

# Assigning Training to Employees

## *Instruction Guide*

**Success Factors  
Learning Management System**



# OBJECTIVES

**This instruction guide will show you how to:**

- Assign training to an employee
- Register an employee for a course

# 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](#)

Learning Management System

Learning Partners  
Support  
Training Resources

### Learning Management System

**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.

**Employee Guidance**    Manager Guidance    Instructor Guidance

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.

**How to Login the LMS**

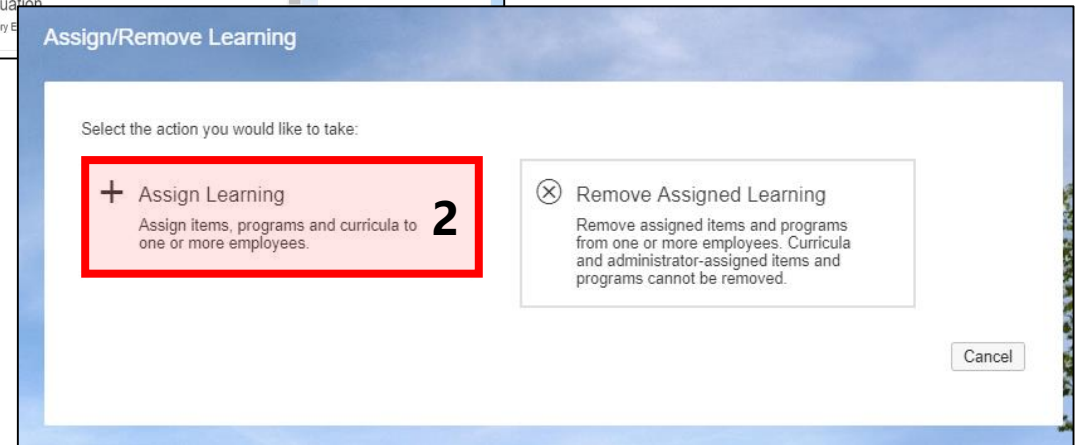
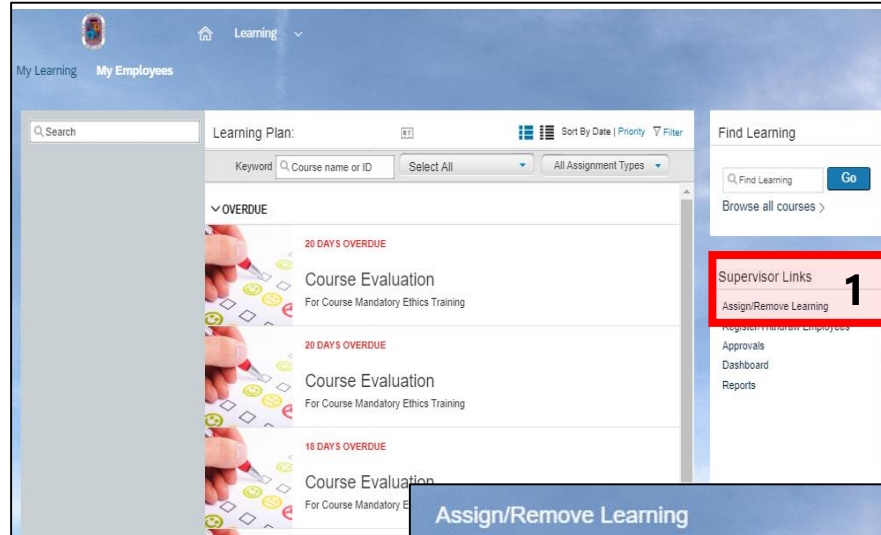
- [Instruction Guide](#)
- [Instruction Video](#)

**Please Note:** Use Internet Explorer browser to access the LMS

# STEP 2 | Assign Learning

To assign learning to one of your employees:

