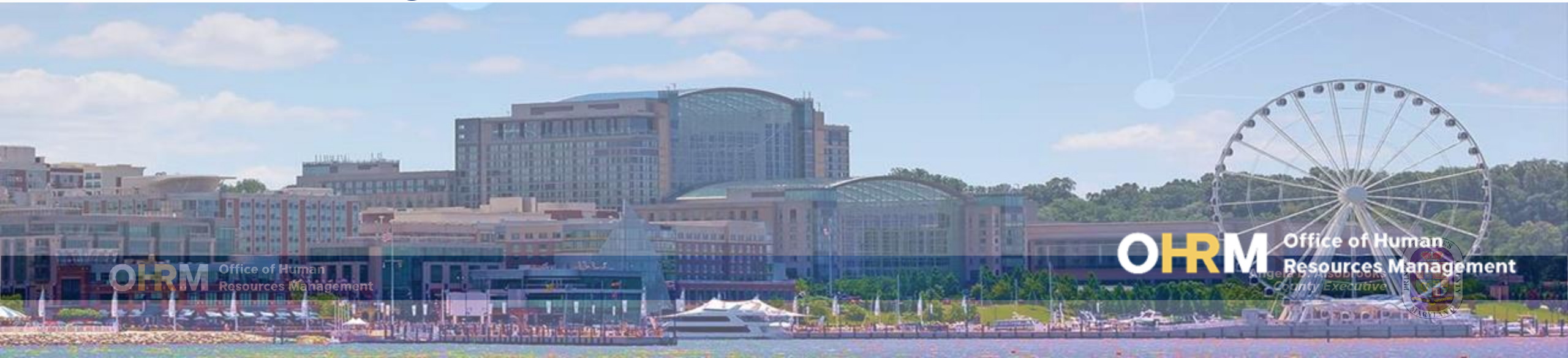




# Prince George's County Government NEOGOV Learn Instruction Guide

Training Coordinator: HR User Overview



# Instruction Guide Topics

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

1. Login to the LMS
2. Access the NEOGOV Learn Portal
3. Navigate the NEOGOV Learn Navigation Bar as an HR User

# Internet Browsers Used to Access NEOGOV Learn

**NEOGOV Learn can be accessed using two internet browsers:**

- Google Chrome
- Microsoft Edge

**These systems should be used to ensure that all functionality in NEOGOV Learn is accessible.**



**Microsoft Edge**



**Google Chrome**

# STEP 1 | Navigate to the LMS Login Page

- a. From your browser window **navigate to the OHRM County Learning and Development webpage [online here](#)**
- b. Click **NEOGOV Learn LMS** image

**Please Note:** You must use either the Google Chrome or Microsoft Edge with Chromium internet browsers to access the LMS



## New LMS Access - NEOGOV Learn

Available starting June 1, 2021

Please click the image below to access the new Prince George's County Learning Management System.



Prince George's County Learning Management System (LMS)  
(Employee-Only Access)

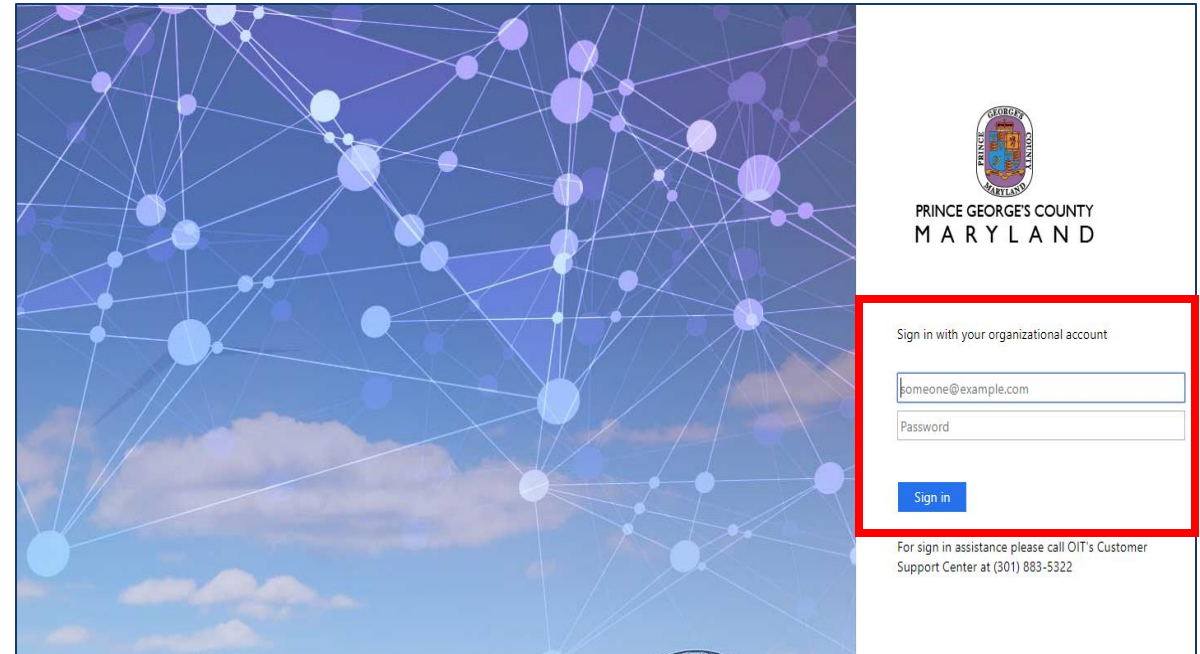


# STEP 1 *(continued)* | Login to the LMS

Employees are able to use **Single Sign On** to login to **NEOGOV Learn**.

