

# Withdrawing from a Course

## *Instruction Guide*

**Success Factors  
Learning Management System**



# OBJECTIVES

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

- View your Learning Assignments
- Withdraw from 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**

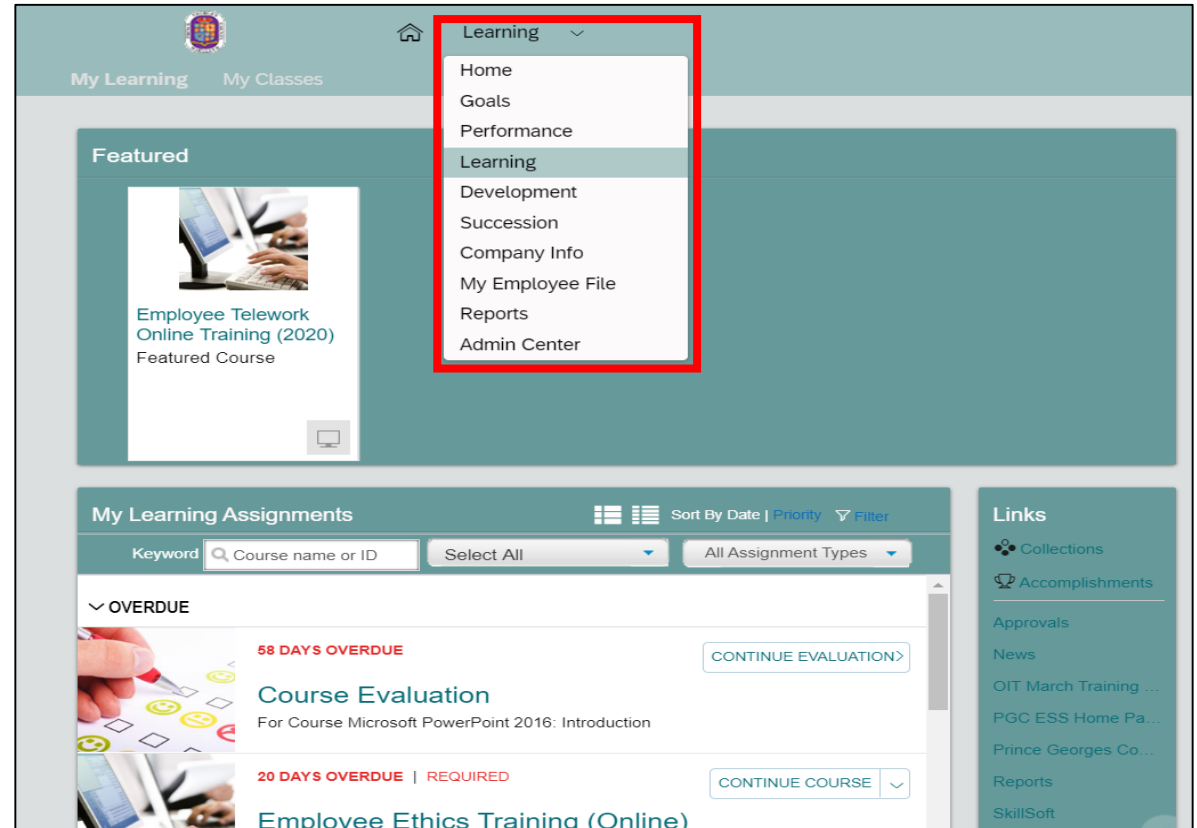
- [Instruction Guide](#)
- [Instruction Video](#)

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

# STEP 2 | 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 Learning Assignments

1. Navigate to **My Learning Assignments**

2. Scroll down and click the arrow next to the course you want to withdraw from

3. A list of actions will appear, select **withdraw**

The screenshot displays the 'My Learning Assignments' page. At the top, the title 'My Learning Assignments' is highlighted with a red box. Below the title, there is a search bar with the placeholder text 'Keyword Course name or ID', a 'Select All' button, and a dropdown menu for 'All Assignment Types'. The main content area lists three courses:

