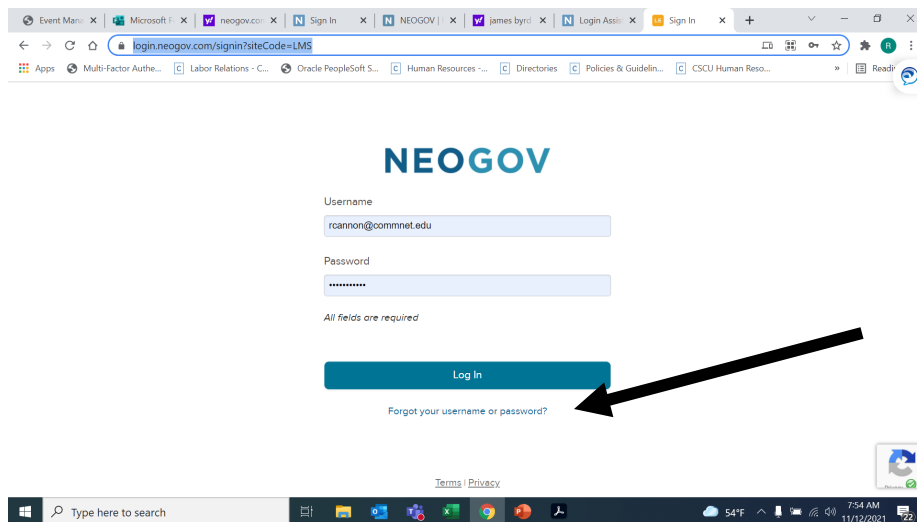# NEOGOV Tutorial
Troubleshooting, Logging In, and Course Enrollment Instructions

If you have never previously used NEOGOV, please reach out to Rebecca Cannon-Klemenz at rcannon@commnet.edu to register you for NEOGOV and/or send you an activation email.
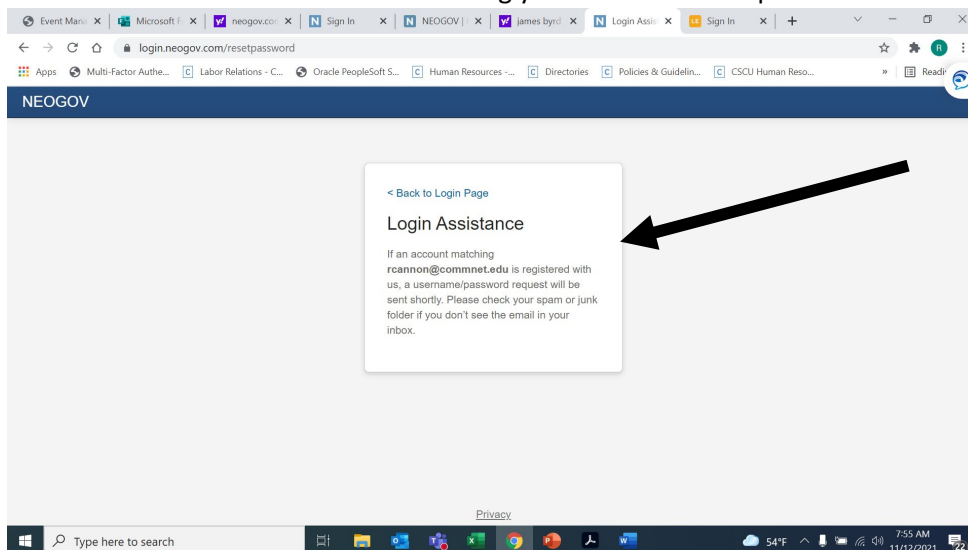
If you have previously used NEOGOV and remember your log in information, please go to Step 5 to enroll yourself into your desired course.

If you have previously used NEOGOV and have forgotten your password, please go to Step 1 and follow the instructions below to reset your password. ==***USER TIP: Your username is typically your state issued CSCC/CSCU email address.**==

1. Go to: https://login.neogov.com/signout?logoutType=1&siteCode=LMS. Please log in if you know your username and password. If you do not know it, please select "forgot your username or password."

