

Accessing Course Completion Certificate

Instruction Guide

**Success Factors
Learning Management System**



OBJECTIVES

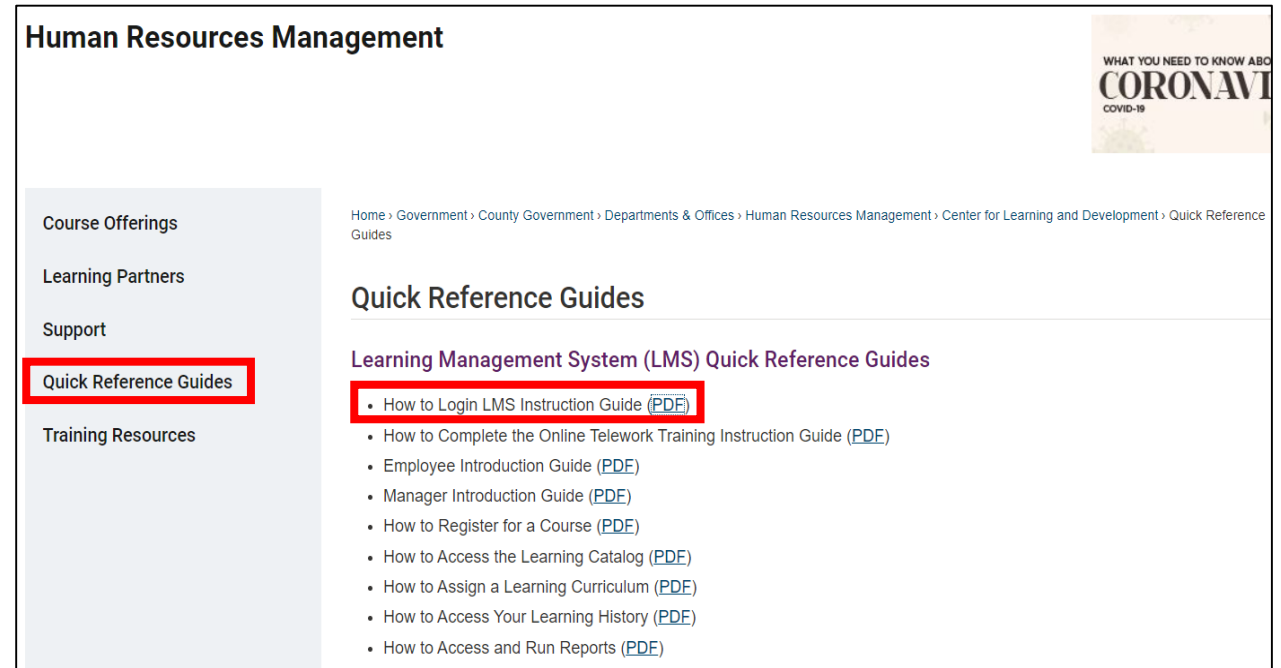
This instruction guide will show you how to:

- Access your course certificate
- Print your course certificate

STEP 1 | Login to the LMS

To login the LMS:

- Navigate to the [CLD website](#)
- Click on the tab titled **Quick Reference Guides**
- Click on [How to Login LMS Instruction Guide](#)



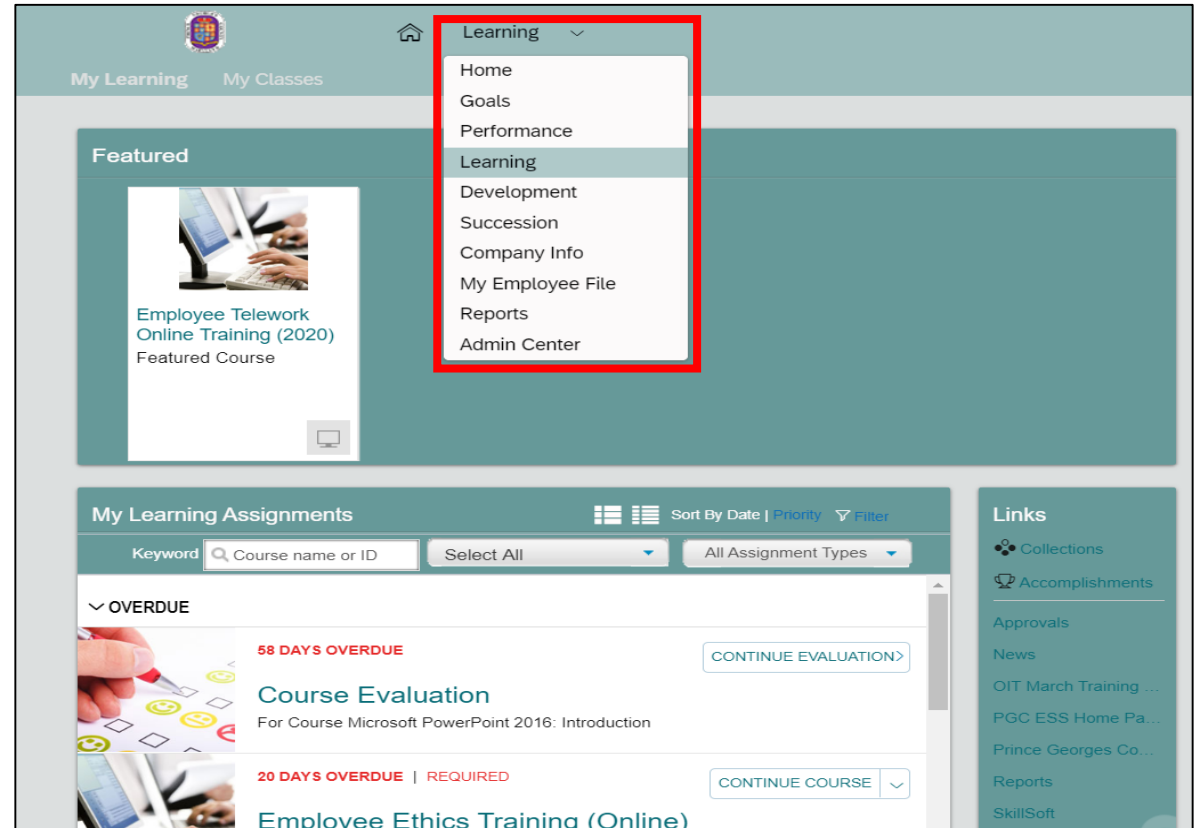
The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19' with the text 'WHAT YOU NEED TO KNOW ABC'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, there is a navigation menu with the following items: 'Course Offerings', 'Learning Partners', 'Support', 'Quick Reference Guides' (highlighted with a red box), and 'Training Resources'. The main content area is titled 'Quick Reference Guides' and contains a sub-section 'Learning Management System (LMS) Quick Reference Guides'. This sub-section lists several links, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box. Other links include 'How to Complete the Online Telework Training Instruction Guide (PDF)', 'Employee Introduction Guide (PDF)', 'Manager Introduction Guide (PDF)', 'How to Register for a Course (PDF)', 'How to Access the Learning Catalog (PDF)', 'How to Assign a Learning Curriculum (PDF)', 'How to Access Your Learning History (PDF)', and 'How to Access and Run Reports (PDF)'.

