

Completing an Online Course

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

This instruction guide will show you how to:

- Search for an online course
- Begin an online 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

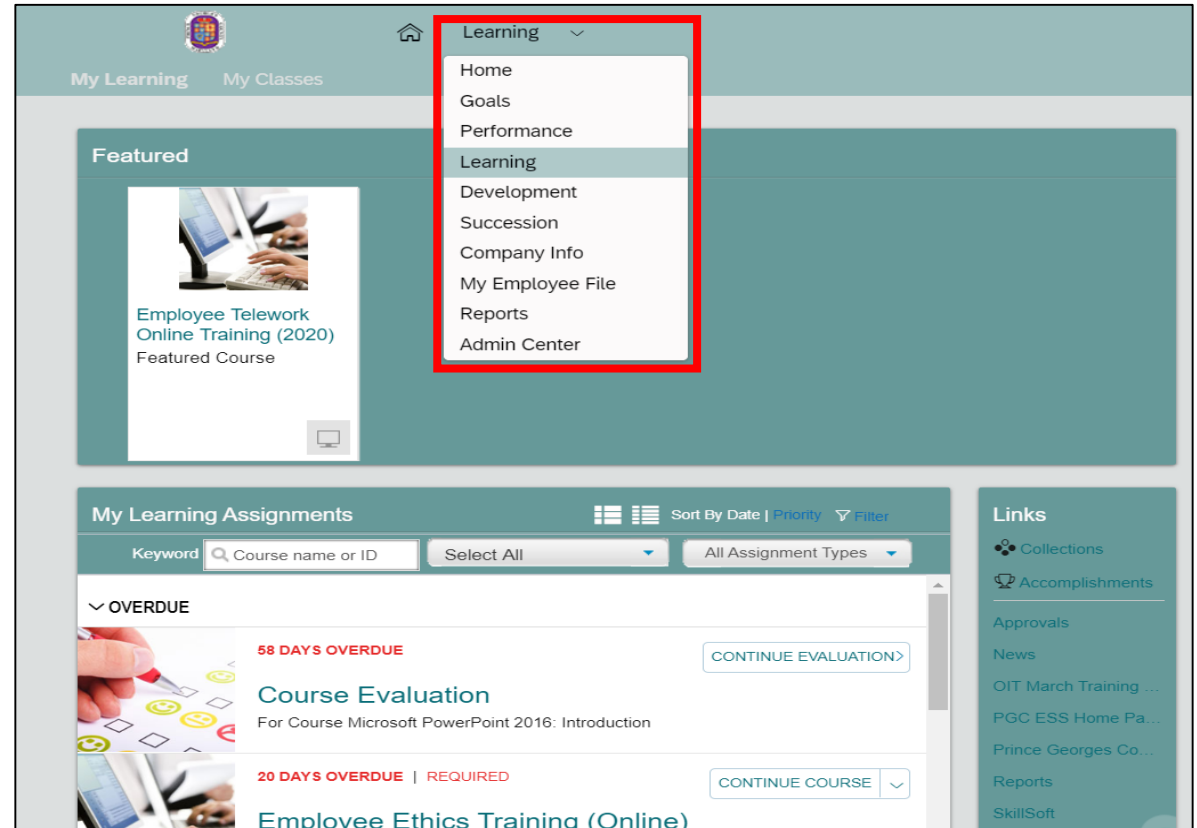
- [Instruction Guide](#)
- [Instruction Video](#)

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Learning

Once you have logged into the LMS:

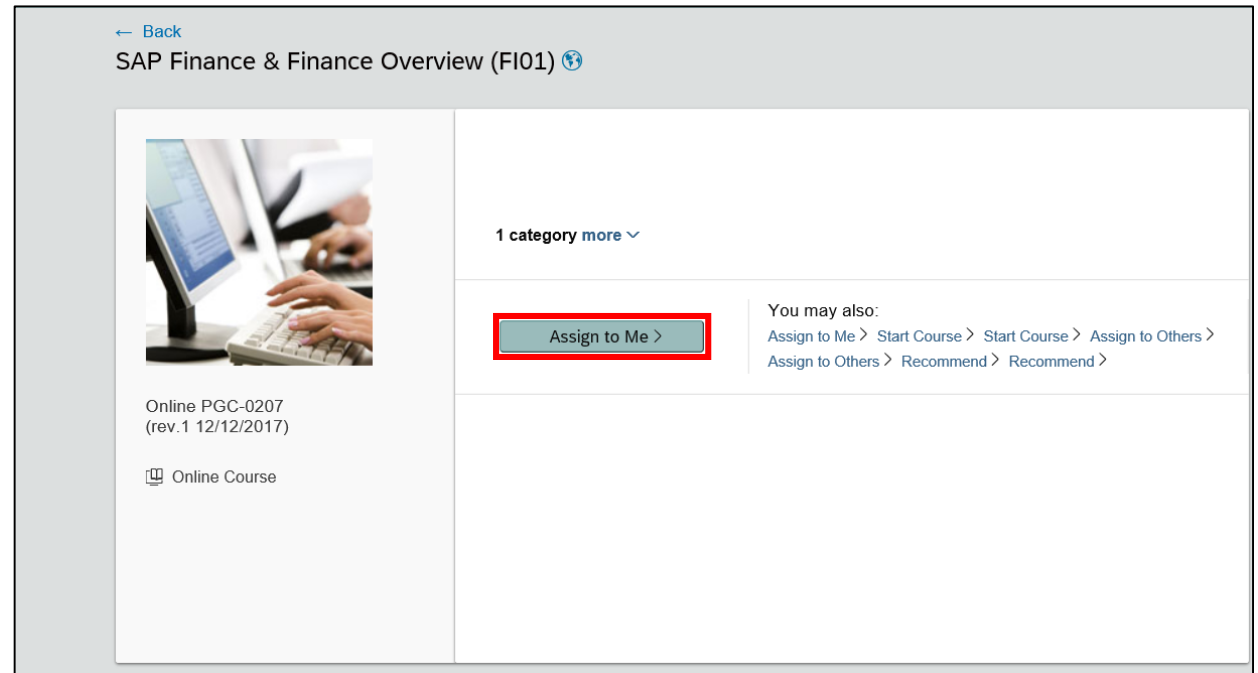
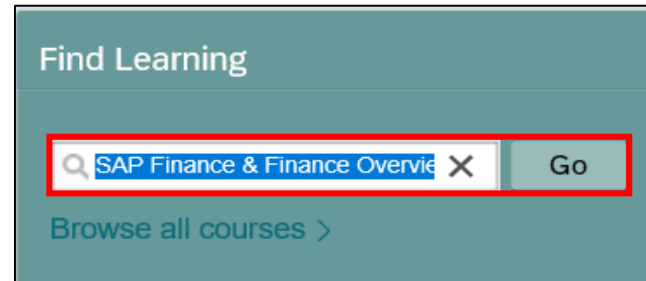
- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



