

How to Complete Online Telework Training in the LMS

Instruction Guide

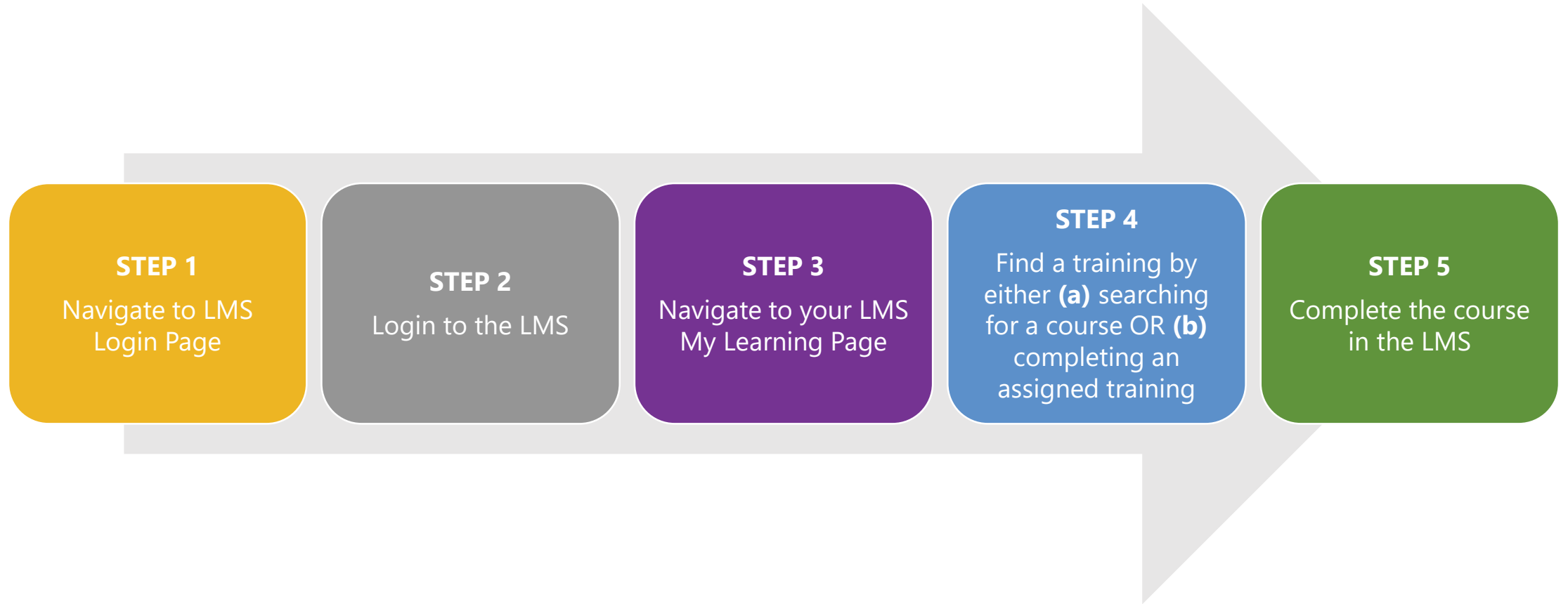
**Success Factors
Learning Management System**

Success Factors Learning Management System

- The SuccessFactors Learning Management System (LMS) is a unique and customizable tool that Prince George's County Government uses to facilitate the management, delivery, and measurement of learning and development activities
- This instruction guide will show you how to access your learning assignments and complete the Online Telework Training