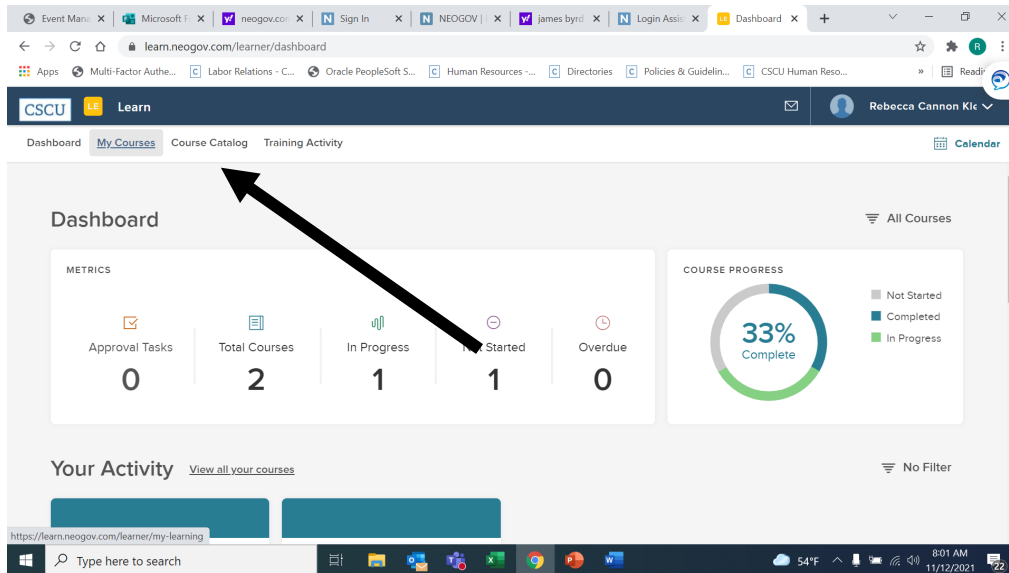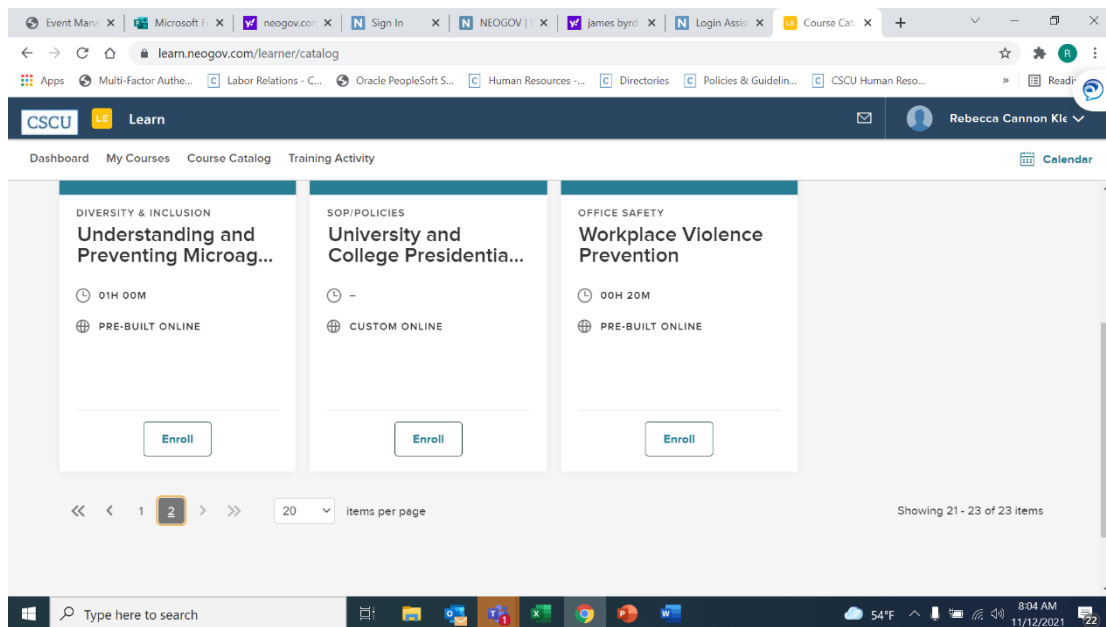2. Please follow the instructions for resetting your username and password.