- a. Once you reach the login page, **enter your county email address and password**, and click "Sign In"

**Please Note:** You should use the same email and password used to login your computer



PRINCE GEORGE'S COUNTY  
MARYLAND

Sign in with your organizational account

someone@example.com

Password

Sign in

For sign in assistance please call OIT's Customer Support Center at (301) 883-5322

# STEP 2 | To Access NEOGOV Learn Portal

## To Access NEOGOV Learn:

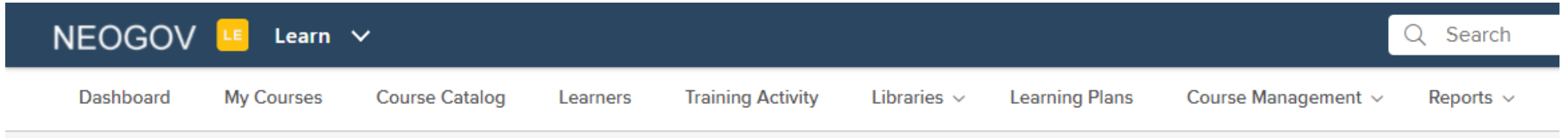
1. From the main NEOGOV page, use the mouse and hover over the Dashboard icon near the top of the screen
2. A dropdown menu will show Onboard and Learn. Click **Learn** to access the Learn portal.

The screenshot displays the NEOGOV Learn portal interface. At the top, the user is identified as Claude Test, Administrative Specialist 1G, Office of Human Resources Mgmt. The navigation menu on the left includes Dashboard, Tasks (12), People, Performance, Training, and Reports. The main content area shows a dashboard with a 'My Tasks' section, an 'OVERALL STATUS' bar with 3 Overdue, 2 Due This Week, and 7 Due Later tasks, and a 'TASKS' section with a 'TRAINING · ONLINE COURSE' item. The right sidebar contains 'People' (MY MANAGER: Manager Test) and 'Quick Actions' (Write a Journal, Browse Training, View my current).

# NEOGOV Learn | HR User Overview

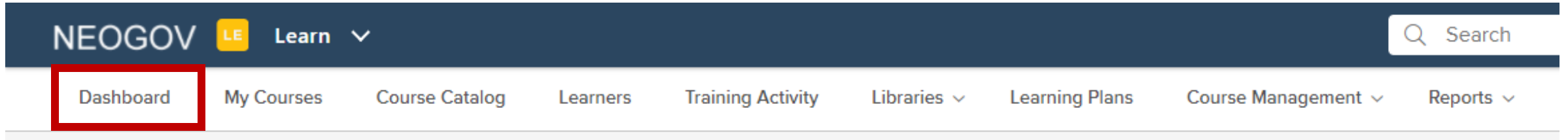
- Agency Training Coordinators will have access to NEOGOV Learn at the system administrator level of **HR User**
- As an HR User, Agency Training Coordinators will be able to view the Learner Profiles of your agency employees and have some access to manage employee information.
- Understanding the **NEOGOV Learn Navigation Bar** is the first step to navigating the features available for HR Users in the system

