

Accessing Course Completion Certificate

Instruction Guide

**Success Factors
Learning Management System**



OBJECTIVES

This instruction guide will show you how to:

- Access your course certificate
- Print your course certificate

STEP 1 | Login to the LMS

To login the LMS:

1. Navigate to the [CLD website](#)
2. Click on the tab titled **Learning Management System**
3. Click on [How to Login LMS Instruction Guide](#)

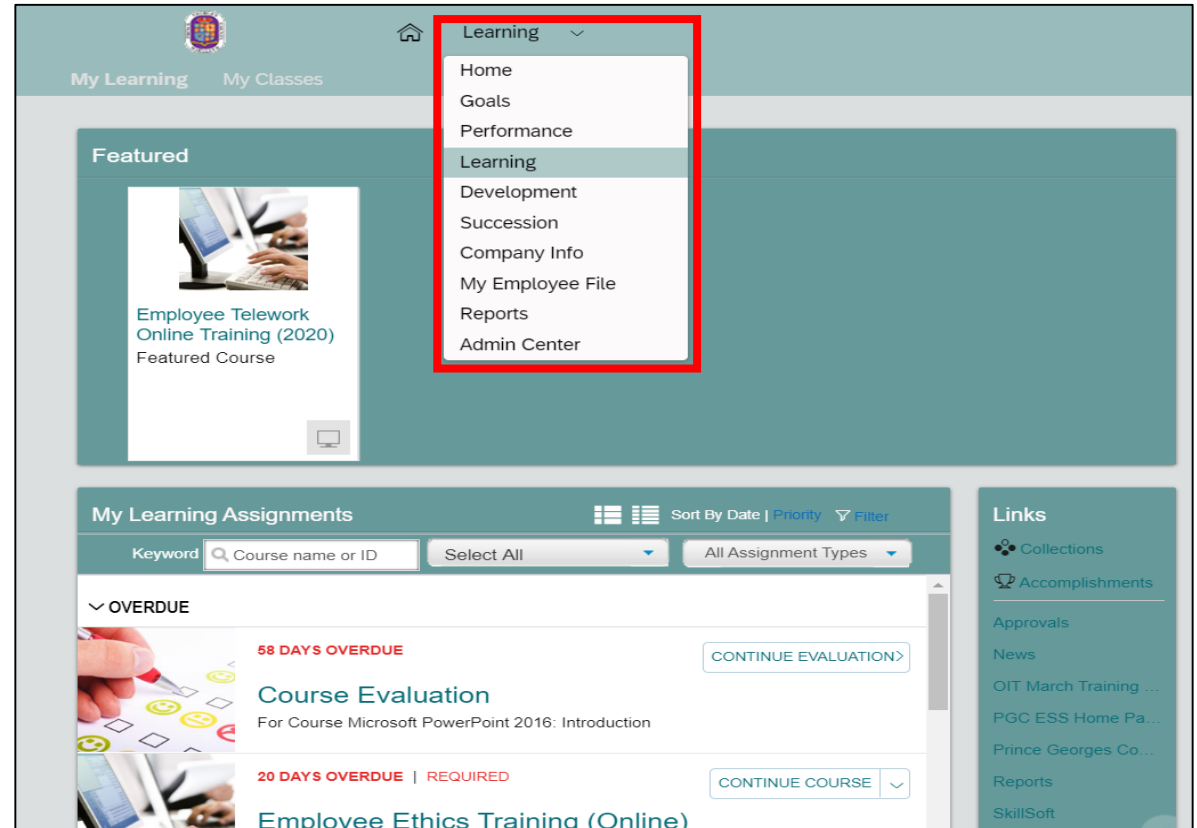
The screenshot shows the LMS website interface. On the left is a navigation menu with the following items: Learning Management System (highlighted with a red box), Learning Partners, Support, and Training Resources. The main content area is titled "Learning Management System" and contains the following text: "Prince George's County Learning Management System (LMS)", "The County's Learning Management System is a unique tool that streamlines the employee learning experience to support the County's priority of professionalizing the workforce. The LMS is used to facilitate the management, delivery, and measurement of employees learning and development activities.", "LMS Access", "Please click [here](#) to access the Prince George's County Learning Management System.", and three tabs: "Employee Guidance" (highlighted with a red box), "Manager Guidance", and "Instructor Guidance". Below the tabs, it says "If you need additional guidance on how to perform specific actions in the LMS use the links below to view the appropriate instruction guide and video." Under the heading "How to Login the LMS", there are two links: "Instruction Guide" and "Instruction Video" (both highlighted with red boxes).

