

How to Complete Online Ethics Training in the LMS

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

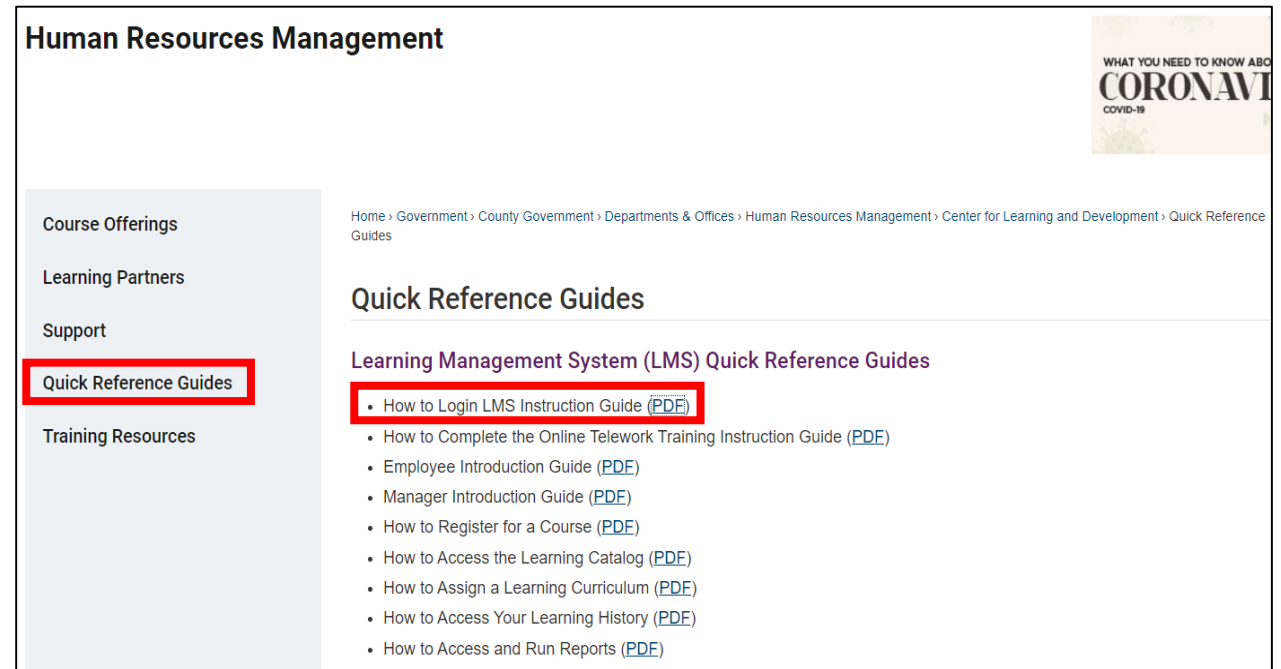
This instruction guide will show you how to:

- Search for the online Ethics Training in the LMS
- Complete the online Ethics Training in the LMS
- Complete the online Ethics quiz in the LMS

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](#)