# NEOGOV Learn | Navigation Bar Overview for an HR User

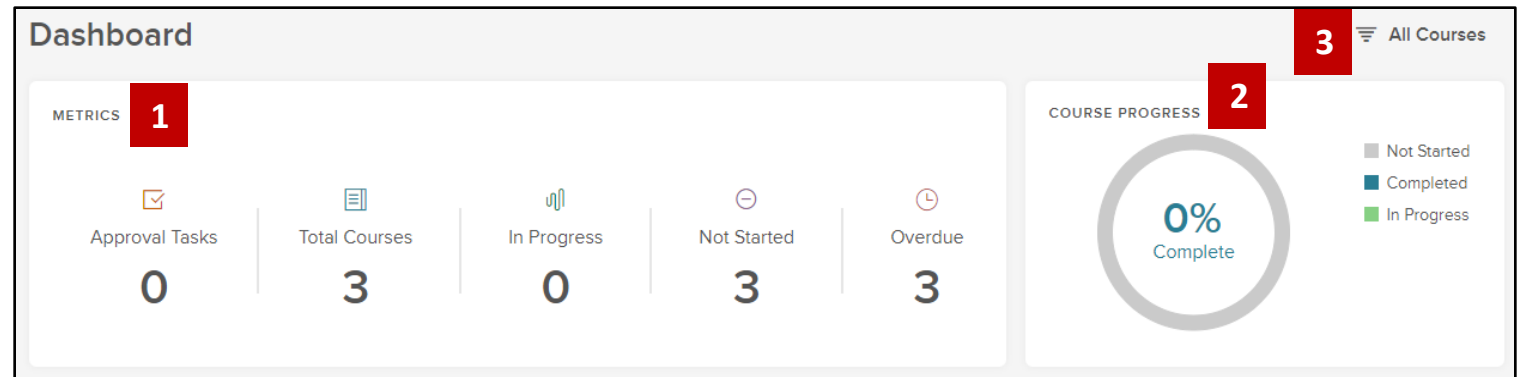




# Navigation Bar Overview | Dashboard



**Dashboard** summarizes all your course information. You will automatically land on the Dashboard when opening NEOGOV Learn. Two standard sections of the Dashboard are the **Metrics** and **Your Activity**.



1. **Metrics.** summarizes all of your course information and displays course progress totals for all your enrolled courses.
2. **Course Progress.** Provides progress pie chart that allows you to see a quick view of all Not Started, Completed, and In Progress courses.
3. **Filter.** Organize both the Course Progress and Metrics sections of the dashboard through filtering the view (by Required or All Courses)

# Navigation Bar Overview | My Courses

NEO GOV LE Learn

Dashboard My Courses Course Catalog Learners Training Activity Libraries Learning Plans Course Management Reports

My Courses

View Your Profile

Courses Learning Plans

All Courses

Search Courses

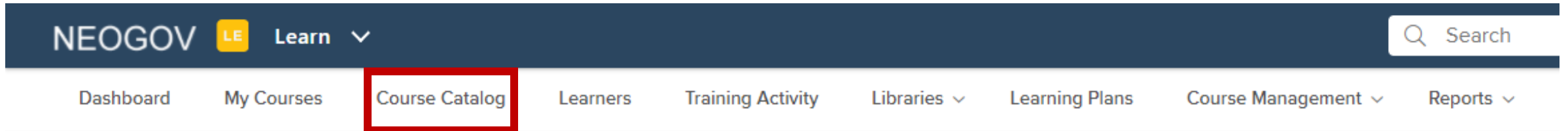
Required

| ARCHIVED*                                    | BUSINESS SKILLS                                  | LEADERSHIP AND MANAGEMENT      | BUSINESS SKILLS                       |
|--|--|--------------------------------|---------------------------------------|
| 'Building Background Forms in Onboard - C... | 10 Things Not To Do In An Interview (Part 4 o... | 12 Essential Leadership Skills | 18 Simple—but Effective—Ways to Re... |
| 02H 00M                                      | 00H 06M  | 00H 26M                        | 00H 04M                               |
| CUSTOM ONLINE                                | PRE-BUILT ONLINE                                 | PRE-BUILT ONLINE               | PRE-BUILT ONLINE                      |
| DUE DATE 05/11/21                            | DUE DATE 02/09/21<br>OVERDUE                     | DUE DATE 05/24/21              | DUE DATE 01/22/21<br>OVERDUE          |

**My Courses** provides users access to see all courses associated with their account.

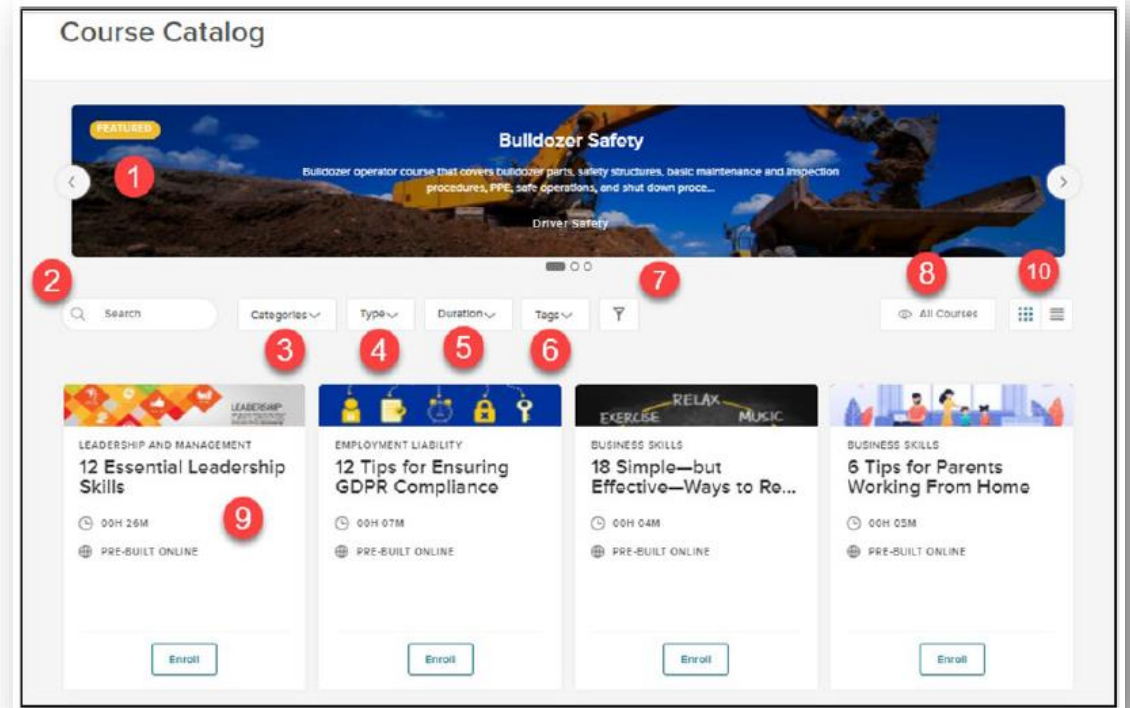
- 1. View Your Profile:** Takes you to “My Profile” –an overview of your Learning Profile
- 2. Courses:** View all in progress and completed courses
- 3. Learning Plans:** View all assigned & completed Learning Plans
- 4. View Type:** Select between the card view (displayed) or table view
- 5. Filters:** Change the view of the course cards by specific parameters
- 6. Search for Courses:** Use the type field to search by course title
- 7. Course Cards:** A graphic display of the important details of a particular course

