

# How to Complete SAP Finance Online Trainings in the LMS

*Instruction Guide*

**SuccessFactors  
Learning Management System**



# OBJECTIVES

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

- Access the online SAP Finance courses
- Complete the online trainings
- Complete course activities

# STEP 1 | Login to the LMS

**Please Note:** These trainings may not load properly in the Internet Explorer browser. Please use Microsoft Edge, Google Chrome, Safari, or Firefox to access the LMS for these trainings.

## To login the LMS:

1. Navigate to the [County Learning and Development website](#)
2. Click on the tab titled **Learning Management System**
3. Click on [How to Login to the LMS Instruction Guide](#)

**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

### LMS User Guidance

Specific guidance on how to complete key functions in the Learning Management System as an employee, manager, and instructor are included below. Each guidance section includes an instruction video and downloadable PDF guide with step-by-step instructions.

**EMPLOYEE GUIDANCE**

The employee guidance section provides detailed instruction guides and videos on key user functions in the Learning Management System. Please use the arrows to navigate the guidance section and view the available resources.

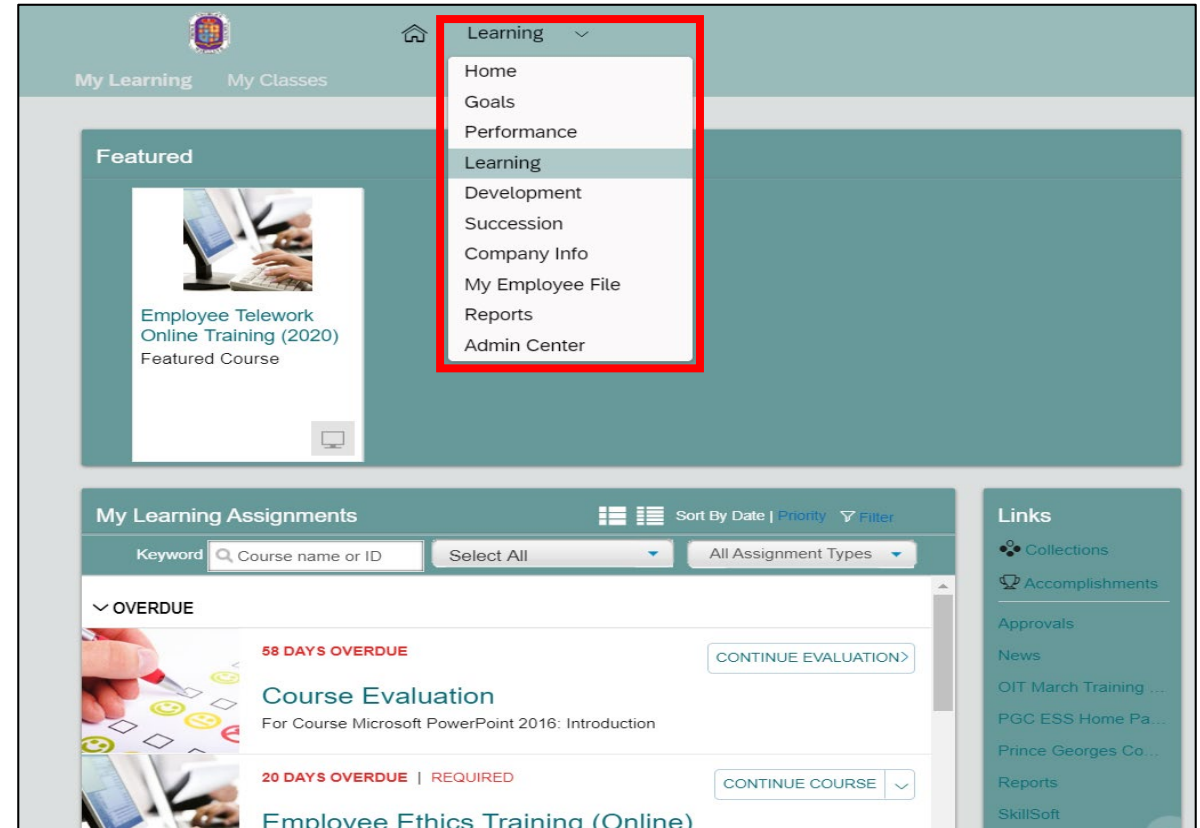
A full list of all resources with instruction video and guide links are included below on the following topics:

Employee Guidance Topic	PDF Guide	Instruction Video
How to Login the LMS	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Register for a Course	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Complete an Online Course	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Withdraw from a Course	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Access a Course Certificate	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Turn on Accessibility	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>

# STEP 2 | Navigate to My Learning

Once you have logged into the LMS:

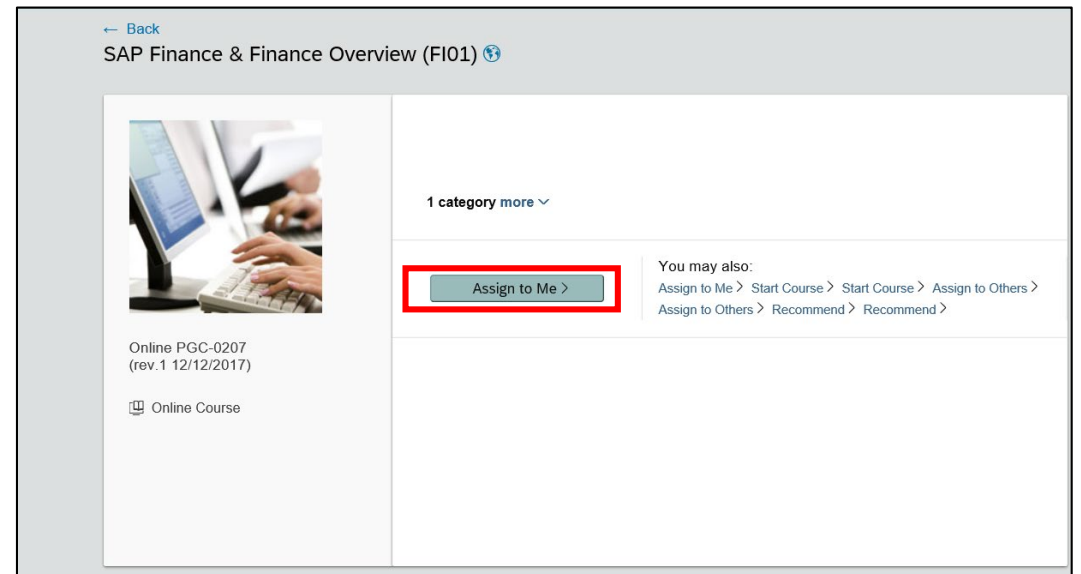
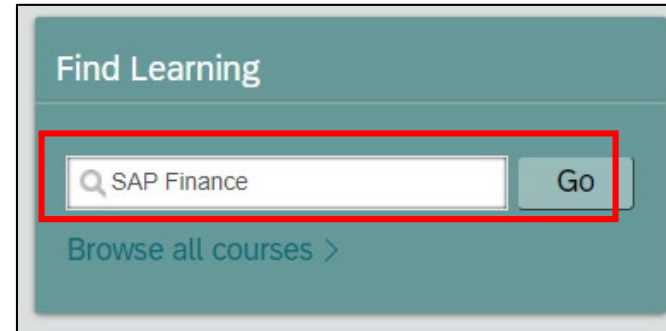
- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