STEP 3 | Search for an Online Course

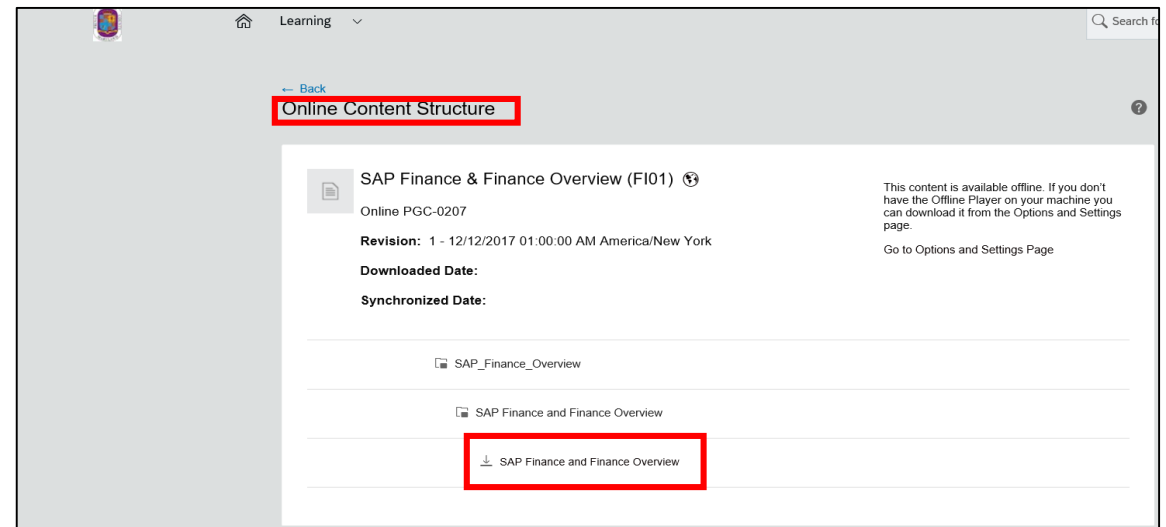
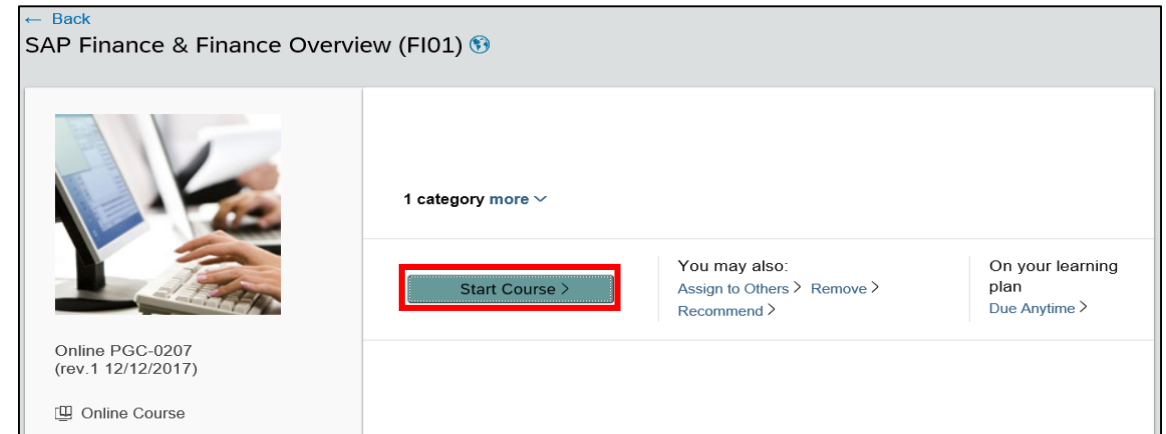
You can search for an online course by navigating to the **Find Learning** tile:

1. Place your cursor in the search field
2. Enter the name of the instructor-led course in the box and click **Go**
3. Once you've found the course, click on the title then click on **Assign to Me**



STEP 4 | Complete Online Course

1. To begin an online course, click **Start Course**
2. A screen titled **Online Content Structure** will appear
3. Click on the file at the bottom of the screen



STEP 4 Continued | Complete Online Course

1. The online training will open in a separate window. **Click on the play button** to begin the course.
2. Use the first set of arrows to advance to the next screen, or revisit a previous screen
3. Once you have completed the course click the **X** to close out



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

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