# Navigation Bar Overview | Course Catalog

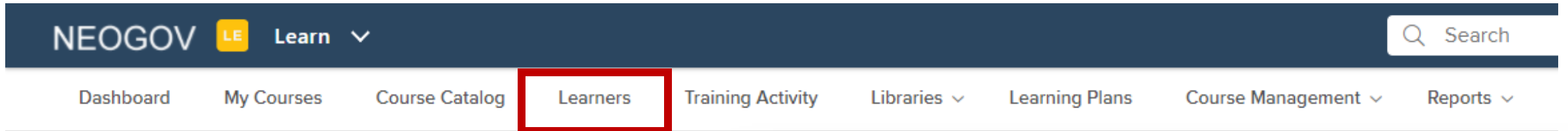


**Course Catalog** Provides a larger inventory of courses in the system that are available to users to enroll in.

1. **Featured Courses:** Displays featured courses by Admins
2. **Search Bar:** Type to search for a specific course title
3. **Categories:** narrow courses down by category
4. **Type:** narrow courses down by required course or an elective
5. **Duration:** narrow down to expected duration to complete a course
6. **Tags:** Narrow courses down by associated tags or keywords
7. **Filters:** Limit the course view in the *Course Catalog*
8. **Custom Views:** Customize your grid view and save your applied filters
9. **Course Card:** Bite-sized information about a particular course
10. **Catalog View:** Toggle the **Course Catalog** view by either the default grid view or column view



# Navigation Bar Overview | Learners



**Learners** Permits HR Users to enroll others in courses via the Learners List and access Learner Profiles. The Learner List display also allows you to enroll several learners in one or more online course in **Bulk**.

| 1                        | 2          | 3         | 4              | 5                | 6                 | 7                 | 8             | 9         | 10    |                  |
|--------------------------|------------|-----------|----------------|------------------|-------------------|-------------------|---------------|-----------|-------|------------------|
| Photo                    | First Name | Last Name | Direct Manager | Department       | Position          | Start Date        | Online Access | Active    | Email |                  |
| <input type="checkbox"/> |            | Amber     | Campbell       | Mykeshia Mack    | Paris & Recrea... | Customer Servi... | 03/28/2016    | Activated | Yes   | test-2@neogov... |
| <input type="checkbox"/> |            | Mykeshia  | Mack           | Krystyna Fallace | Customer Servi... | Applicant Supp... | 10/04/2016    | Activated | Yes   | kfallace-77@n... |
| <input type="checkbox"/> |            | Even      | Oderman        | Mykeshia Mack    | Paris & Recrea... | Customer Servi... | 03/21/2017    | Activated | Yes   | teststest@ne...  |

1. **Employee Photo:** A photo of the employee
2. **First name:** Employee's first name
3. **Last name:** Employee's last name
4. **Direct Manager:** The employee's direct manager
5. **Department:** The title of the employee's department

6. **Position:** The title of the employee's position
7. **Start Date:** The employee's start date
8. **Online Access:** The status of the employee's account
9. **Active:** Whether the employee is active or inactive
10. **Email:** The employee's email address

# Navigation Bar Overview | Learners – Bulk Actions

**Learners** Permits HR Users to enroll others in courses via the Learners List and access Learner Profiles. The Learner List display also allows you to enroll several learners in one or more online course in **Bulk**.

