

# Completing an Online Course

## *Instruction Guide*

**Success Factors  
Learning Management System**

# OBJECTIVES

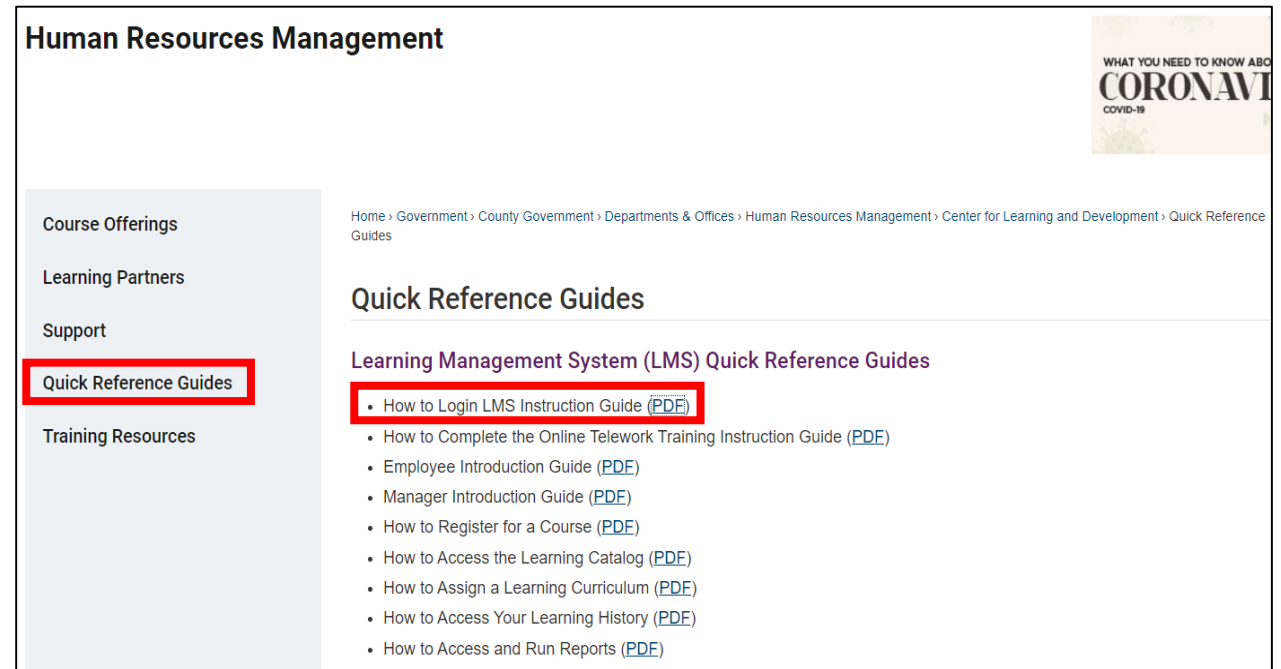
**This instruction guide will show you how to:**

