

The Food and Nutrition Division has developed an online training course and evaluation through the State of Nevada Online Professional Development Center. To access the evaluation, you will need a NEATS or NVAPPS account. Please follow the directions below to sign up for a new account or gain access to an old account if you have forgotten your user name or password. If you already have a NEATS or NVAPPS account and remember your user name and password please skip this step.

1. To recover your user name or password or to check if you already have a NVAPPS or NEAT account, please click on this link and follow the instructions:

<https://nvapps.state.nv.us/NEATS/admin/EnterEmailForUserIDRecovery.aep>

To create a new NVAPPS account, please click on this link and follow the instructions:

<https://nvapps.state.nv.us/NEATS/Recruiting/ViewApplicantRegistrationForm.aep>

2. Once you have an NVAPPS account, Please click on the following link to go to the State of Nevada Online Professional Development Center. <http://nvelearn.nv.gov/>

You will need to enter your username and password in the Top Left Corner and hit the Login Button.

The screenshot shows the login page for the State of Nevada Online Professional Development Center. The browser address bar shows the URL <http://nvelearn.nv.gov/moodle/>. The page title is "State of Nevada Online Professional Development Center". The login form on the left has three blue arrows pointing to the "Username" field, the "Password" field, and the "Login" button. The "Main menu" on the left includes a link for "COURSE CATALOG". The main content area has a "COURSE CATALOG" link in purple. Below that, there are sections for "State of Nevada Executive Branch Employees" and "All Other Users". The "All Other Users" section has a link for "LOG-IN & COURSE ENROLLMENT INSTRUCTIONS (ALL OTHER USERS)". At the bottom, there is an "Additional Help" section with a list of links for account recovery and a maintenance window notice.

3. Once you are logged in, click on the Course Catalog Link.

The screenshot shows the homepage of the State of Nevada Online Professional Development Center. The browser address bar displays 'http://nvelearn.nv.gov/moodle/'. The page header includes the state logo and the title 'State of Nevada Online Professional Development Center'. A left-hand navigation menu contains several links, including 'LOG-IN INSTRUCTIONS', 'LOG OUT', 'COURSE CATALOG', 'SEARCH BY COURSE NAME', 'SEND FEEDBACK', and 'REQUEST A NEW COURSE'. The main content area begins with a welcome message and instructions for first-time visitors. A blue arrow points to the 'COURSE CATALOG' link. Below this, there are sections for 'State of Nevada Executive Branch Employees' and 'All Other Users', each with their respective login instructions. A yellow highlighted box at the bottom of the main content area contains a maintenance window notice: 'Please be aware the maintenance window for this system is scheduled for every Thursday from 5:15 PM to 7:00 PM Pacific Time (US & Canada). Please make note of this when scheduling time to complete courses.'

4. Once in the Course Catalog, click on the Link, "Courses for Other Nevada Public Service Entities and the Public"
5. Next click on the link for Education.
6. Next Scroll down and find the "General Nutrition Education Course" OR the "Wellness Training Web Course" heading.
7. Click on the link to enroll.
8. Once you are enrolled you may begin navigating through the course.
9. You will then be taken to the course homepage where you should see the course outline.
 - Note: To navigate within the course, use the browser's back button or click on the course link in the page header.
10. Lastly, please help us improve future online courses by filling out our Online Training Evaluation (optional).