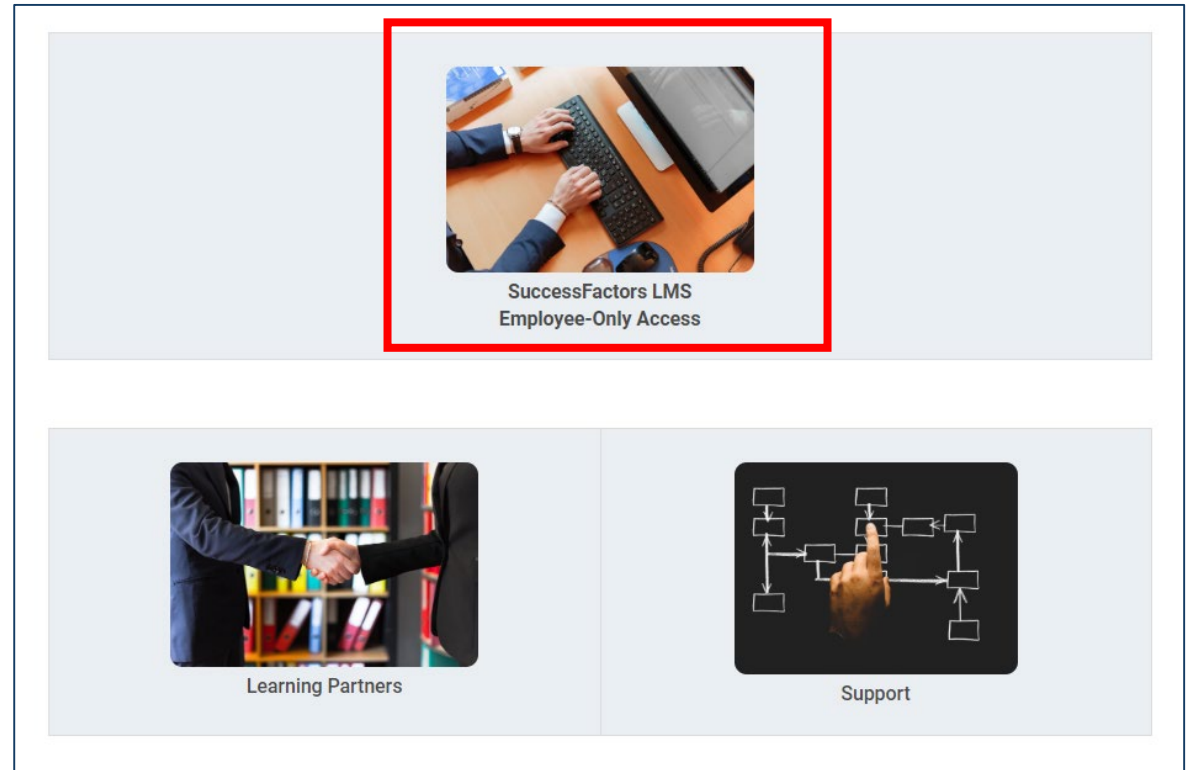
SAP SuccessFactors 

PROCESS | Complete an Online Training



STEP 1 | Navigate to the LMS Login Page

- a. From your browser window **navigate to**
<https://www.princegeorgescountymd.gov/3187/Career-Enrichment-Center>
- b. Click **SuccessFactors LMS** button



