

# Managing Employees Information

## *Instruction Guide*

**Success Factors  
Learning Management System**



# OBJECTIVES

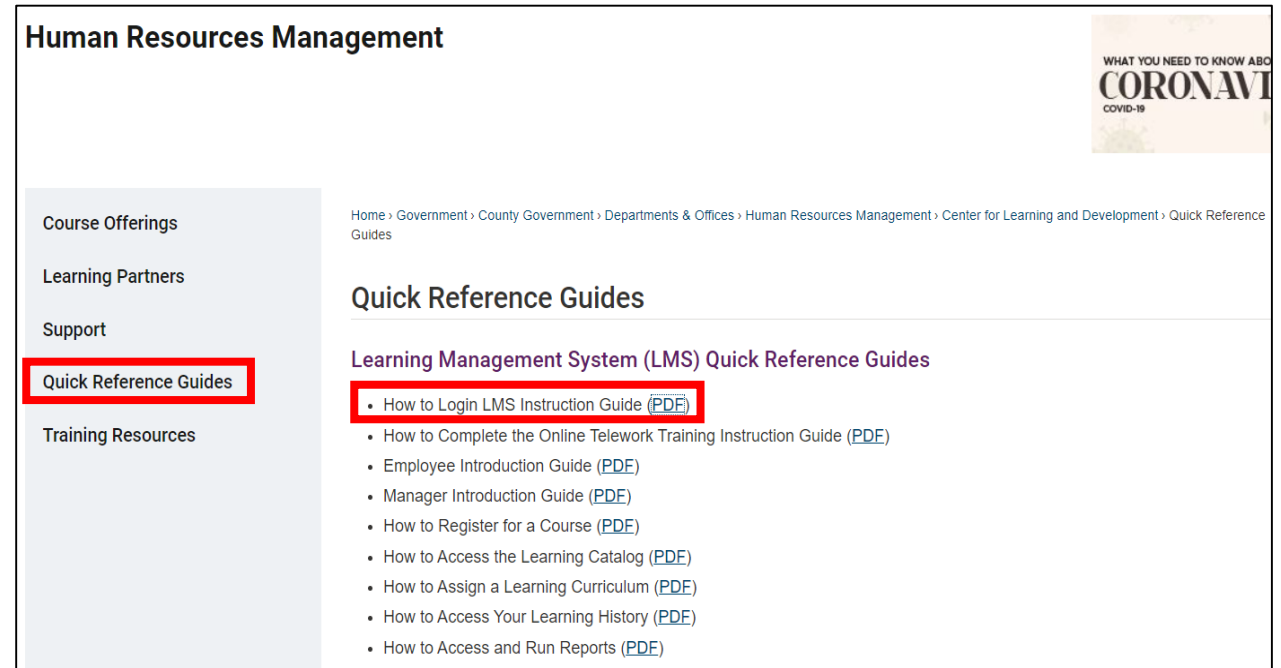
**This instruction guide will show you how to:**

- Navigate to My Employees
- View employees learning plans
- Navigate to Supervisor Links

# 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 | View My Employees

To view your team's learning in the LMS click **"My Employees"** from your Learning homepage

The screenshot shows the LMS Learning homepage. At the top, there is a navigation bar with a home icon, the text 'Learning', and a dropdown arrow. Below this, the main header area contains 'My Learning' and 'My Employees', with 'My Employees' highlighted by a red rectangular box. The main content area is divided into several sections: a 'Featured' section with the text 'There's nothing featured right now.'; a 'Find Learning' section with a search input field containing 'What do you want to LEARN today?' and a 'Go' button; a 'My Employees' section with a pie chart and two data points: 'Overdue (1)' and 'Due in 7 days (1)'; a 'My Learning Assignments' section with a search bar, 'Select All' button, and 'All Assignment Types' dropdown. Below this, there is a warning message: 'You have pending approval requests'. The assignments list includes two items: 'Kronos Overview of the Navigator' (Online KronosWN rev.1 9/18/2018) with a 'CONTINUE COURSE' button, and 'Kronos Using the InTouch Terminal' (Online Online\_Kronos\_1 rev.1 10/4/2018) with a 'START COURSE' button. On the right side, there is a 'Links' section with various links like 'Collections', 'Accomplishments', 'Approvals', 'News', etc., and a 'Recommend...' section with a lightbulb icon and a red circle with the number '0'.

# STEP 3 | View Learning Plan and Supervisor Links

1. In the **“My Employees”** page you can view the **Learning Plan** for all employees assigned to you
2. You can also use the **“Supervisor Links”** on the screen to assign/remove learning, register/withdraw training, and approve training requests for your assigned employees

The screenshot displays the 'My Employees' page for John Smith. A red box labeled '1' highlights the 'Learning Plan' section, which includes a search bar, filters, and a list of courses with overdue dates. A second red box labeled '2' highlights the 'Supervisor Links' section on the right, which contains options like 'Assign/Remove Learning', 'Register/Withdraw Employees', 'Approvals', 'Dashboard', and 'Reports'. Below these sections, the user's status is shown as 'John Smith' and 'No required curricula are assigned'. The 'Learning History' section shows '3 items completed in the last 30 days'.

# 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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