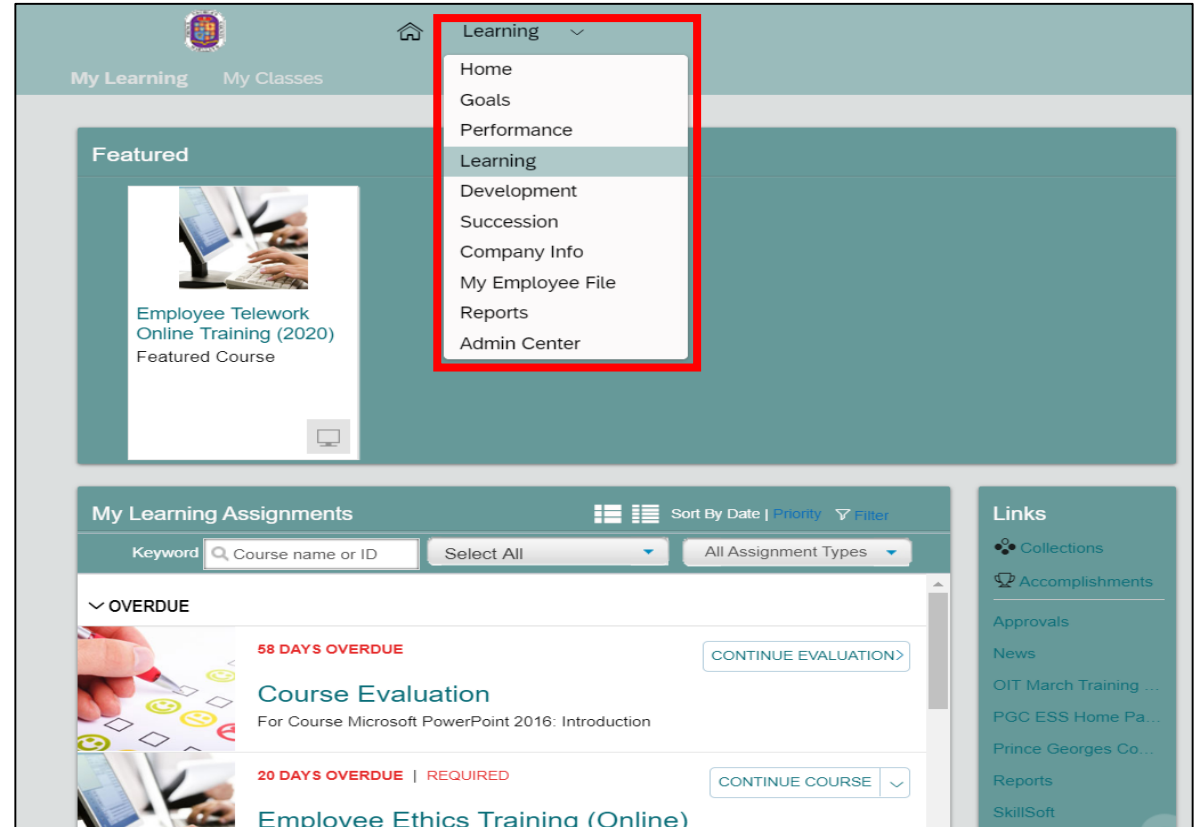
The screenshot shows the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19' with the text 'WHAT YOU NEED TO KNOW ABC'. Below the banner, the breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > 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 contains a list of links, with the first link 'How to Login LMS Instruction Guide (PDF)' highlighted with a red box. Other links in the list 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:

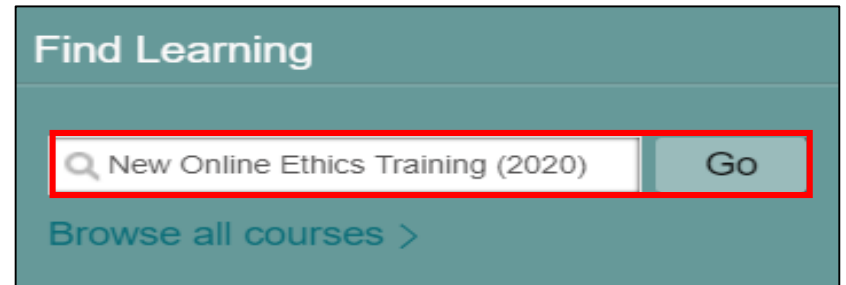
- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



STEP 3 | Search for Online Ethics Course

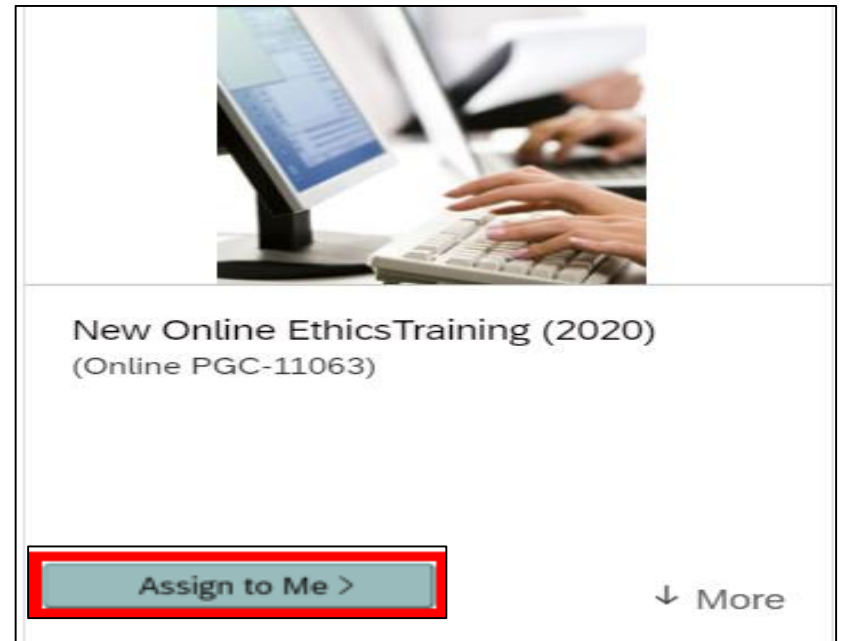
Navigate to the **Find Learning** tile:


1. Place your cursor in the search field
2. Enter New Online Training (2020) in the box and click **Go**
3. Once you've found the course, click on the title then click on **Assign to Me**



Find Learning

[Browse all courses >](#)



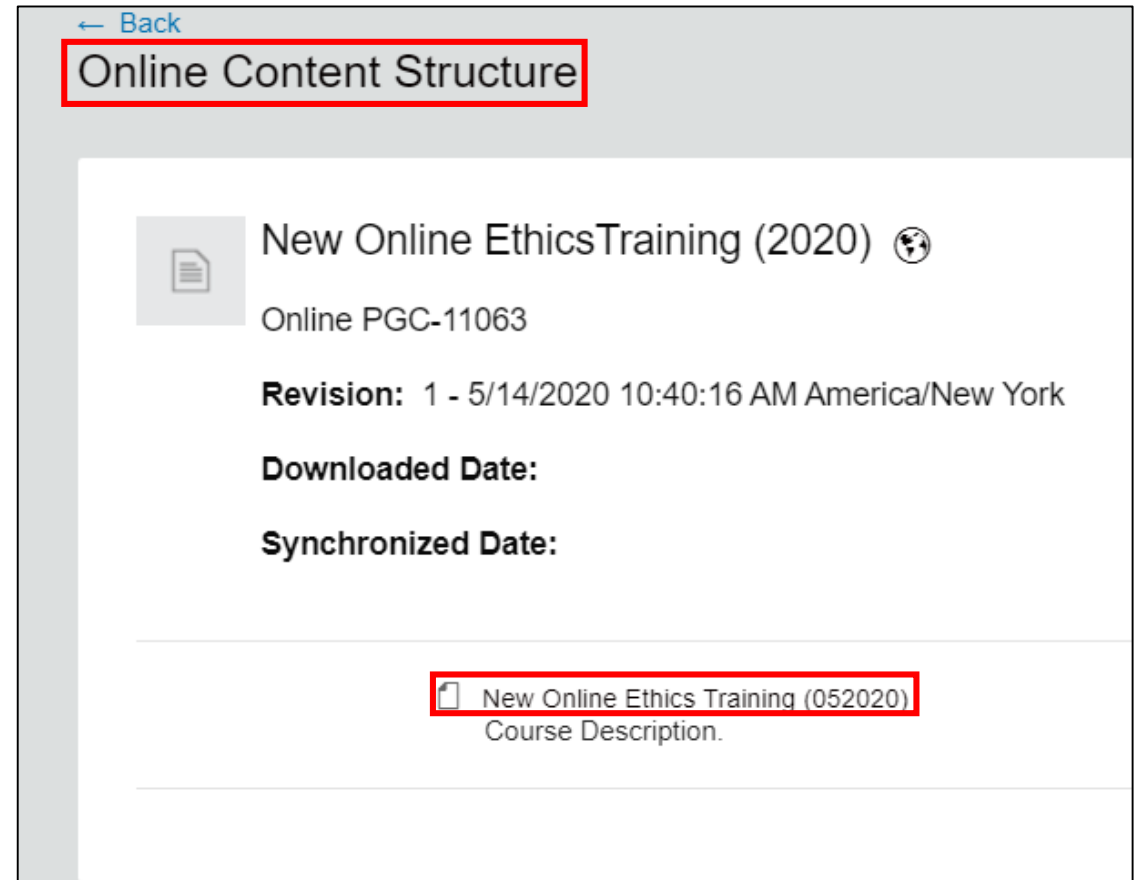


New Online Ethics Training (2020)
(Online PGC-11063)