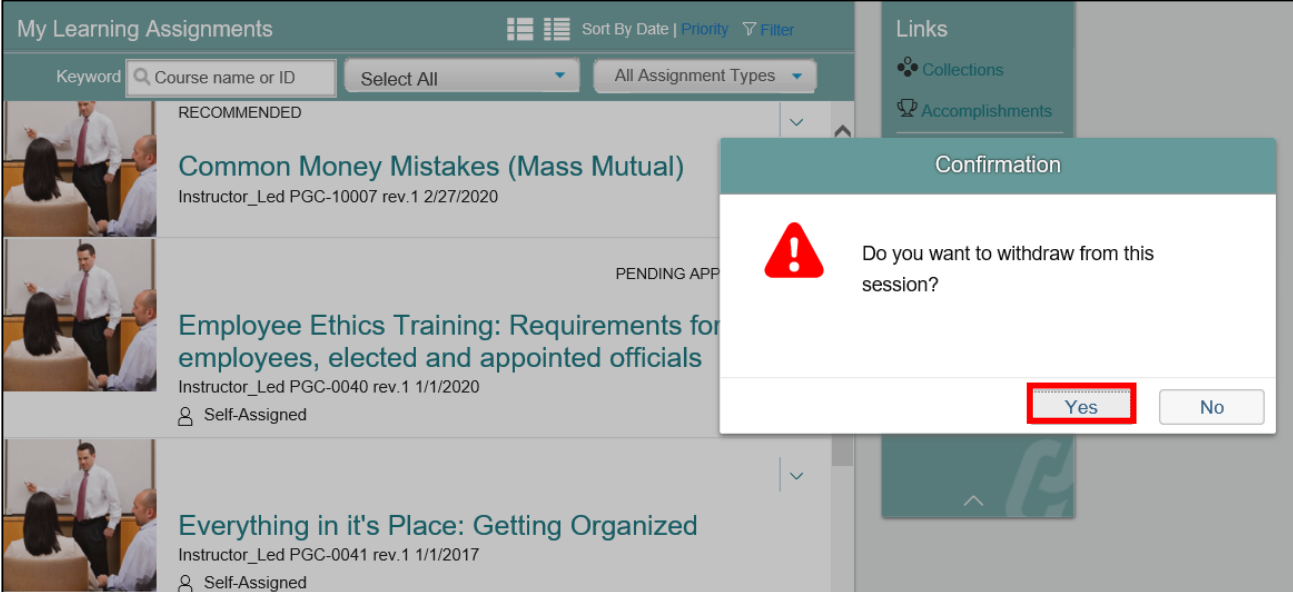
- Common Money Mistakes (Mass Mutual)**  
Instructor\_Led PGC-10007 rev.1 2/27/2020
- Employee Ethics Training: Required for all employees, elected and appointed**  
Instructor\_Led PGC-0040 rev.1 1/1/2020  
Self-Assigned
- Everything in it's Place: Getting Organized**  
Instructor\_Led PGC-0041 rev.1 1/1/2017  
Self-Assigned

A dropdown menu is open for the second course, showing the following options: 'PENDING APPROVAL', 'Withdraw' (highlighted with a red box), 'View Registration', 'Request Schedule', and 'Recommend'. At the bottom of the list, there is a 'RECOMMENDED' section with a 'START COURSE' button.

# STEP 4 | Withdraw from a Course

1. A confirmation window will appear asking if you're sure you want to withdraw from the course

2. Click **Yes**



The screenshot displays a user interface for "My Learning Assignments". The main content area lists three courses:

- RECOMMENDED**  
**Common Money Mistakes (Mass Mutual)**  
Instructor\_Led PGC-10007 rev.1 2/27/2020
- PENDING APP**  
**Employee Ethics Training: Requirements for employees, elected and appointed officials**  
Instructor\_Led PGC-0040 rev.1 1/1/2020  
Self-Assigned
- Everything in it's Place: Getting Organized**  
Instructor\_Led PGC-0041 rev.1 1/1/2017  
Self-Assigned

A "Confirmation" dialog box is overlaid on the interface, containing a red warning triangle icon and the text: "Do you want to withdraw from this session?". At the bottom of the dialog, there are two buttons: "Yes" (highlighted with a red box) and "No".

# 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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