change Password

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>
2. Enter User ID and Password and click login
3. You will enter the NEATS home page
4. Select Change Password
5. Enter Old Password and New Password and click OK
6. You will get a message stating your password was been changed successfully

Change E-Mail

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>
2. Enter User ID and Password and click login
3. You will enter the NEATS Home Page
4. Click on Update My e-mail Address
5. Delete the old e-mail and enter your new e-mail
6. You will get a message stating your e-mail address was changed successfully

Register For a Class

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>.
2. Enter User ID and Password and click login
3. You will enter the NEATS home page
4. Click on the Training tab at the top of the page
5. Click on the double arrows at the top left of the page
6. A drop down box will appear
7. Click on Browse Courses
8. Select the title of the workshop you'd like to register for
9. On the Course Detail page select List Classes at the bottom of the page
10. Click on the Date you'd like to attend
11. On the Class Detail page click Enroll at the bottom of the page
12. On the Student Schedule page it will show under Scheduled Classes the class you have just registered for
13. When you are finished click Logoff at the top right of the screen
14. You will receive a confirmation e-mail stating you enrollment has been approved

Drop a Class

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>.
2. Enter User ID and Password and select login
3. You will enter the NEATS home page
4. Click on the Training tab at the top of the page
5. On the Student Schedule page it will list all scheduled classes
6. On the far right under the column Action select Drop for the workshop you'd like to drop
7. You will get a message at the top of the screen that states class dropped
8. When you are finished click Logoff at the top right of the screen

Enter Evaluation

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>.
2. Enter User ID and Password and select login
3. You will enter the NEATS Home Page
4. Click on the Training tab at the top of the page
5. Click on the double arrows at the top left of the page
6. A drop down box will appear
7. Click on View My Transcripts
8. On the View Student Transcript page it will list all Completed Course History
9. On the far right under the column Action select Enter Class Evaluation for the class you'd like to enter the evaluation for
10. Complete the form and select submit at the bottom of the page when you are done
11. On the View Student Transcript page it will say Complete under the Attendance column
12. When you are finished click Logoff at the top right of the screen

View Transcripts

1. Go to <http://training.state.nv.us/NEATS/admin/Home.aep>
2. Enter User ID and Password and select login
3. You will enter the NEATS Home Page
4. Click on the Training tab at the top of the page
5. Click on the double arrows at the top left of the page
6. A drop down box will appear
7. Click on View My Transcripts
8. When you are finished click Logoff at the top right of the screen