**Learners List**

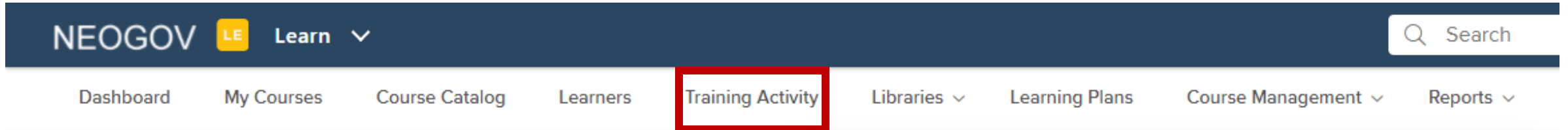
3 record(s) are selected.

| <input checked="" type="checkbox"/> | Photo | First Name | Last Name | Direct Manager   | Department        | Position          | Start Date | Online |
|-------------------------------------|-------|------------|-----------|------------------|-------------------|-------------------|------------|--------|
| <input checked="" type="checkbox"/> |       | Amber      | Campbell  | Mykeshia Mack    | Parks & Recrea... | Customer Servi... | 03/28/2016 | Activ  |
| <input checked="" type="checkbox"/> |       | Mykeshia   | Mack      | Krystyna Fallace | Customer Servi... | Applicant Supp... | 10/04/2016 | Activ  |

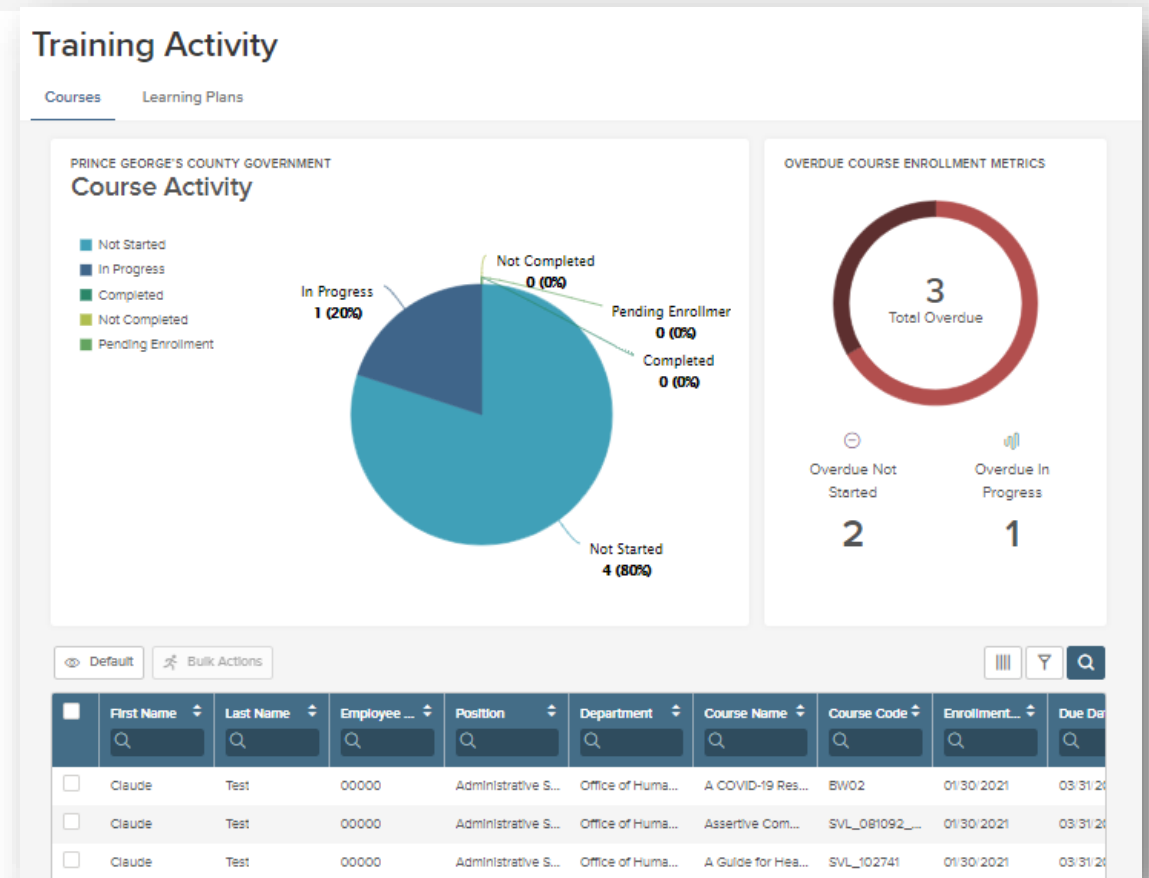
## **Bulk Actions**

Instead of enrolling direct reports one by one, using the Learner List permit you to enroll multiple learners at once using **Bulk Actions**. To enroll employees in a course, select the appropriate employees to enroll by clicking the checkbox to the left of each employee (or select all). Once you've selected all necessary employees, click the **Bulk Actions** button above the top left corner of the table.

