**INSTRUCTIONS FOR OUTSIDE CREDIT REQUESTS**

You can enter credit requests for outside training directly on the JBE website. This will allow us to review, approve, and add the credits to your account. Below are instructions for requesting credit. (This request is only for outside training. If you complete any web-based training on the JBE website or any live training put on by JBE, Probation, or the Court we will enter those credits for you.)

STEP 1: Log onto the JBE website, then click on My Home to expand the drop-down menu. Click on "My Learning Requests."
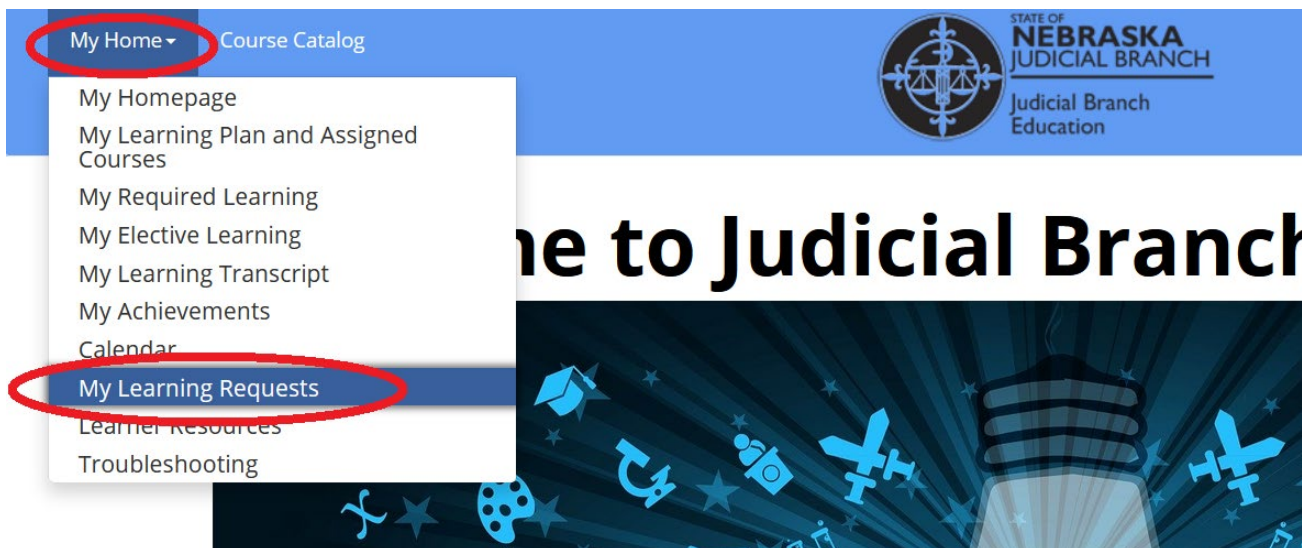
STEP 2: Next, click on "Submit a New Learning Request."
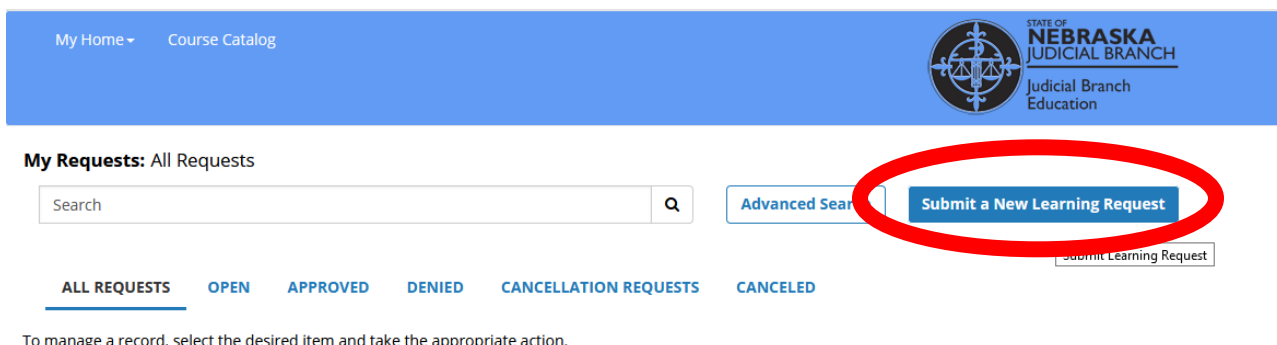
STEP 3: Click on "Begin."

My Home ▾   Course Catalog

STATE OF
NEBRASKA
JUDICIAL BRANCH
Judicial Branch
Education

My Account ▾   🔍

Submit Learning Request

Submit Learning Request Wizard / Introduction

Easily submit a learning request using this wizard. This process provides the control and information you need to fill out a learning request.

Cancel   Begin ▶

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STEP 4: Click on "REQUEST FOR CREDITS" and then click "Next."

Select	Name	Description
⦿	REQUEST FOR CREDITS	For Online Education (Webinars), live training, and programs not sponsored by Judicial Branch Education.

Cancel   ◀ Previous   Next ▶

STEP 5: Fill in all of the information, then click "Next" when you are finished. *Note: You do not need to enter anything in "Course Code." It will self-populate; do not change this information. All fields with a red * (asterisk) next to them are required.

When entering CEUs:

- **Only request time for when you were at the training.**
- **Lunch only counts if there was an educational speaker/presentation during lunch.**
- **Do not count breaks.**
- **Note that 1 CEU is equivalent to 1 hour. (0.25 CEUs = 15 minutes, 0.5 CEUs = 30 minutes, 0.75 CEUs = 45 minutes, and so on.)**

REQUEST FIELDS:

First Name:	Michelle
Last Name:	Tiedje
Position:	(None)
Street Address 1:	
City:	Lincoln
User Name:	michelle.tiedje@nebraska.gov
*Course Title:	
*Course Code:	22518690419202001015120008
*CEU:	
*Location of Training Site:	
*Program Sponsor:	
*Training Start Date:	🗓
	Enter date in format *M/d/yyyy*.
*Start Time:	
*Training End Date:	🗓
	Enter date in format *M/d/yyyy*.
*End time:	

STEP 6: Review your entries and, if they are correct, click "Save." (If you need to make adjustments, you can click "Previous" to go back and make edits.)

Cancel | ◀ Previous | **Save**

After saving your submission, you will receive the below message if your submission was successful. If approved, the request will be added to your Learning Transcript.

Submit Learning Request

Submit Learning Request Wizard / Saved Successfully

✓ — ✓ — ✓ — ✓

✓ **Confirmation: Learning Request Submitted**
The learning request has been submitted.

You can also review your learning requests at any time, from the main My Learning Requests page (the page you started your request at).

My Requests: All Requests

| Search | 🔍 | **Advanced Search** | **Submit a New Learning Request** |

ALL REQUESTS   OPEN   APPROVED   DENIED   CANCELLATION REQUESTS   CANCELED

To manage a record, select the desired item and take the appropriate action.

ℹ️ View   🖨 Print

Select	Course ▲	Form Name	Request Type	Request Da
○	**Storyline course design training**	REQUEST FOR CREDITS	Enrollment Request	10/15/2020