# Accessing NeoGov – the online partner training platform for Food Bank of the Rockies and Food Bank of Wyoming
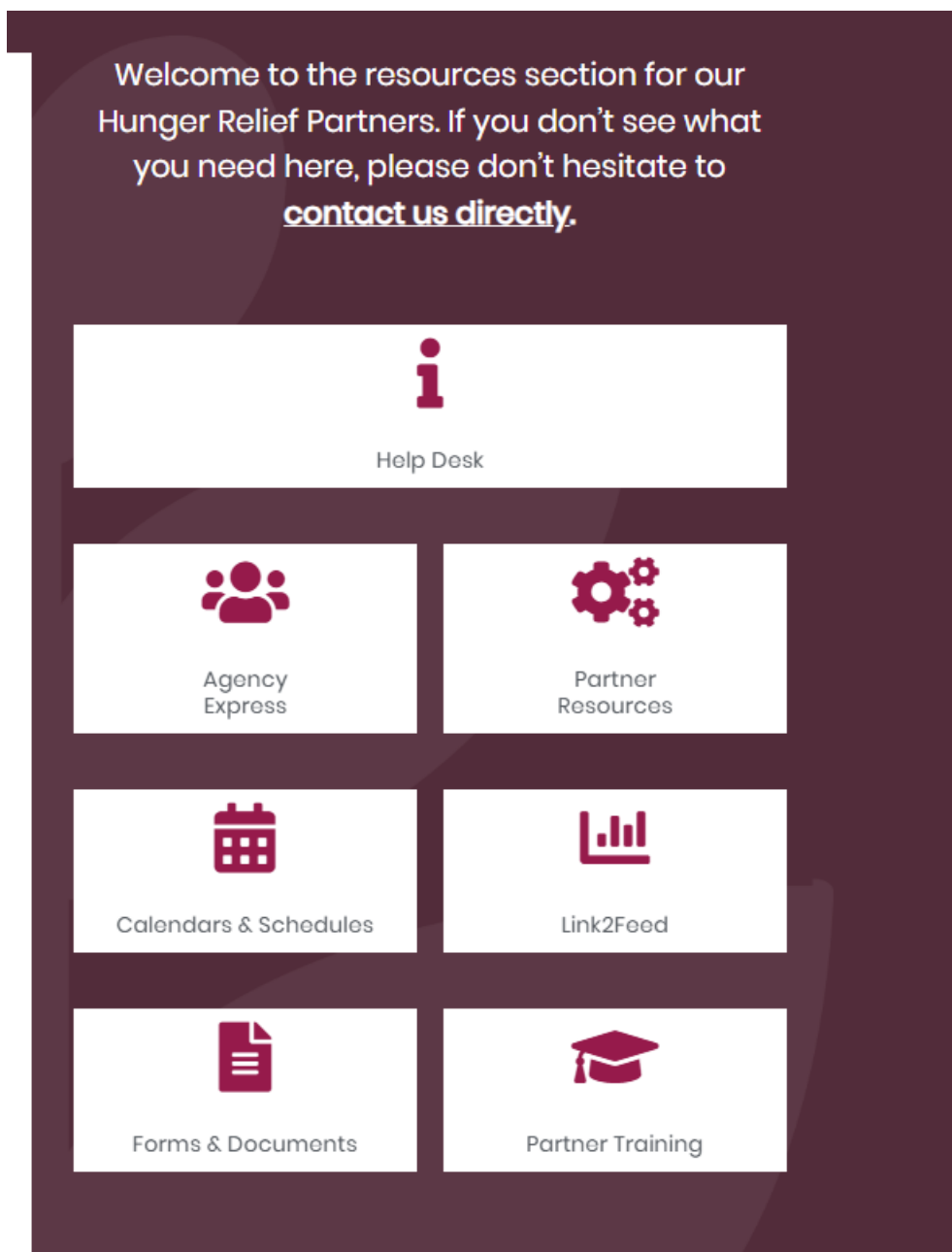

If you have any questions, Colorado Partners should contact Partner Solutions at partnersolutions@foodbankrockies.org. Wyoming Partners: HelpDesk@wyomingfoodbank.org

1. Visit foodbankrockies.org, click on **Partner Portal**. Food Bank of Wyoming partners will visit wyomingfoodbank.org
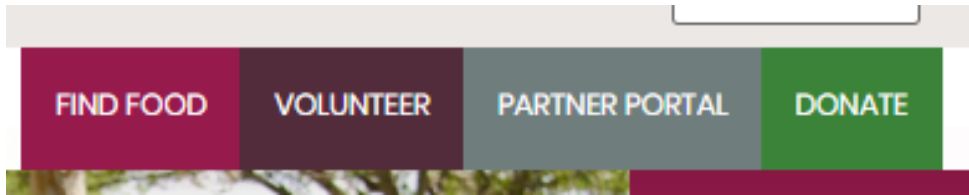
2. Click on **Partner Training**.