# Navigation Bar Overview | Training Activity



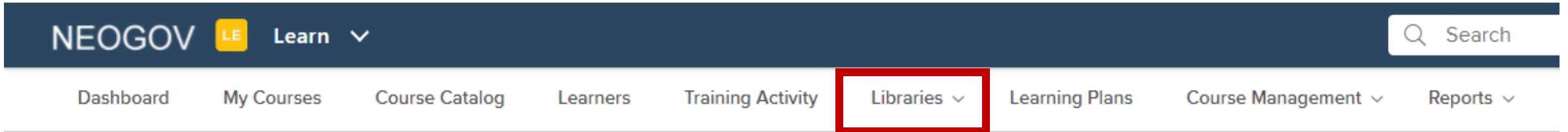
**Training Activity** Permits HR Users to track their own progress and track the overall training activity of their Agency. This Tab is divided into three sections: your **Overall Course Activity**, **Overdue Course Enrollment Metrics**, and your **Enrollment List**.



**Note** You can also view Learning Plans from this tab.



# Navigation Bar Overview | Libraries



**Libraries** This function has a drop-down menu to provide HR User with Access to view and Add External Learnings as well as view and track professional Certifications and Licenses of Learners.

External Learnings

Certifications/Licenses

### External Learning

| Name                | Location                  | EventDate  | Type              | Actions |
|---------------------|---------------------------|------------|-------------------|---------|
| CPR Training        | El Segundo Police Station | 06/28/2018 | Off-Site Training |         |
| NEOGOV City Tour    | Phoenix, AZ               | 05/06/2018 | Conference        |         |
| NEOGOV Conference   | The Mirage, Las Vegas     | 10/30/2018 | Conference        |         |
| Supervisory Seminar | NEOGOV Offices            | 06/30/2018 | Seminar           |         |

Showing 1 - 4 of 4 items

### Certifications/Licenses

Go to Global Certification/License Library >

| Certification/License Name   | Type        | Issuing Agency     | Description | Actions |
|------------------------------|-------------|--------------------|-------------|---------|
| American Red Cross CPR       | Certificate | American Red Cross |             |         |
| American Red Cross First Aid | Certificate | American Red Cross |             |         |

Showing 1 - 2 of 2 items

# Navigation Bar Overview | Learning Plans

NEOGOVS LE Learn

Dashboard My Courses Course Catalog Learners Training Activity Libraries Learning Plans Course Management Reports

Search

Search Learning Plans 1

### Learning Plans 4

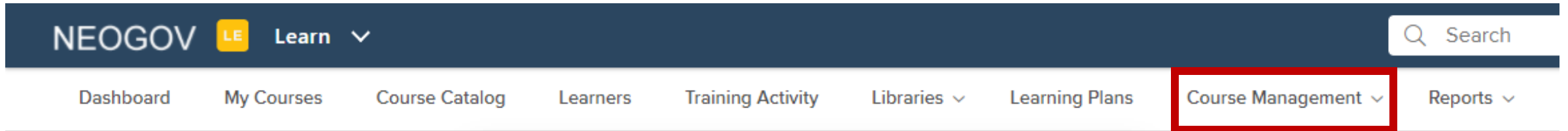
|  |          |           |            |                                |
|--|----------|-----------|------------|--------------------------------|
| TEST 2                                   | TEST2021 | 3 COURSES | 1 LEARNERS | Not Published 3                |
| TEST - Business Communication Essentials | TEST     | 2 COURSES | 3 LEARNERS | 3 LEARNER(S) OVERDUE Published |

**Learning Plans** also known as curriculums or learning paths are a collection of courses that can be grouped together and assigned to an employee. They are most used to provide a series of trainings to aid continued professional development.

- 1. Search:** Type here to look for a specific Learning Plan
- 2. Learning Plan Information:** Shows key components of a Learning Plan

- 3. Published:** Whether or not the Learning Plan is Published
- 4. Filter:** Use this to sort through Learning Plans by type

# Navigation Bar Overview | Course Management



## Course Management

The Menu Item has a drop-down bar to provide access to the **Admin Course Catalog**. The Admin Catalog permits HR Users the access to view all courses offered in NEOGOV Learn.

*Please note that only LPOD is able to make courses public.*

PRINCE GEORGE'S COUNTY GOVERNMENT  
Admin Course Catalog

Search Courses

All Courses

CATEGORIES

- Business Skills (408)
- Campus Safety (6)
- Child Safety (8)
- Cyber Security (2)
- CyberSecurity (14)
- Driver Safety (43)
- Employment Liability (232)
- Health & Safety (139)
- Health and Safety (24)
- Health and Wellness (1)

Tag(s)

All

+ Add a Tag(s)

10 Benefits of Daily Routines

10 Things Not To Do In An Interview (Part 1 o...)

10 Things Not To Do In An Interview (Part 2 ...)

10 Things Not To Do In An Interview (Part 3 ...)

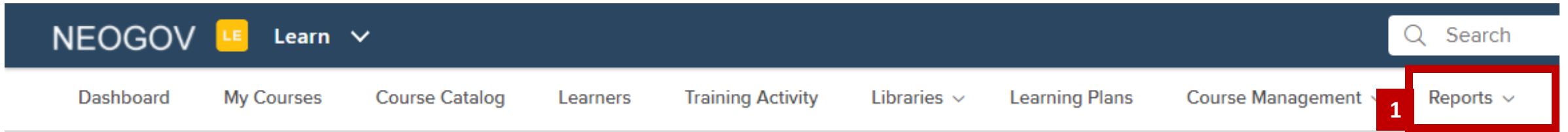
10 Things Not To Do In An Interview (Part 4 ...)

