How to Complete Online Telework Training in the LMS
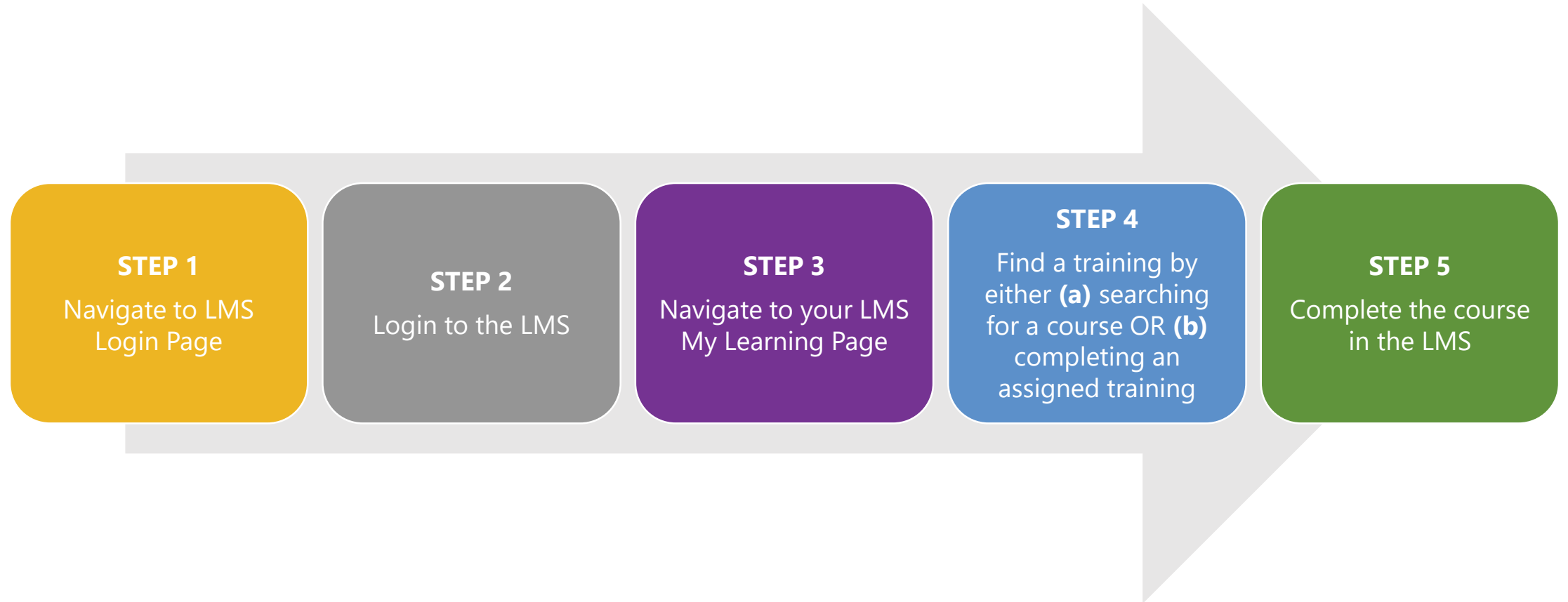## *Instruction Guide*

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 LMS Login Page

STEP 2
Login to the LMS

STEP 3
Navigate to your LMS My Learning Page

STEP 4
Find a training by either **(a)** searching for a course OR **(b)** completing an assigned training

STEP 5
Complete the course in the LMS

STEP 1 | Navigate to the LMS Login Page

a. From your browser window **navigate to** https://www.princegeorgescountymd.gov/3187/Center-for-Learning-and-Development