3. Please go to your CSCC/CSCU email account and follow the instructions to reset your password.
4. Once your password is reset, go back to NEOGOV and log in.
   https://login.neogov.com/signout?logoutType=1&siteCode=LMS.
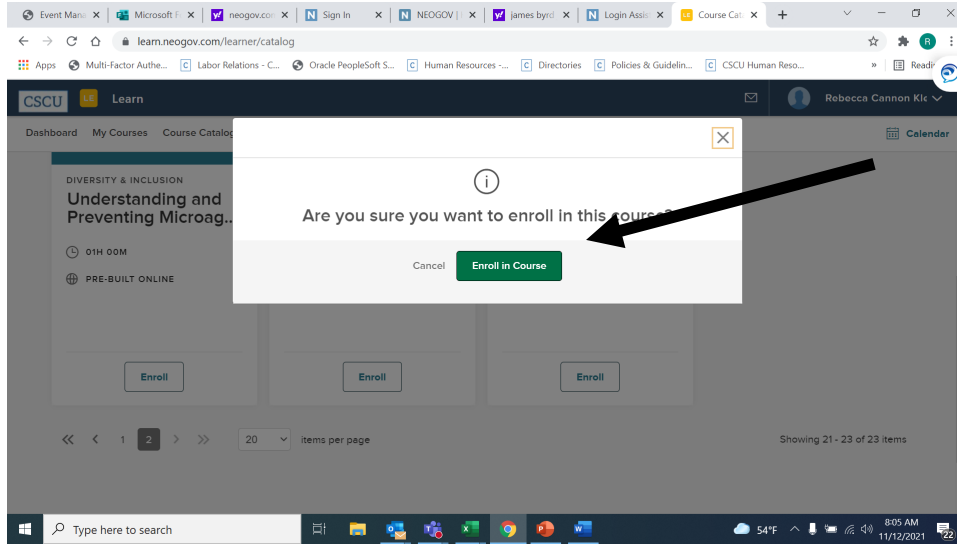
5. Once logged in please go to course catalog.

6. Scroll down through page 1 or 2 and find the course you have been instructed to complete. E.g. *Understanding and Preventing Microaggressions, Bias in Interviewing,* or *Harassment Prevention for Connecticut Employees*
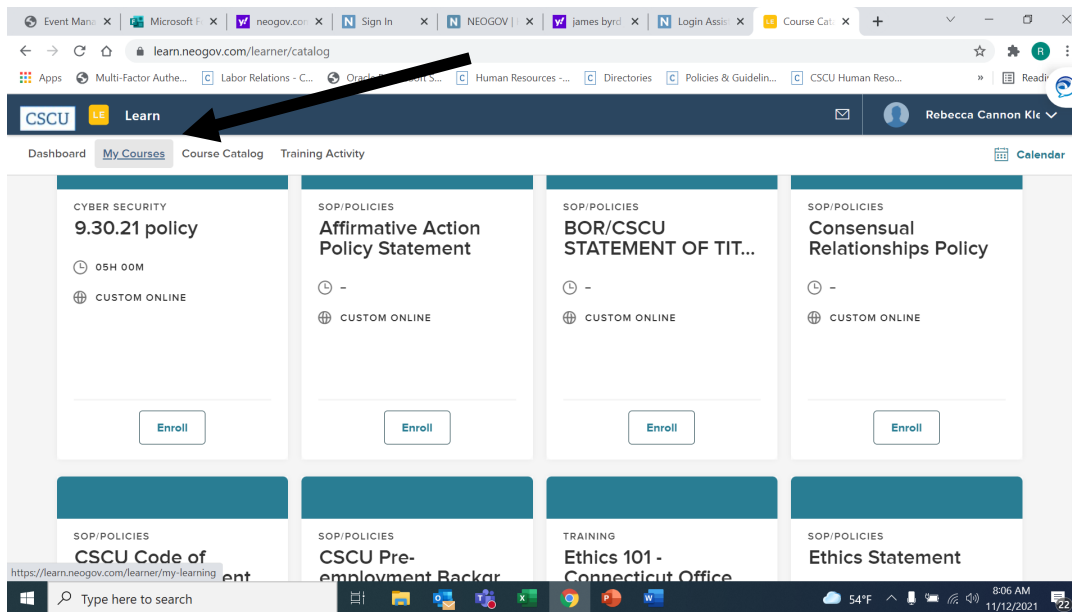
7. Select the "Enroll" button to enroll yourself in course. (You may get an alert that states you must request approval for this course, please select "yes, select approval", and it will still enroll you in the course)

8. Then go back to "My Courses".

9. Select "start" and complete at your convenience.