10 Things Not To Do In An Interview (Part 5 ...)

## Admin Catalog

- Search Bar:** Type to search for a specific course title
- Categories Sidebar:** Narrow courses down by category
- Tags:** Narrow courses by tags or keywords
- Filters:** Limit course view in the Admin Catalog

# Navigation Bar Overview | Reports - Transcript



## Reports (Transcript View)

This Menu Item drops down for HR Users to generate a report **Transcripts**, **Certification/License** and **Custom Online Questions**.

LEARNER TRANSCRIPT

### Claude Test

Administrative Specialist 1G  
Office of Human Resources Mgmt  
ID - 00000

Total Courses: **04**

Total Learning Plans: **02**

Completed: **00**

Prince George's County Government  
1400 McCormick Dr.  
Largo, Maryland 20774

**Transcript** [Print Transcript](#)

#### Courses

Completed Courses

| Course                | Code | Type | Enrollment D... | Completion ... | Score | Time Spent | Status | Sub Status |
|-----------------------|------|------|-----------------|----------------|-------|------------|--------|------------|
| No records available. |      |      |                 |                |       |            |        |            |

#### Learning Plans

Completed Learning Plans

| Learning Plan         | Code | Type | Registration Date | Completion Date | Status |
|-----------------------|------|------|-------------------|-----------------|--------|
| No records available. |      |      |                   |                 |        |

#### Certifications/Licenses

| Certification/License N... | Type | Issuing Agency | Certification/License N... | Date Issued | Expiration Date |
|----------------------------|------|----------------|----------------------------|-------------|-----------------|
| No records available.      |      |                |                            |             |                 |

Transcript

Certification/License

Custom Online Questions

# Navigation Bar Overview | Reports - Certificates

Transcript

Certification/License

Custom Online Questions

## Reports (Certification View)

This Menu Item drops down for HR Users to view and generate a report **Certification/License**

### Certification/License Tracking Report

Default Bulk Actions

|                          | First Name | Last Name | Employee # | Certification/License Name        | Certification/License Type | Issuing Agency        | Issued    |
|--------------------------|------------|-----------|------------|-----------------------------------|----------------------------|-----------------------|-----------|
| <input type="checkbox"/> | Lauren     | Jenkins   | 70367      | American Red Cross Instructor ... | Certification              | American Red Cross    | 09/20/... |
| <input type="checkbox"/> | Lauren     | Jenkins   | 70367      | Licensed Professional Counsel...  | License                    | Maryland State Boa... | 08/20/... |

Showing 1 - 2 of 2 items

#### Filters

Expiration Date Range  
All Expiration Dates ▼

Department  
All  
+ Add Department(s)

Position  
All  
+ Add Position(s)

Certification/License  
All  
+ Add a Certification/License

Learner  
All  
+ Add Learner(s)

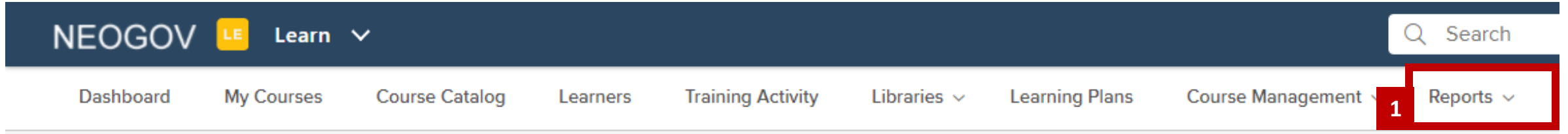
# Navigation Bar Overview | Reports - Custom

The screenshot shows the NEOGOV LE Learn navigation bar with a search box and menu items: Dashboard, My Courses, Course Catalog, Learners, Training Activity, Libraries, Learning Plans, Course Management, and Reports. The Reports menu is highlighted with a red box and a red '1'. A dropdown menu is open under Reports, showing options: Transcript, Certification/License, and Custom Online Questions (circled in blue). Below the navigation bar, the page title is 'Custom Online Questions Report'. A disclaimer states: 'The data displayed in this report is based on department access and may not reflect all courses and learners for your organization. Please contact an administrator if you need additional access.' Below the disclaimer is a table with search filters for Course Name, Course Code, Category, Total Questions, and Avg. Score. The table currently shows 'No records available.' A yellow callout box on the left contains the following text:

**Reports**  
**(Custom Online Questions View)**  
This Menu Item drops down for HR Users to view and generate a report for **Custom Online courses** built in NEOGOV Learn.