3. Click on **Take Courses Now**.
    a. Additional options include downloading instructions (Download Instructions) and accessing your password (Forgot Your Password?).

Partner Training
Home » Hunger Relief Partner Portal » Partner Training

Food Bank of the Rockies understands how important training can be to bolster the success and compliance of our partnerships. The training platform we use has been expanded to include additional training tools available to our partners. Some training courses are required annually; others can be taken according to your own timeline.

A unique username and password are required for each person to enroll in a course. Please contact a Food Bank of the Rockies program representative or email partnersolutions@foodbankrockies.org if you need to set up new log-in information or have questions about using existing information.

Download Instructions	Take Courses Now	Forgot Your Password?

4. Enter your username and password to log into NeoGov. **If you do not have a username and password to Learn, please reach out to the Partner Solutions team, at PartnerSolutions@foodbankrockies.org. Wyoming partners contact HelpDesk@wyomingfoodbank.org**
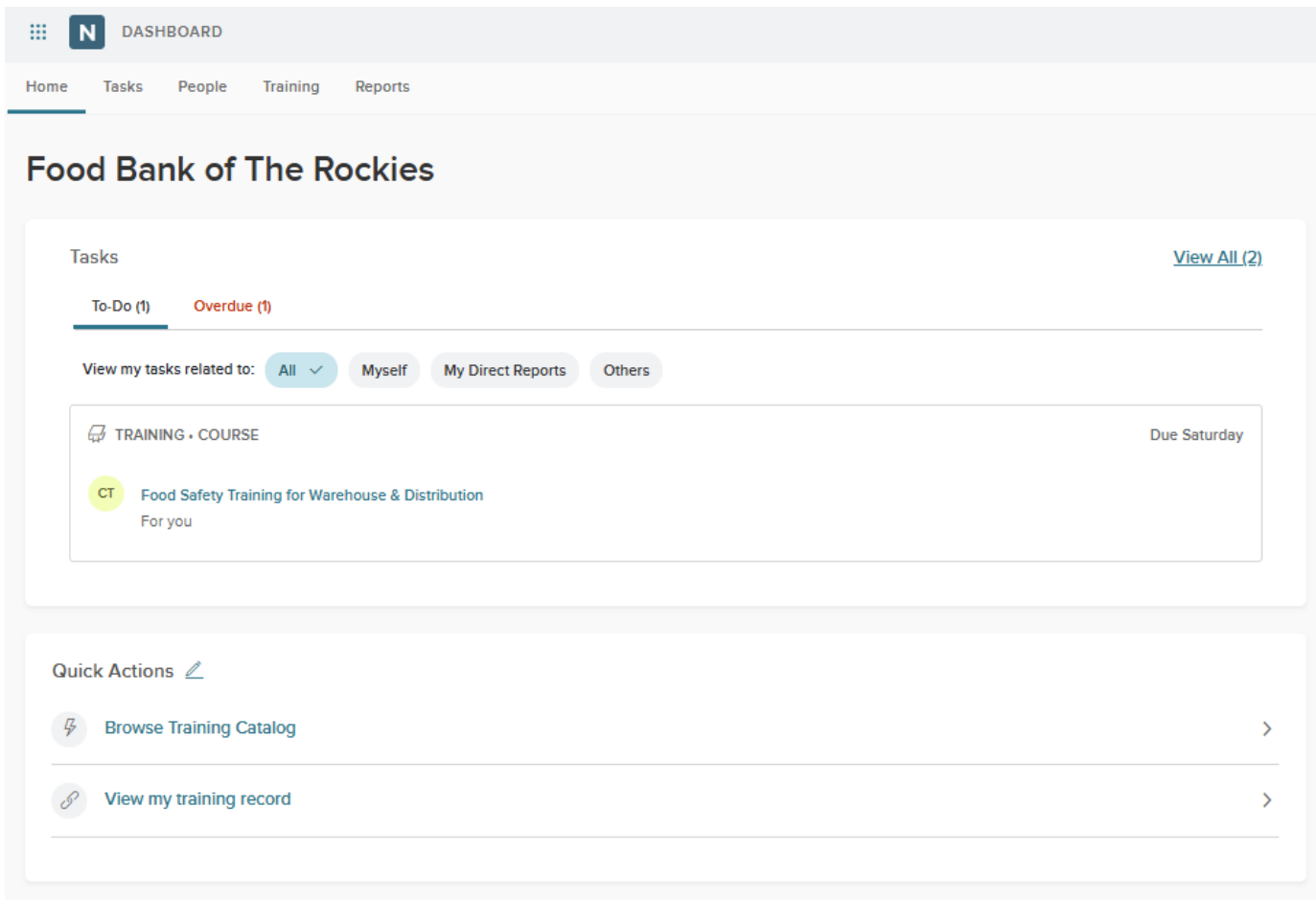
NEOGOV