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Learning

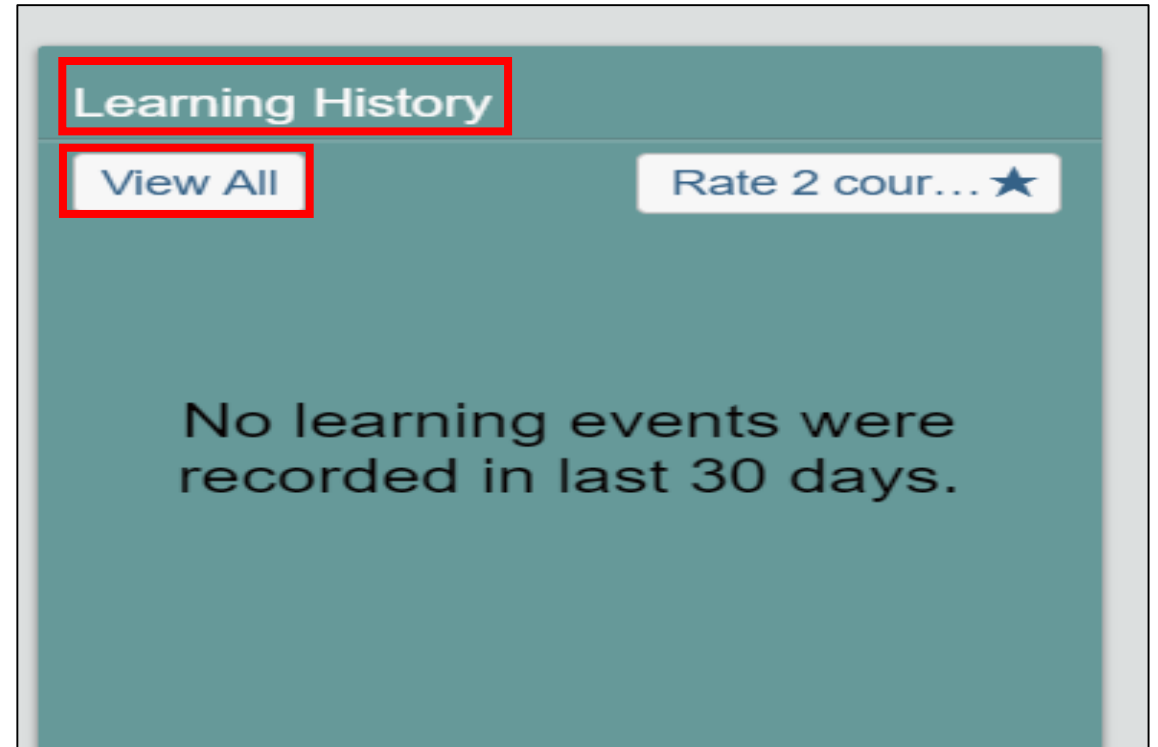
Once you have logged into the LMS:

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



STEP 3 | Navigate to My Learning History

- Navigate to the **Learning History** tile
- Click **View All**



STEP 4a | Access Course Certificate

- All completed courses will appear under **Completed Work**
- Click on the printer icon under **Actions** next to the course of your choice

Completed Work

Show Completions: All

Completion Date *	Title	Status	Action
4/2/2020 03:18:16 PM	Making a Life While Making a Living: Work-Life Balance	Completed Online Course	
3/31/2020 03:38:35 PM	Creating a Personal Development Plan	Completed Online Course	
3/31/2020 03:37:53 PM	Creating a Personal Development Plan	Completed Online Course	
3/31/2020 02:52:53 PM	Building Positive Relationships at Work	Completed Online Course	

STEP 4b | Access Course Certificate

- Your certificate will populate in a separate window
- Click on the printer icon in the top right corner to print your certificate



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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