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Learning

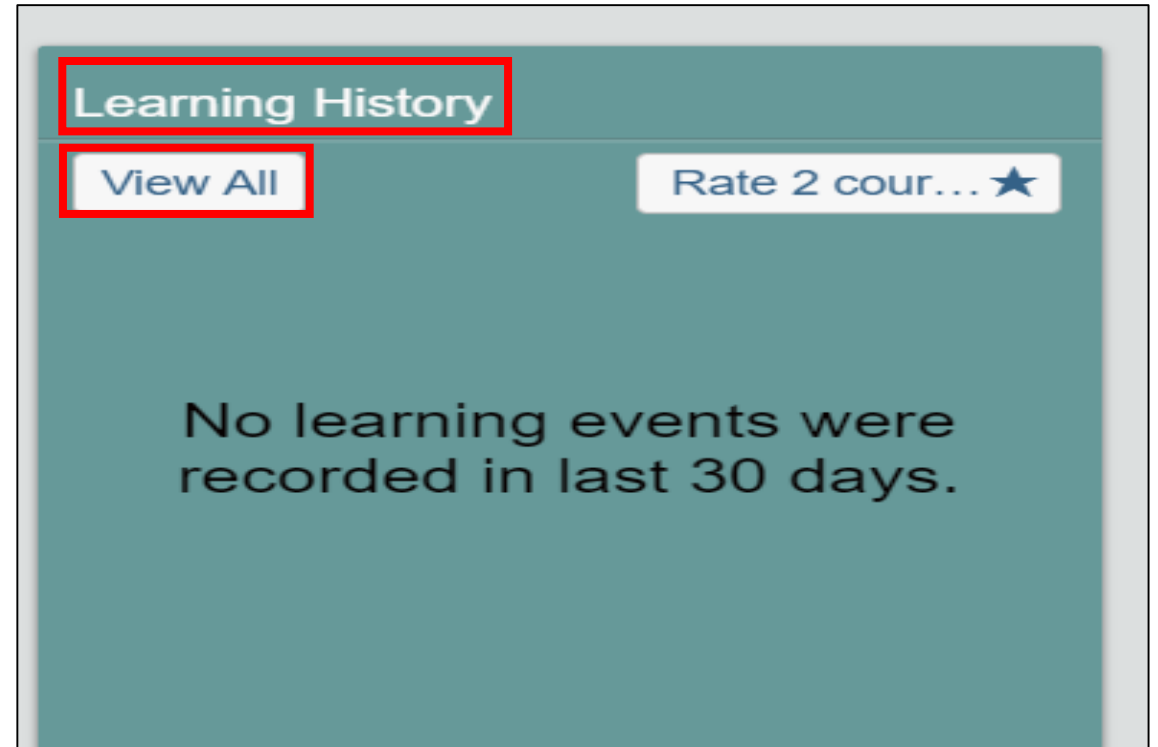
Once you have logged into the LMS:

- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



STEP 3 | Navigate to My Learning History

- Navigate to the **Learning History** tile
- Click **View All**



STEP 4a | Access Course Certificate

- All completed courses will appear under **Completed Work**
- Click on the printer icon under **Actions** next to the course of your choice

Completed Work

Show Completions: All

Completion Date *	Title	Status	Action
4/2/2020 03:18:16 PM	Making a Life While Making a Living: Work-Life Balance	Completed Online Course	
3/31/2020 03:38:35 PM	Creating a Personal Development Plan	Completed Online Course	
3/31/2020 03:37:53 PM	Creating a Personal Development Plan	Completed Online Course	
3/31/2020 02:52:53 PM	Building Positive Relationships at Work	Completed Online Course	

STEP 4b | Access Course Certificate

- Your certificate will populate in a separate window
- Click on the printer icon in the top right corner to print your certificate



Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

CLD@co.pg.md.us