

Registering for an Instructor-Led Course

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

This instruction guide will show you how to:

- Search for an instructor-led course
- Register for an instructor-led 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 | Search for Instructor-Led Course

After logging into the LMS, navigate to the **Find Learning** tile to search for a course:

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 locate the course you are looking for, click **See Offerings**

The screenshot shows the 'Find Learning' interface. At the top, there is a search bar with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar is a link that says 'Browse all courses >'. The search results are displayed under the heading 'Results for "Employee Ethics Training: Requirements for all employee"'. There are 44 courses listed. The results are filtered by 'Refine By' with dropdown menus for 'Category', 'Source', and 'Rating'. There is also a checkbox for 'Include unrated'. A specific course is highlighted with a red box around the 'See Offerings' button. The course title is 'Employee Ethics Training: Requirements...' and it has a rating of 4 stars (3 reviews). The course ID is '(Instructor_Led PGC-0040)'. There is also a small image showing a man presenting to a group of people.

STEP 4 | Register for Instructor-Led Course

Locate the date and time of the course you want to attend under the **Offerings** tab

1. Click **Register Now** under the date you want to attend
2. A warning screen will appear telling you that an approval request will be sent to your supervisor
3. Click **Yes**

Please Note: All instructor led training requires supervisor approval

The screenshot shows a course registration interface. At the top, the course title is 'Employee Ethics Training: Requirements for all employees, elected and appointed officials'. Below the title is a star rating of 4.5 (3 reviews). There are two tabs: 'Details' and 'Offerings', with 'Offerings' selected and highlighted with a red box. Under the 'Offerings' tab, a date and time range '6/26/2020 10:30:00 AM - 6/26/2020 12:00:00 PM America/New York' is highlighted with a red box. Below this is the location: 'Career Enrichment Center (1400 McCormick Drive, Largo, MD 20774) - RMS Classroom Suite 139 Room 01'. A description follows: 'All employees should be aware of the County's specific rules that govern behavior in Prince George's County G... mandatory course is designed to educate the workforce and fulfill the County mandate to provide increased acc... More'. Below the description, it says '25 seats available'. A 'Register Now' button is highlighted with a red box. Below the registration button is a 'Warning' section with a grey background. The warning text reads: 'Warning Details: The scheduled offering (11012) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request. Do you wish to proceed?'. At the bottom right of the warning section, there are two buttons: 'No' and 'Yes', with the 'Yes' button highlighted by a red box.

STEP 5 | Register for Instructor-Led Course

1. In the window titled **Registration** click **Confirm**
2. You will receive a confirmation window with a **Success** status at the bottom of the screen

The screenshot displays a web interface for course registration. The top section, titled "Registration", contains a message: "The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved." Below this message are two buttons: "Previous" and "Confirm", with the "Confirm" button highlighted by a red box. The course details are listed as "Scheduled Offering: Employee Ethics Training: Requirements for all employees, elected and appointed officials" and "Instructor_Led PGC-0040". A "Back" link is visible on the left. The bottom section, also titled "Registration", shows "Registration Comments → Finished" and repeats the course details. At the bottom of this section, the word "Success" is displayed in a red box. The following details are provided: "Revision: 1 - 1/1/2020 12:01:00 AM America/New York", "Start Date: 6/26/2020 10:30:00 AM America/New York", "End Date: 6/26/2020 12:00:00 PM America/New York", and "Capacity: 0 of 25 enrolled, 0 waitlisted, 3 pending".

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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