b. Click **SuccessFactors LMS** button
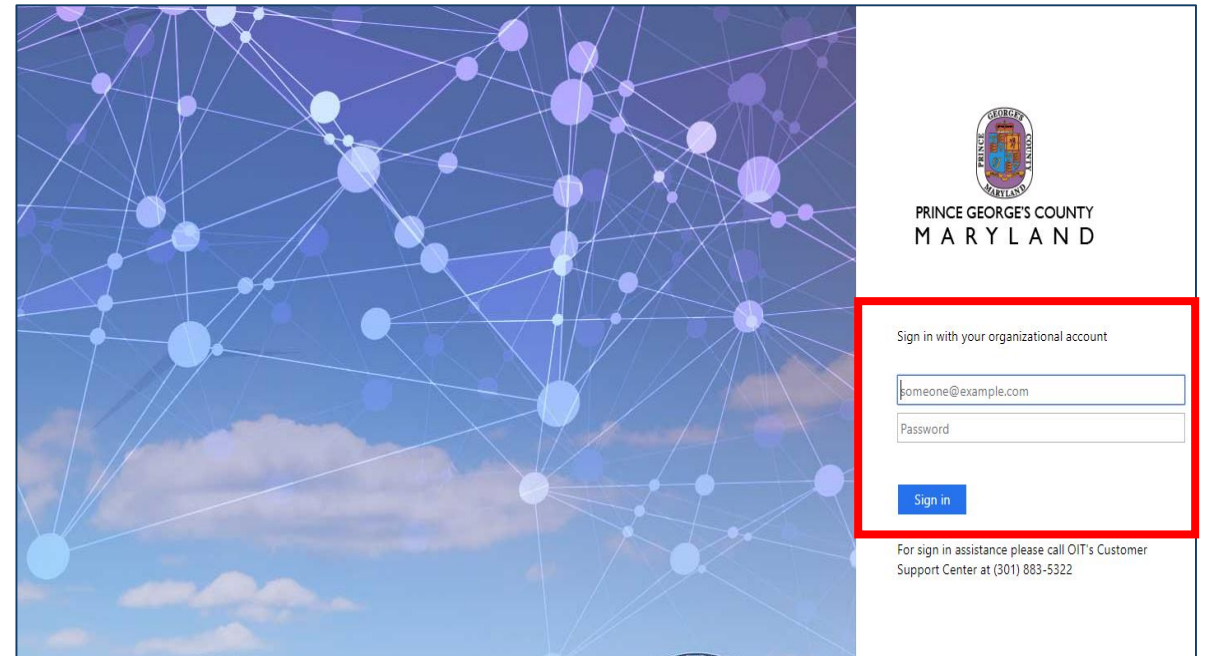
Please Note: You should use the Internet Explorer browser to access the LMS