Username

nleary@foodbankrockies.org
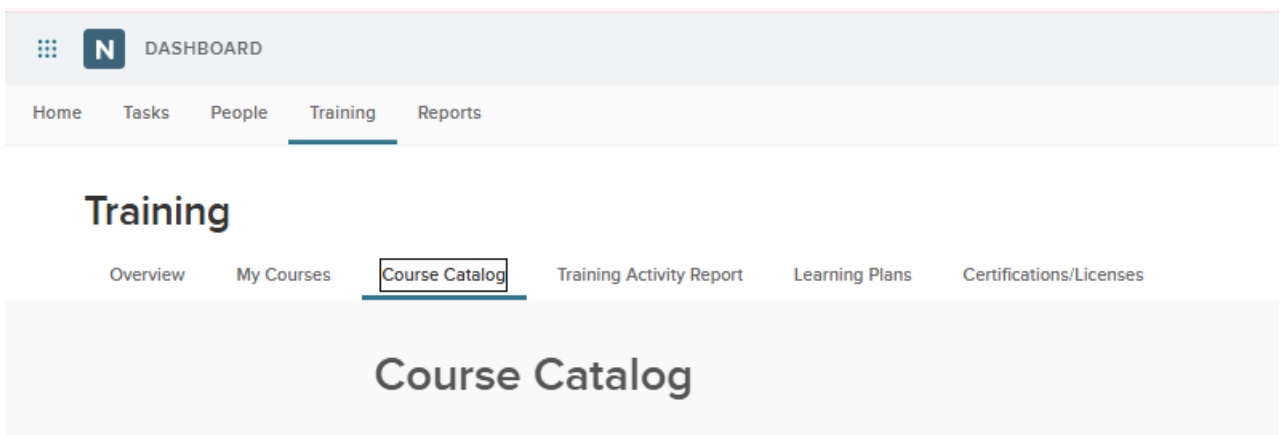
Password

All fields are required

Log In

Forgot your username or password?

5. After logging in, you will be directed to the Dashboard.
   a. Under **Tasks** – find a list of courses that have been assigned to you or those you have self-enrolled and have not completed.
   b. Under **Quick Actions**, you can see a list of available courses by clicking **Browse the Training Catalog** or can view your training history under **View my training record.**
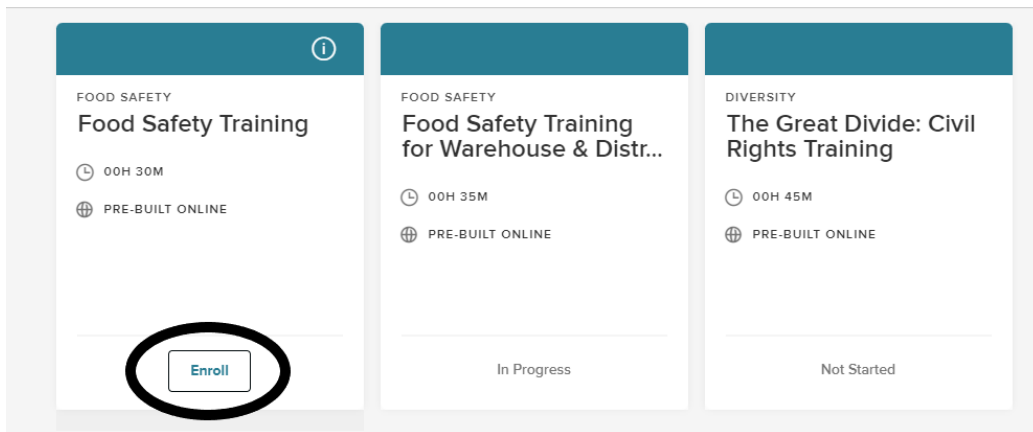