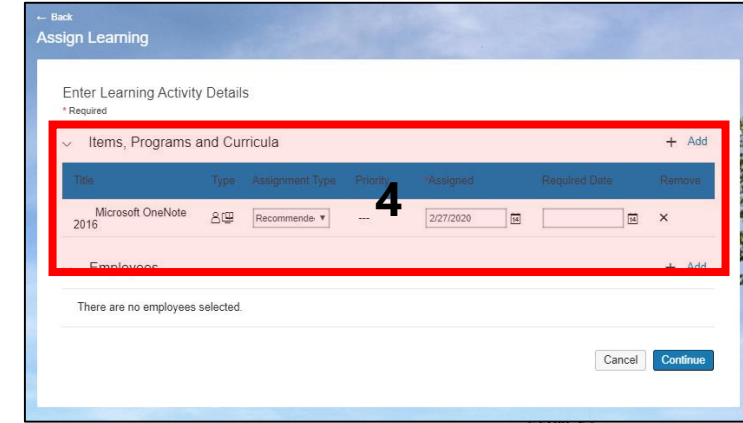
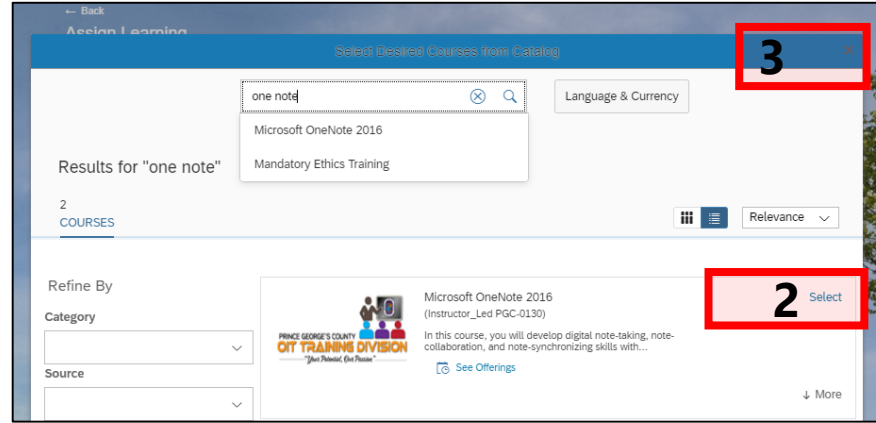
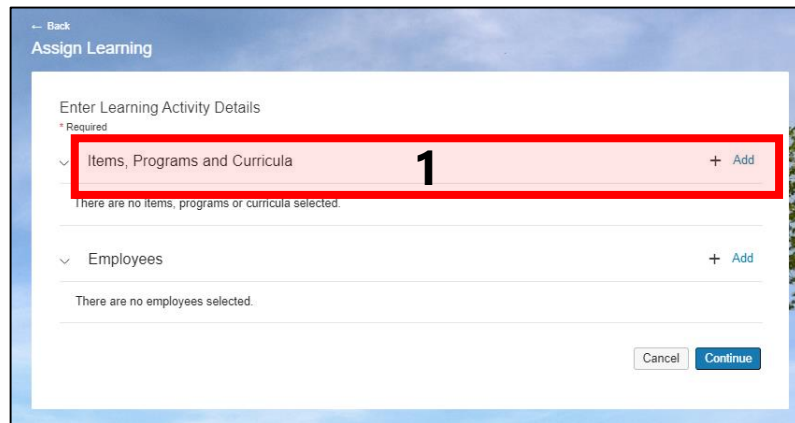
1. Click **“Assign/Remove Learning”** in the Supervisor links menu on the **“My Employees”** home page
2. Choose **“Assign Learning”**



# STEP 3 | Assign Learning

After selecting “Assign/Remove” learning from the “Supervisor Links” menu:

1. Choose the learning you want to assign by clicking the “+ Add” button at the top right of the window next to “Items, Programs and Curricula”
2. Search for the course and click “Select” for the learning you want to assign (You can select as many courses as you need)
3. After selecting all courses you want to assign **close the window** by clicking the “X” at the top right of the window
4. The courses you selected will appear in the assign learning window



# STEP 4 | Assign Learning

After selecting the learning you want to assign:

1. Select the employee you want to assign the training to by clicking the “+ **Add**” button next to “Employees”
2. Choose the employee from your list of assigned employees by clicking the box next to the employee’s name and click “**Add**” to close the window
3. Click “**Continue**” and “**Assign Learning**” to finalize the assignment

Assign Learning

Enter Learning Activity Details  
\* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
Microsoft OneNote 2016		Recommend	---	2/27/2020		x

Employees + Add

There are no employees selected.

Cancel Continue

Select Employees

Employees	Region	Job Code	Supervisor	Organization
<input type="checkbox"/> Pilgrim, Alexandra		Human Resources Anal...	Otiji-Spizler, Adaora	Office of Human Resou...
<input checked="" type="checkbox"/> Solaru, Omolara		Human Resources Anal...	Otiji-Spizler, Adaora	Office of Human Resou...

Employees selected: 1

Cancel Add

Assign Learning

Enter Learning Activity Details  
\* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
Microsoft OneNote 2016		Recommend	---	2/27/2020		x

Employees + Add

John Smith  
Omolara Solaru

Remove  
x

Cancel Continue

# 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](mailto:CLD@co.pg.md.us)