- Search for an online course
- Begin an online course

# STEP 1 | Login to the LMS

## To login the LMS:

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



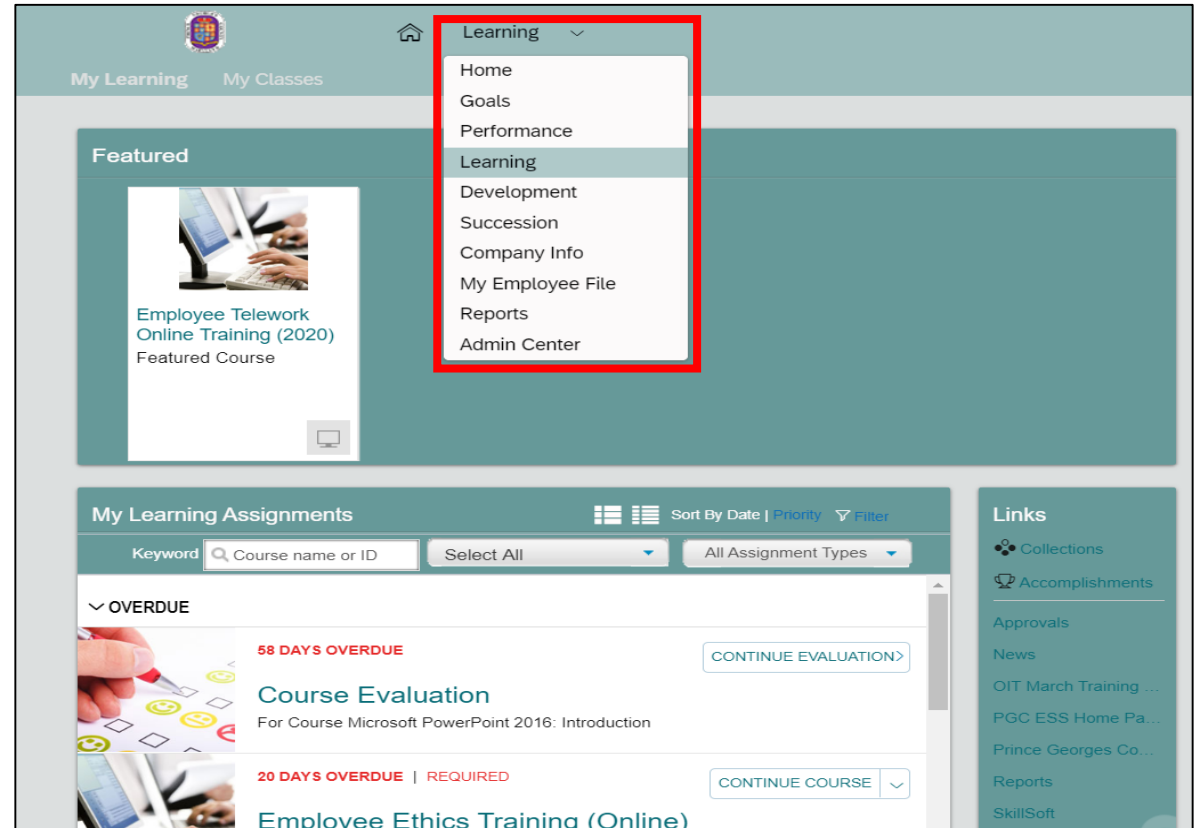
The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, a navigation menu lists '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 guides, with 'How to Login LMS Instruction Guide (PDF)' highlighted by a red box. Other guides 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:

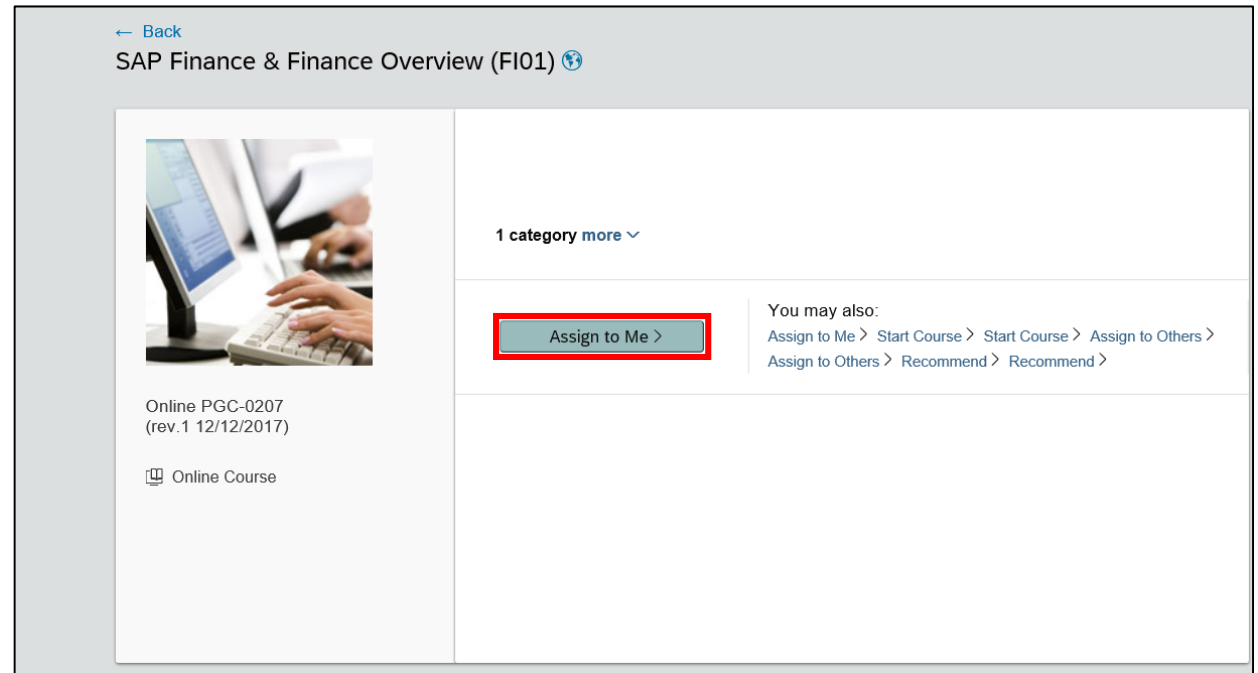
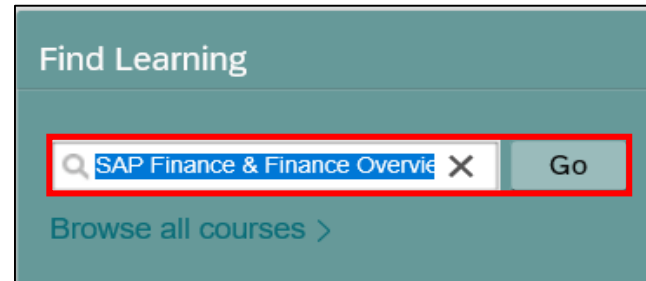
- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



