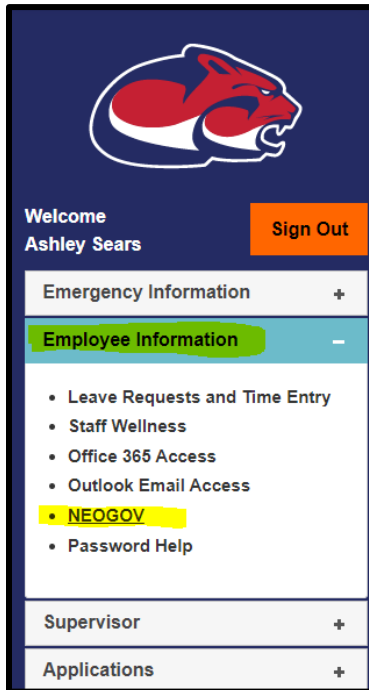
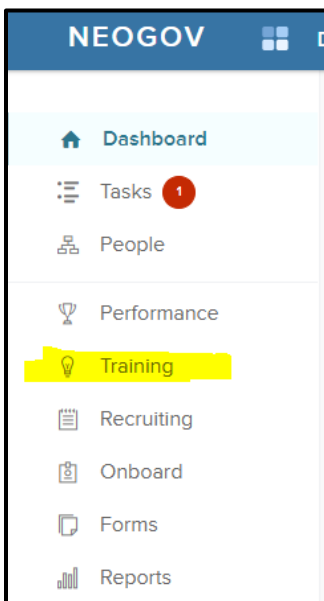


How to Sign Up for Climate Survey Focus Groups in NeoGov

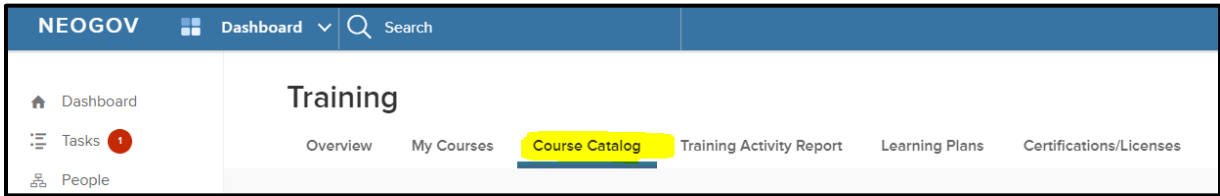
1. Login to NeoGov. You can access NeoGov under Employee Information in myClackamas or by [using this direct link](#). NeoGov does not use your regular CCC login. Use their “Forgot you username or password” link if you don’t remember your login information.