[↓ More](#)

STEP 4 | Begin Online Ethics Course

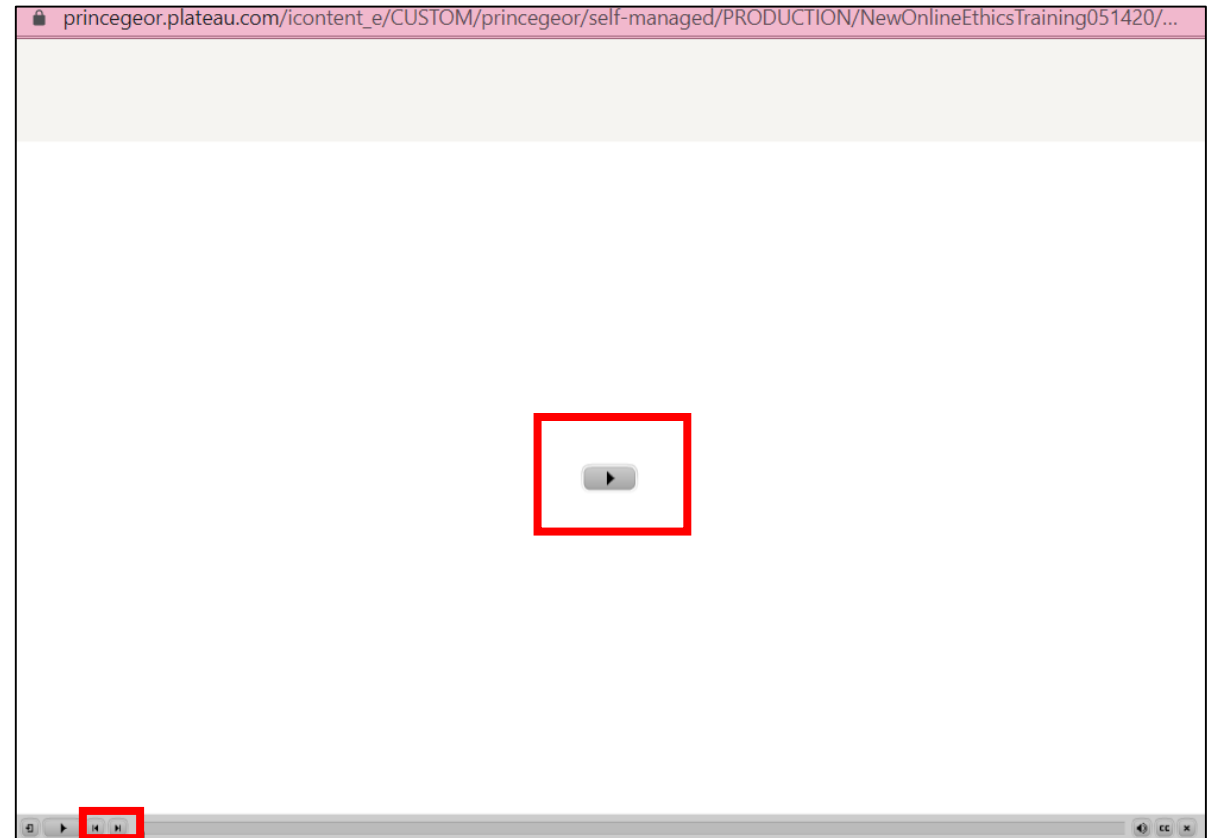
1. Click **Start Course**
2. In the **Online Content Structure** window click on the file titled **New Online Ethics Training (052020)** at the bottom of the screen



STEP 5 | Complete Online Ethics Course

1. The 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

Please note: Your progress is tracked throughout the course so you can stop and start the course as you please



STEP 6 | Complete Online Ethics Quiz

1. To receive credit you must complete the quiz included at the end of the course
2. You must score at least an 80% to pass the quiz
3. There is no limit on the amount of times you can take the quiz



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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