6. To Self-Enroll in a course, click on **Browse Course Catalog** from the **Home** screen (shown above) or click **Training,** then **Course Catalog** also from the **Home** screen.
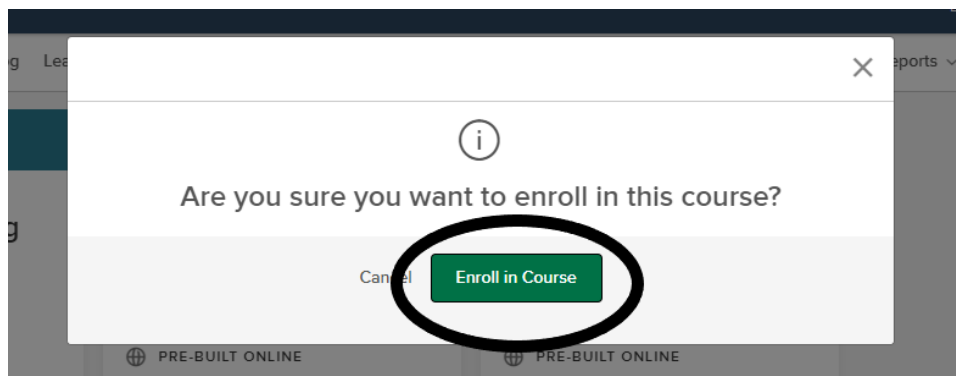
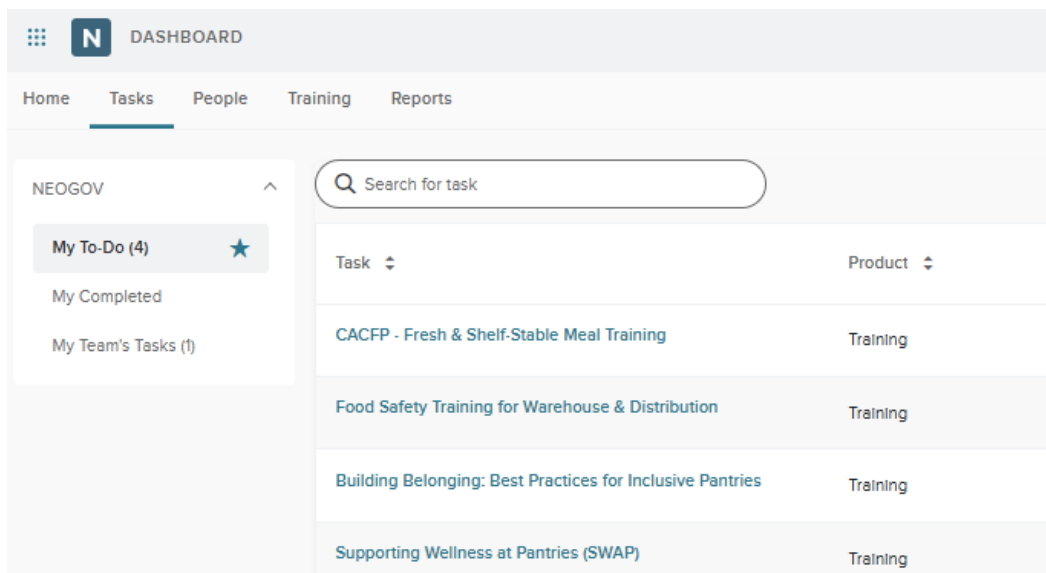7. Scroll down the list of courses and click **Enroll** on the course that you need to take.

8. A pop-up window will appear asking you *"Are you sure you want to enroll in this course?"* Click **Enroll in Course**.

9. To access your course, click on **Tasks** or **Training** from the Home screen. You will see the courses you are enrolled in – click on the course listed and select **Start**.

Training

Overview   **My Courses**   Course Catalog   Training Activity Report   Learning Plans   Certifications/Licenses

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Nutrition

Supporting Wellness at Pantries (SWAP)

This course will cover the Supporting Wellness at Pantries (SWAP) program. It will provide information on what SWAP is, why it was developed, how foods are ranked using the Healthy Eating Research (HER) nutritional guidelines and SWAP categories, how to implement the program, and a quiz to test your knowledge about SWAP.

If you have any questions about nutrition or SWAP, please contact Jennie Kim, Nutrition Manager, at jkim@foodbankrockies.org

Drop   **Start**

10. Follow the instructions and prompts to navigate and complete the course.

11. You are able to stop the course at any time and resume the course later. If you have stopped the course before completing it, you can start it back by selecting the **My Courses** tab clicking **Resume**.

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Drop   **Resume**

NOTE: If a course is required and has a scored quiz at the end, be sure to complete the quiz and follow instructions to exit the course (don't close it early!). This will ensure the course is counted as complete otherwise it will be listed in your Tasks as In Progress.