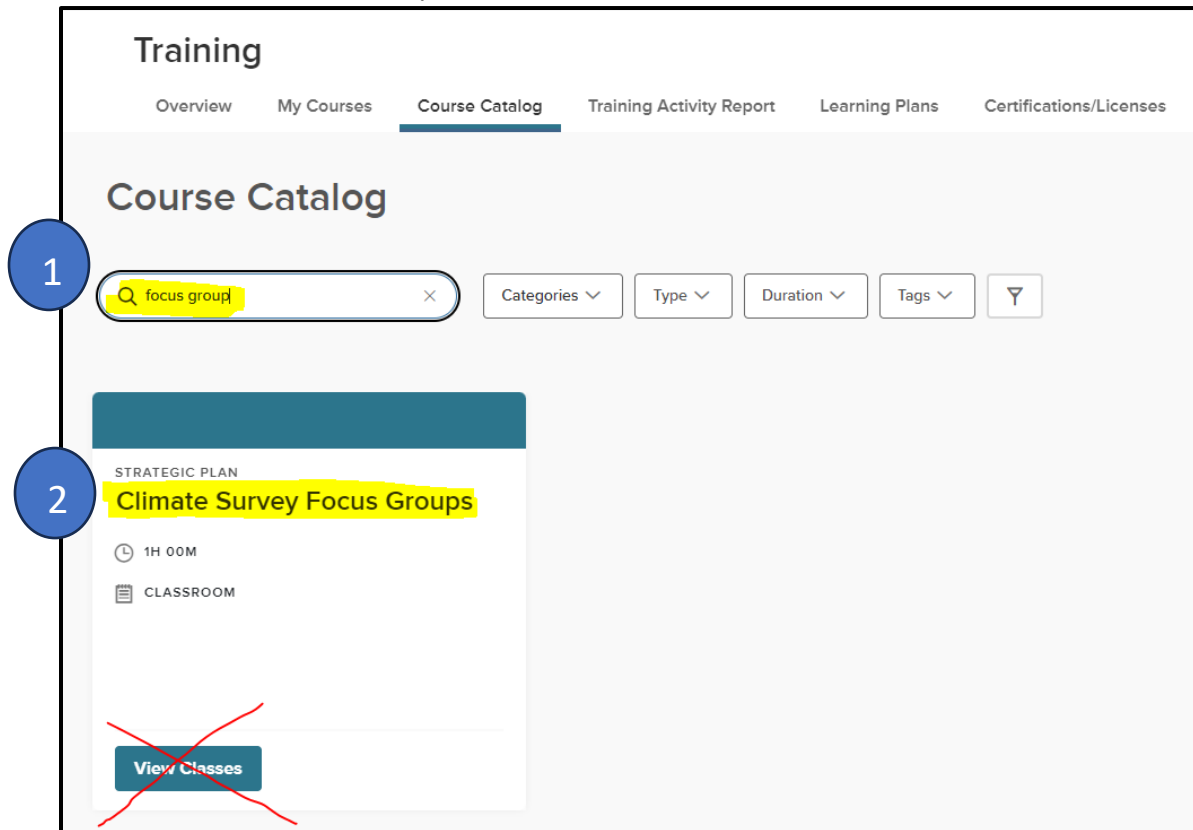
2. On your Dashboard, click on Training on the left side. You will see your Dashboard when you first login. You might have more or less options on the left than you see in the screenshot.



- Near the top, click on Course Catalog.



- In the search box, type in "focus group". The Climate Survey Focus Group card will pop up. To see all the details and the sessions available, click on the title of the card (Climate Survey Focus Groups). Don't click on View Classes as you won't be able to see the full titles of the classes in that view.



5. Read the introductory text. This section provides you with information on what to expect and what you'd be committing to if you sign up. Scroll down on this screen to see the available sessions.

The screenshot shows a web interface for training courses. The main heading is "Training" with a "View Calendar" button. Below it are navigation tabs: Overview, My Courses, Course Catalog (selected), Training Activity Report, Learning Plans, and Certifications/Licenses. A "Back to All Courses" link is on the left. The main content area is titled "Strategic Plan" and "Climate Survey Focus Groups". It contains introductory text and a list of bullet points under "Project Timeline". On the right, there is a "Course Details" sidebar with information like "1H 00M", "REQUIRED SCORE: N/A", "COURSE CODE: CSFGFA2023", "SELF ENROLL: ON", and "APPROVAL REQUIRED BY: ASHLEY SEARS". Below that is an "Attachments" section with two PDF files.

6. Click on the title of the session you want to attend. Scroll down and click the Enroll button.

The screenshot shows a "Classes" page with three session listings. Each listing includes a title, date and time, location, and enrollment status.

Session Title	Date and Time	Location	Enrollment Status
General Session - Oregon City	Nov 14, 2023 from 11:00AM - 12:00PM	Roger Rook 111 A&B	Enrolled: 10/10, Waitlist: 1
Administrators (Supervisors only)	Nov 13, 2023 from 01:30PM - 02:30PM	Zoom	Enrolled: 5/10
Employees in Student-Facing Roles (No Supervisors)	Nov 13, 2023 from 10:30AM - 11:30AM	Roger Rook 111 A&B	Enrolled: 0/10

7. In the pop-up, click "Yes, Request Approval".

The screenshot shows a confirmation dialog box with a close button (X) in the top right corner. It contains an information icon (i) and the text "This course requires approval. Request approval?". At the bottom, there are two buttons: "Cancel" and "Yes, Request Approval" (highlighted in green).