


# NEOGOV Training and Resources for Insight Users

## Step by Step Extended View

NEOGOV offers training and resources for Insight Users. The steps below will take you directly to the “NEOGOV Insight Training Course 1”. Feel free to explore other training and resources NEOGOV has to offer on their site.

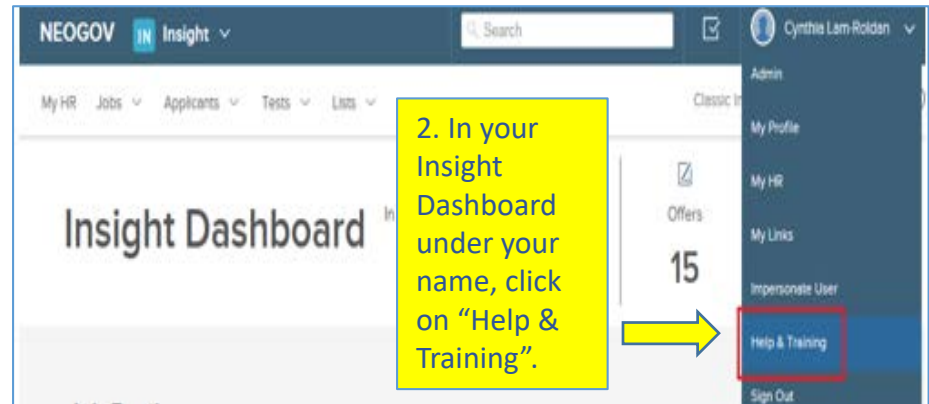
1. Log-in to your NEOGOV account to access training and resources.

[NEOGOV Log-In](#)



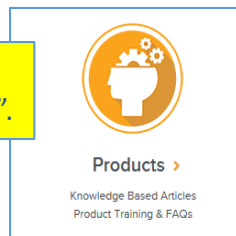
The image shows the NEOGOV login page. It features the NEOGOV logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A note below the fields states 'All fields are required'. At the bottom of the form is a blue 'Log In' button.

2. In your Insight Dashboard under your name, click on “Help & Training”.



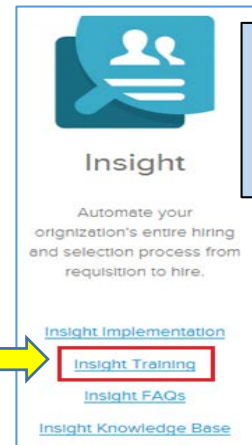
The image shows the NEOGOV Insight Dashboard. The top navigation bar includes 'NEOGOV IN Insight', a search bar, and the user's name 'Cynthia Lam-Roldan'. Below the navigation bar are tabs for 'My HR', 'Jobs', 'Applicants', 'Tests', and 'Lists'. The main content area displays 'Insight Dashboard' and 'Offers: 15'. On the right side, there is a user profile menu with options: 'Admin', 'My Profile', 'My HR', 'My Links', 'Impersonate User', and 'Sign Out'. A red box highlights the 'Help & Training' option in the menu, with a yellow arrow pointing to it from a text box.

3. Select “Products”.



The image shows a 'Products' menu item. It features an icon of a head with gears inside a circle. Below the icon, the text reads 'Products >' followed by 'Knowledge Based Articles' and 'Product Training & FAQs'.

4. Select “Insight Training”.



The image shows the 'Insight' menu. It features an icon of two people talking. Below the icon, the text reads 'Insight' followed by 'Automate your organization's entire hiring and selection process from requisition to hire.' Below this text are four links: 'Insight Implementation', 'Insight Training', 'Insight FAQs', and 'Insight Knowledge Base'. A red box highlights the 'Insight Training' link, with a yellow arrow pointing to it from a text box.

Training, FAQs, and resources are located here.

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6. Take training and review training module guide in Course 1.

**5. Click on Course 1: Insight New User.**

**6. Take training and review training module guide in Course 1.**

**Explore more training.**

**Email [Cynthia Lam-Roldan](#) and [Tonya Burgess](#) if you need access to NEOGOV's training environment.**

**Course 1: Insight New User**

New user training is comprised of eight modules taking you through an entire recruitment life cycle, from requisition to hire.

Sign into your Insight training environment (<https://login.training.neogov.com>) and follow along with each module in the order listed below.

Be sure to use the maximize icon for optimal viewing. Also, use the pause button and slide bar should you require more typing time or wish to re-play a portion of a video training module.

Once you have completed a module, proceed to the next one in the group.

If needed, download the [training module guide](#) which complements the training modules.

Happy learning!

**Starting Out**

If you're first starting out with Insight, there are two courses for you: **Course 1: Insight New User** and **Course 2: Insight Administrator**.

**Course 1: Insight New User**

All HR/recruiting staff, including Insight Administrators, should complete new user training course. It is a series of video training modules. This type of training allows users to follow along and learn their own pace. Participants will learn the Insight recruitment process from requisition to hire.

**Course 2: Insight Administrator**

Only Insight Administrators should complete this training course to prepare their organization's production environment. The training is provided through reading material and video training modules.

**Continuing Your Learning**

Learning Insight doesn't stop after you go-live. Expand your knowledge of Insight with **Course 3: Beyond the Basics**.

**Online Hiring Center (OHC)**

Check out the [training tutorials](#) available to your OHC users.