# STEP 3 | Search for SAP Finance Courses

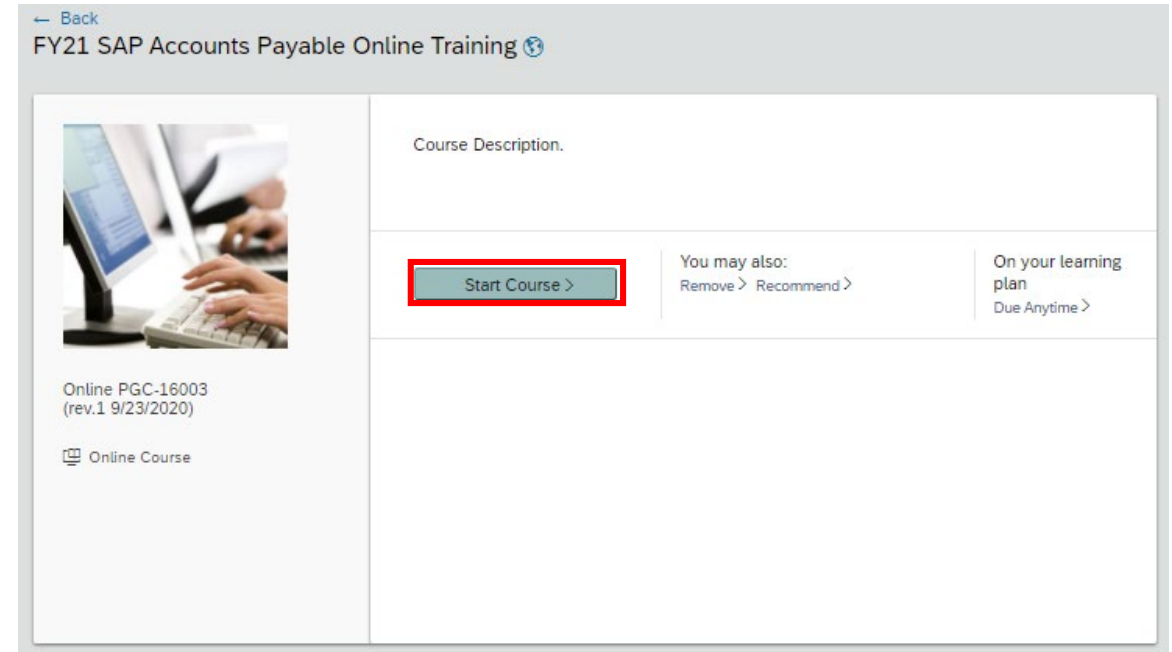
You can search for an online course by navigating to the **Find Learning** tile:

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



# STEP 4 | Start and Navigate Course

When you are ready to start the course, click on the **Start Course** button to launch the course.



The screenshot shows a web interface for 'FY21 SAP Accounts Payable Online Training'. At the top left, there is a 'Back' link. The main content area is divided into two columns. The left column features a placeholder image of a person at a computer, the course title 'Online PGC-16003 (rev.1 9/23/2020)', and a small icon labeled 'Online Course'. The right column contains a 'Course Description' field, a 'Start Course >' button (highlighted with a red box), and two additional sections: 'You may also: Remove > Recommend >' and 'On your learning plan Due Anytime >'.

# STEP 4 | Start and Navigate Course

The online course will open in a separate window.

**Click on the play button** to begin the course.

1. Use the arrows to advance to the next screen, or revisit a previous screen



# STEP 5 | Complete Course Activities

At certain points during the online course, you will see a slide titled "**Instructor-Led Video Instructions.**"

This means that you are about to watch a video which includes exercises to complete.

Carefully read the instructions on the slide before clicking to the next slide.



**Please note that the video will open in a separate window.**

**Note:** If the video does not load properly in the separate window (for example, does not allow you to make the window full screen), please make sure you are not accessing the course in Internet Explorer.

