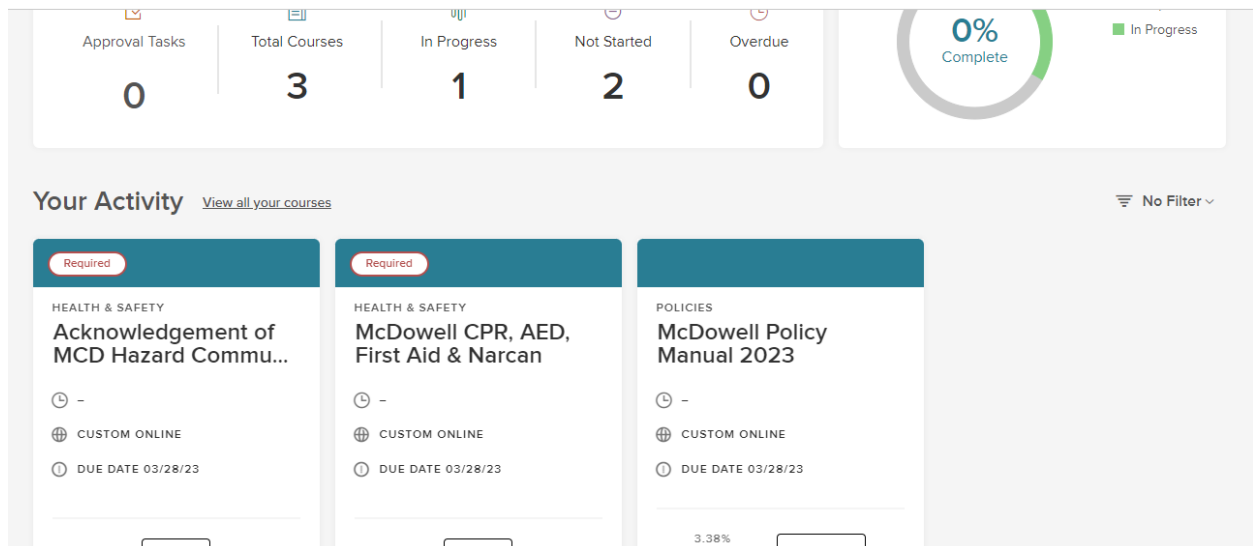


1. Access your County registered email account.
2. Activate Your User Account
 - a. You will receive an email from info@neogov.com with a link to activate your NEOGOV account.
 - b. By clicking on the link, you will be redirected to NEOGOV where you can create a new password for your account.
 - c. Once you have created your account, you can login to view your personal “dashboard”.
3. From your dashboard you will be able to view all your assigned courses, due dates with each course, and complete them via smartphone or desktop computer. (See below)

If you are not able to complete the course in one session, it will save your progress and you can resume a course at anytime



4. Once you have completed each assigned course, Human Resources will receive notification and your completion certificate will be electronically filed in your NEOGOV personnel file.