

Managing Employees Information

Instruction Guide

**Success Factors
Learning Management System**



OBJECTIVES

This instruction guide will show you how to:

- Navigate to My Employees
- View employees learning plans
- Navigate to Supervisor Links

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 | View My Employees

To view your team's learning in the LMS click **"My Employees"** from your Learning homepage

The screenshot shows the LMS Learning homepage. At the top, there is a navigation bar with a home icon, the text 'Learning', and a dropdown arrow. Below this, the main navigation area includes 'My Learning' and 'My Employees', with 'My Employees' highlighted by a red rectangular box. The main content area is divided into several sections: a 'Featured' section with the text 'There's nothing featured right now.'; a 'Find Learning' section with a search input field containing 'What do you want to LEARN today?' and a 'Go' button; a 'My Employees' section with a pie chart and two categories: 'Overdue (1)' and 'Due in 7 days (1)'; a 'My Learning Assignments' section with a search bar, 'Select All' button, and 'All Assignment Types' dropdown. Below this, there is a warning message: 'You have pending approval requests'. The assignments list includes two items: 'Kronos Overview of the Navigator' (Online KronosWN rev.1 9/18/2018) with a 'CONTINUE COURSE' button, and 'Kronos Using the InTouch Terminal' (Online Online_Kronos_1 rev.1 10/4/2018) with a 'START COURSE' button. On the right side, there is a 'Links' section with various links like 'Collections', 'Accomplishments', 'Approvals', 'News', and 'Reports'. At the bottom right, there is a 'Recommend...' section with a lightbulb icon and a red circle with the number '0'.

STEP 3 | View Learning Plan and Supervisor Links

1. In the **“My Employees”** page you can view the **Learning Plan** for all employees assigned to you
2. You can also use the **“Supervisor Links”** on the screen to assign/remove learning, register/withdraw training, and approve training requests for your assigned employees

The screenshot displays the 'Learning Plan' for John Smith. On the left, a search bar contains 'John Smith' and a dropdown menu shows 'Omolara Solaru'. The main area is titled 'Learning Plan John Smith' and features a search bar with 'Course name or ID' and a 'Select All' button. Below this, a list of courses is shown, categorized by 'OVERDUE' and 'DUE ANYTIME'. The 'OVERDUE' section includes four entries for 'Course Evaluation For Course Mandatory Ethics Training' with overdue periods of 20, 20, 18, and 5 days. The 'DUE ANYTIME' section includes one entry for 'Agency Shopping (SRM05)'. On the right side, there is a 'Find Learning' search bar and a 'Supervisor Links' section with a list of actions: 'Assign/Remove Learning', 'Register/Withdraw Employees', 'Approvals', 'Dashboard', and 'Reports'. A 'REGISTER NOW' button is visible at the bottom right of the course list.

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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