STEP 2 | Login to the LMS

- 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

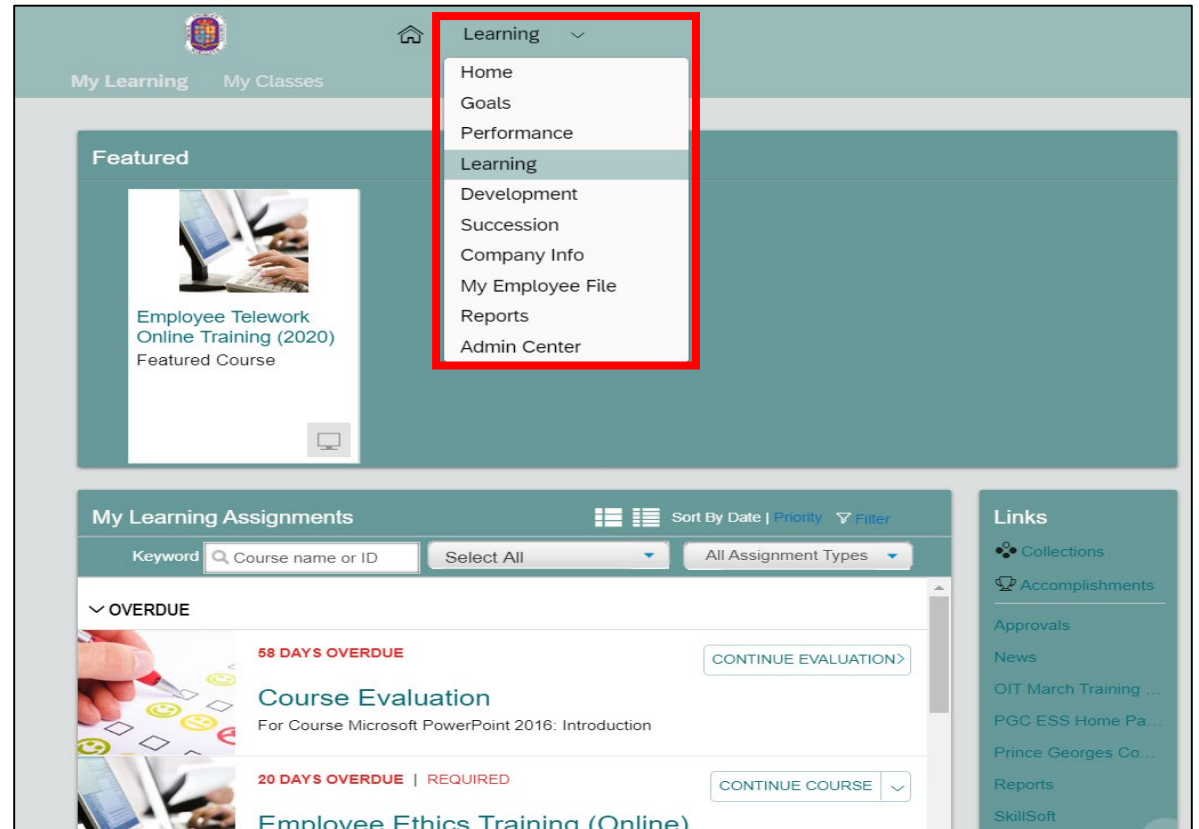
Password

Sign in

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

STEP 3 | Navigate to My Learning Homepage

- a. Once you have logged in, click on the drop down menu and select **Learning**. This will take you to the **My Learning Homepage**



STEP 4 | Find a Training

You can complete a training in the LMS two ways:

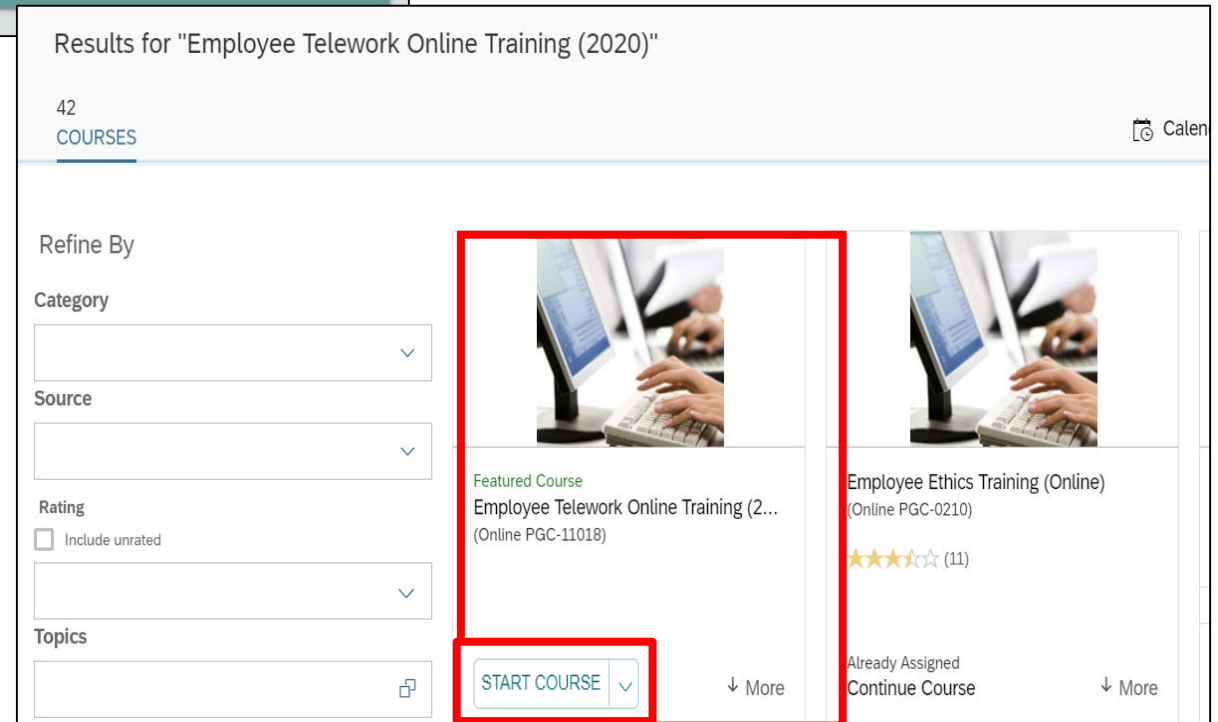
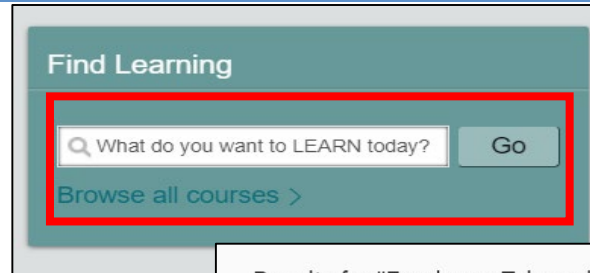
- a. Search for the course using the [Find Learning](#) tile
- b. Complete assigned training using the [My Learning Assignments](#) tile

