• HOW TO ACCESS THE •

LEARNING MANAGER

Computer-Based Training and Training Schedule

Access the VicToRy Sandbox. On the New Manager window, click the **Learning** hyperlink in the Managers panel.

To view the training class(es) you are scheduled to attend:

- View the class name, location, and date that are displayed in the Classes section.
- Click the hyperlink in the **Name** column to view details about the class.
- If you have any questions regarding your training class schedule, please email dmv.vtrtraining@nebraska.gov.

To view the CBT modules assigned to you:

- View the CBT modules that are displayed in the Self-Learning Required section. To access a module, click the hyperlink in the **Title** column.
- Then, click the **View** button. This opens the module in a new browser tab.
- Click the play button to start viewing the module. The modules are interactive and require your participation.
- After you have finished viewing a module, close the browser tab.
- Click the **Complete** button to mark a module as complete.