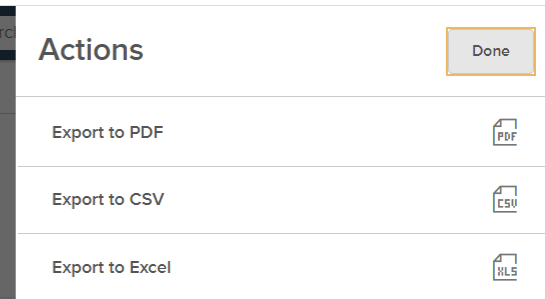
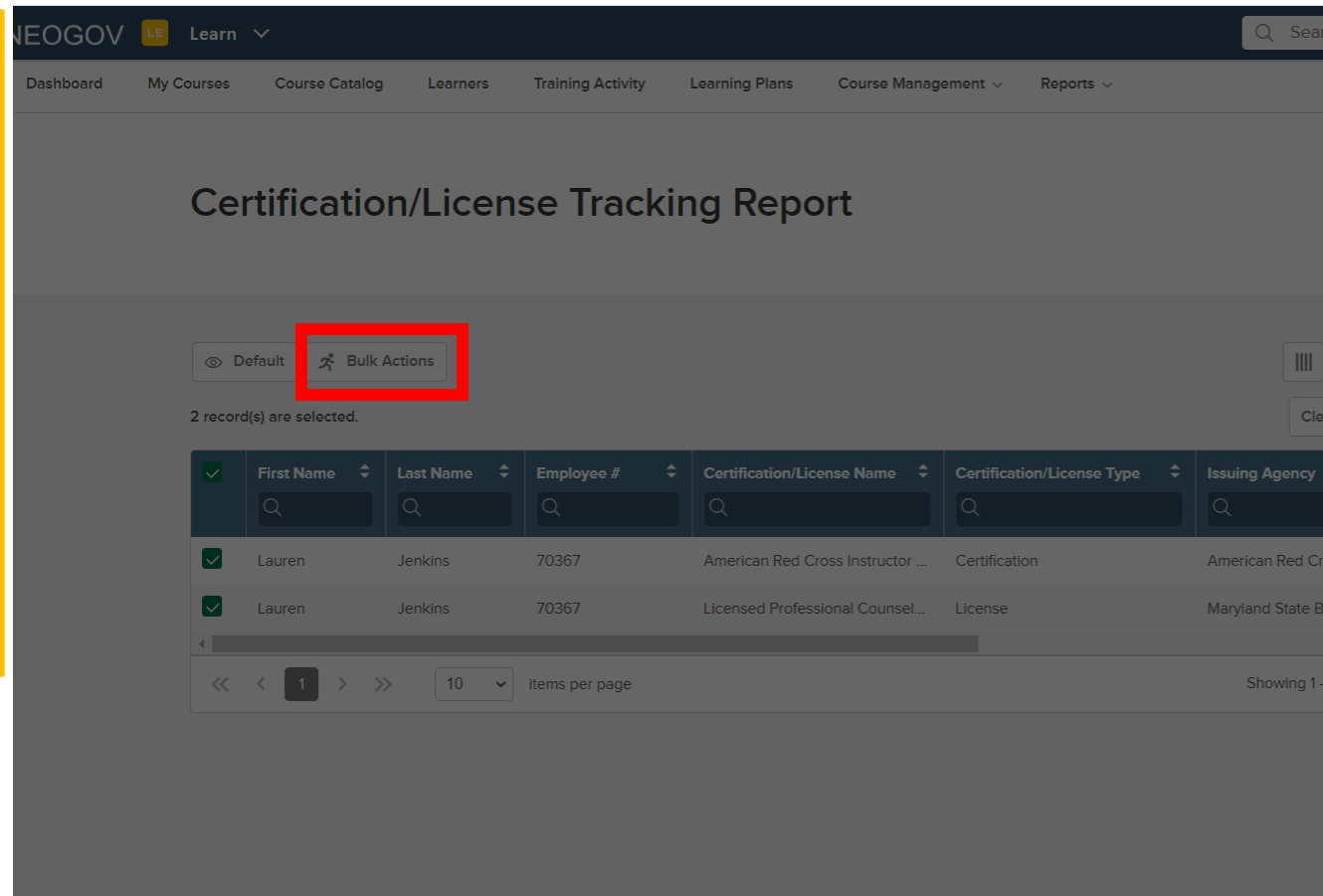


# Navigation Bar Overview | Reports - Generating



## To Generate a Report

**Bulk Actions Icon** permits Users to run reports and save as a PDF, CSV, or Excel worksheet.



# Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) division for questions or support accessing NEOGOV Learn.

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



**Email**

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