Please Note: Training that is required for you to complete will be automatically assigned to you in the system and can also be accessed from this tile

STEP 4a | Search for a Course

Navigate to the **Find Learning** tile:

- i. Place your cursor in the search field
- ii. Enter the training search term in the box and click **Go**
- iii. Once you locate the training you are looking for, click **Start Course**



STEP 4b | Complete Assigned Training

Navigate to the **My Learning Assignments** tile

- i. Employees will have **Employee Telework Online Training (2020)** listed under their Learning Assignments
- ii. Managers will have **Manager Telework Online Training (2020)** listed under their Learning Assignments
- iii. Click on **Start Course**

The screenshot displays the 'My Learning Assignments' dashboard. At the top, there is a search bar with the text 'Keyword Course name or ID' and a 'Select All' dropdown menu. Below the search bar, three training assignments are listed. The first is 'Common Money Mistakes (Mass Mutual)' with instructor 'Led PGC-10007 rev.1 2/27/2020'. The second is 'Employee Telework Online Training (2020)' with instructor 'Online PGC-11018 rev.1 4/15/2020'. The third is 'Manager Employee Telework Online Training (2020)' with instructor 'Online PGC-11016 rev.1 4/15/2020'. Each assignment has a 'START COURSE' button with a dropdown arrow. A 'Links' sidebar on the right contains various navigation options like 'Collections', 'Accomplishments', 'Approvals', 'News', and 'Reports'.

STEP 5 | Complete Course

- a. Click **Continue Course**. A screen titled **Online Content Structure** will appear
 - i. Employees- click on the file at the bottom of the screen titled **Employee Telework Online Training**
 - ii. Managers- click on the file at the bottom of the screen titled **Manager Telework Online Training**

The screenshot shows a course page for 'Online PGC-11018 (rev.1 4/15/2020)'. A red box highlights the 'Continue Course >' button. Below this, a 'Back' button and the title 'Online Content Structure' are also highlighted with red boxes. The main content area shows a document icon for 'Employee Telework Online Training (2020)' with details: 'Online PGC-11018', 'Revision: 1 - 4/15/2020 04:42:32 PM America/New York', 'Downloaded Date:', and 'Synchronized Date:'. At the bottom, two red boxes highlight the links for 'Employee Telework Online Training Course Description.' and 'Managing Employee Telework Training Course Description.'

STEP 5 Continued | Complete Course

- b. The online training will open in a separate window. **Click on the play button** to begin the course.
 - i. Use the first set of arrows to advance to the next screen, or revisit a previous screen
 - ii. 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 48 business hours.



Email

CLD@co.pg.md.us