# STEP 3 | Search for an Online Course

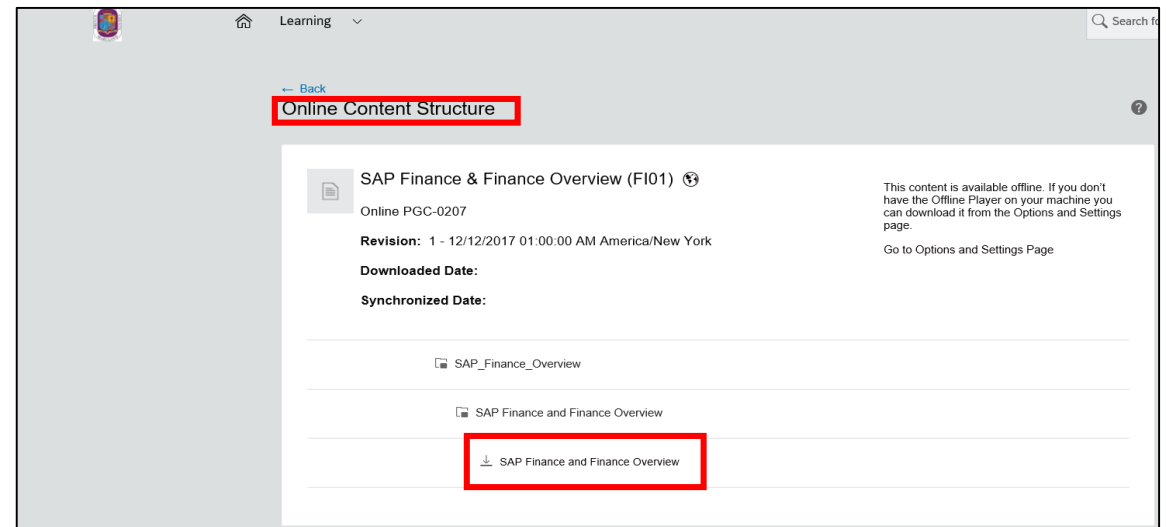
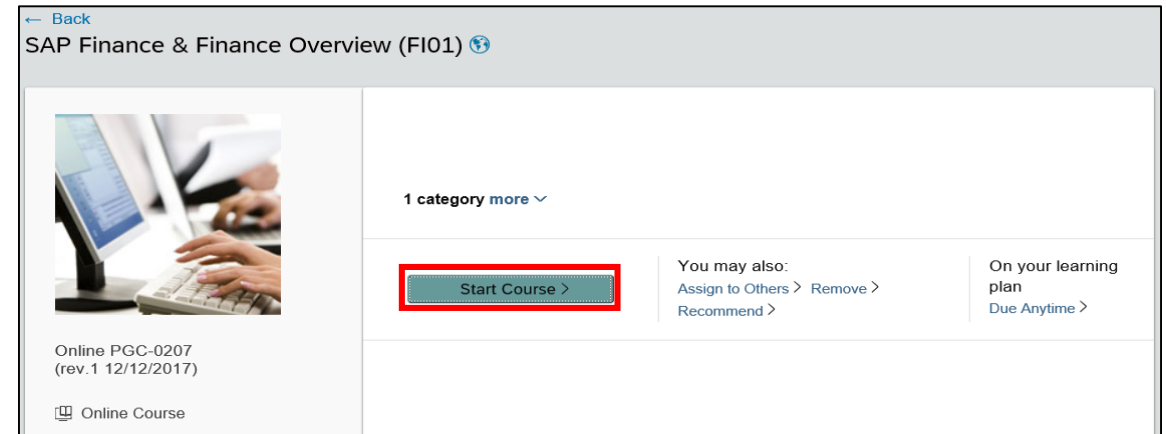
You can search for an online course by navigating to the **Find Learning** tile:

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



# STEP 4 | Complete Online Course

1. To begin an online course, click **Start Course**
2. A screen titled **Online Content Structure** will appear
3. Click on the file at the bottom of the screen



# STEP 4 Continued | Complete Online Course

1. The online training will open in a separate window. **Click on the play button** to begin the course.
2. Use the first set of arrows to advance to the next screen, or revisit a previous screen
3. Once you have completed the course click the **X** to close out



# 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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