## **Instructor Led-Video | Instructions**

- On the next slide you will watch an instructor led video of how to **View Vendor Line Items**
- The video will open in a new window. Press play to begin watching the video
- Please watch the entire video as there are questions that you must answer
- Once you have completed the video click "X" to close out of the additional window and complete the rest of the course

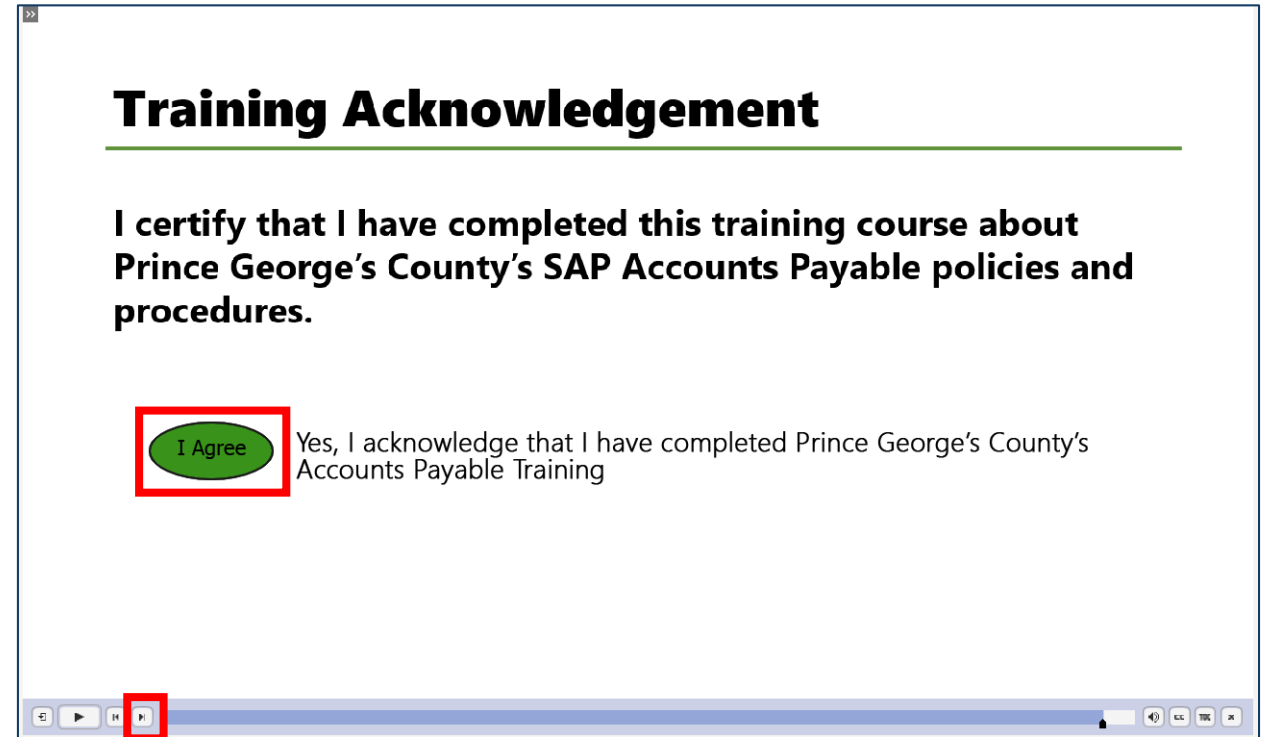


# STEP 6 | Complete Course

To ensure you have fully completed the training, be sure to:

1. Click the "I Agree" button on the Training Acknowledgement slide of the course
2. Click the forward arrows to advance to the end of the online course

Once you have completed the course click the **X** to close out



**Training Acknowledgement**

I certify that I have completed this training course about Prince George's County's SAP Accounts Payable policies and procedures.

**I Agree** Yes, I acknowledge that I have completed Prince George's County's Accounts Payable Training

# Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) team for questions or support accessing the SuccessFactors LMS.

The LPOD team will respond within three (3) working days.



**Email**

[LPOD@co.pg.md.us](mailto:LPOD@co.pg.md.us)