SuccessFactors LMS Employee-Only Access

Learning Partners

Support
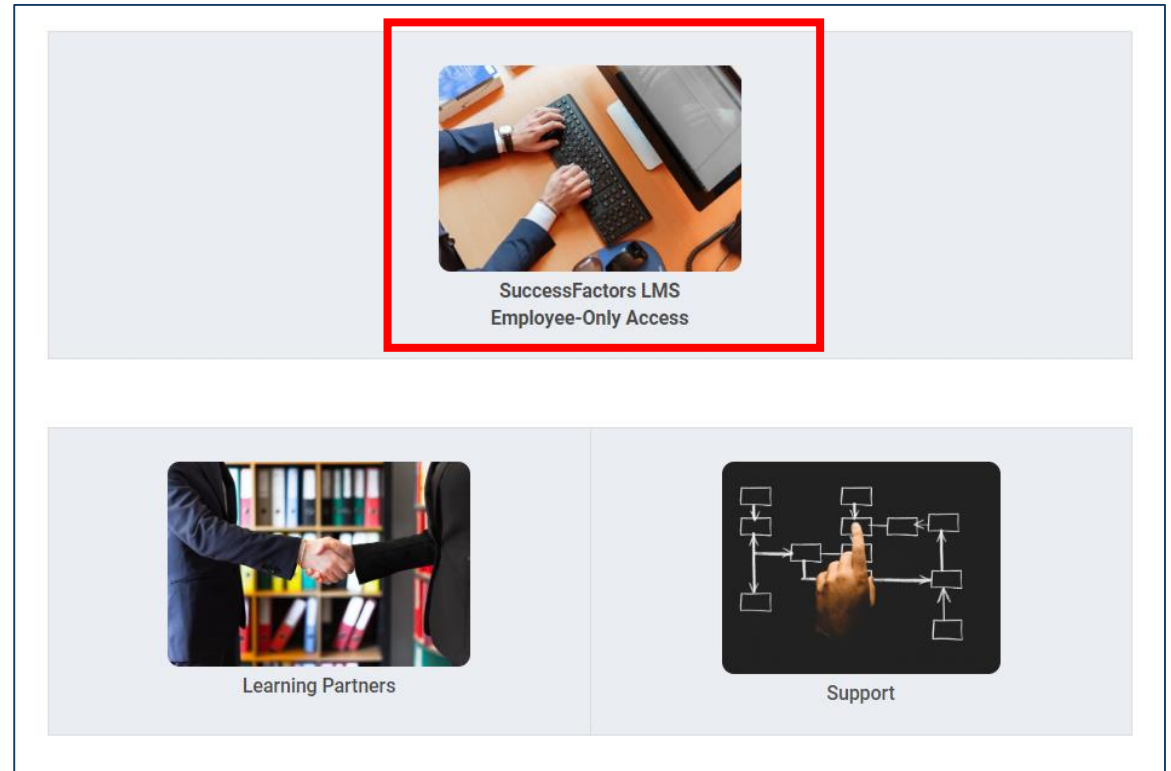
STEP 2 | Login to the LMS

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*

STEP 2 | How to Address Login Errors

- Entering the wrong link, email, or password can cause errors

- If you receive an error message when trying to login the LMS, please go back to Step 1 and enter the link into your browser again.

- If you continue to experience problems, please contact the Center for Learning and Development

a. Once you have logged in, click on the drop down menu and select **Learning**. This will take you to the **My Learning Homepage**
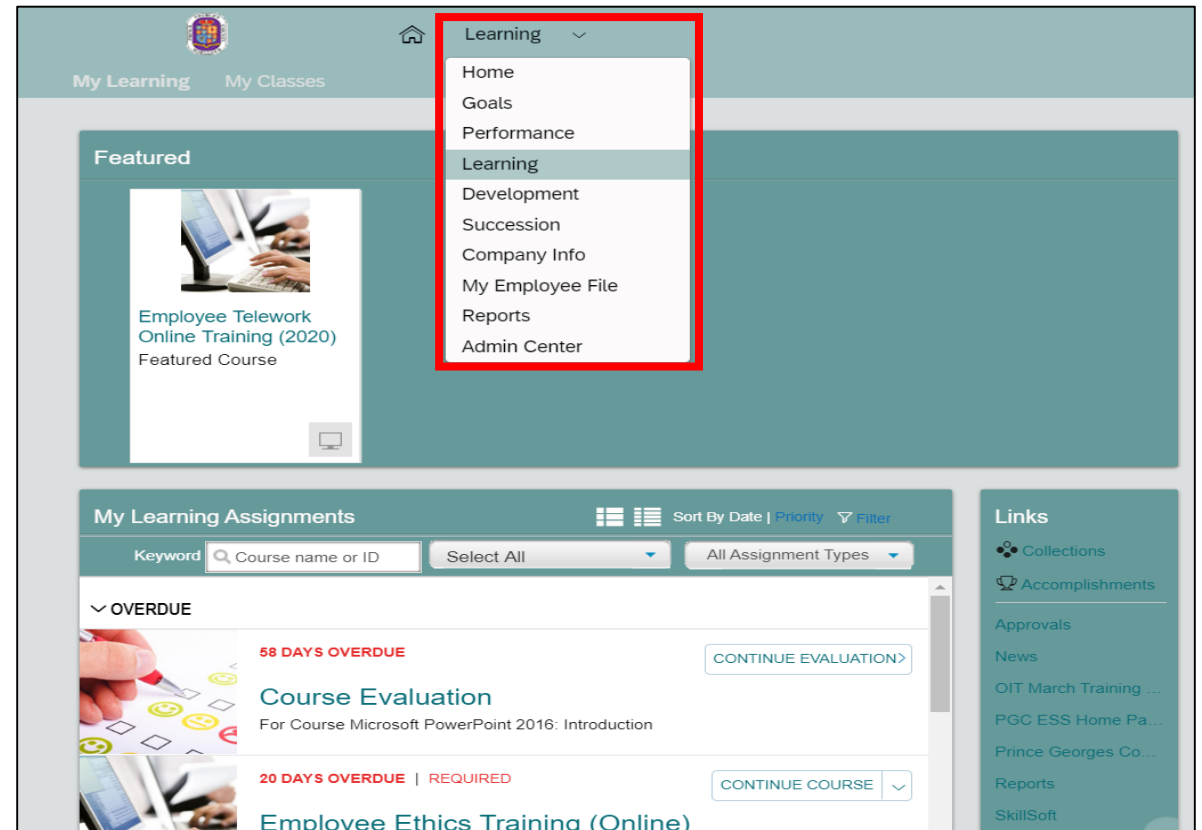
STEP 4 | Find a Training

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**

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**

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**
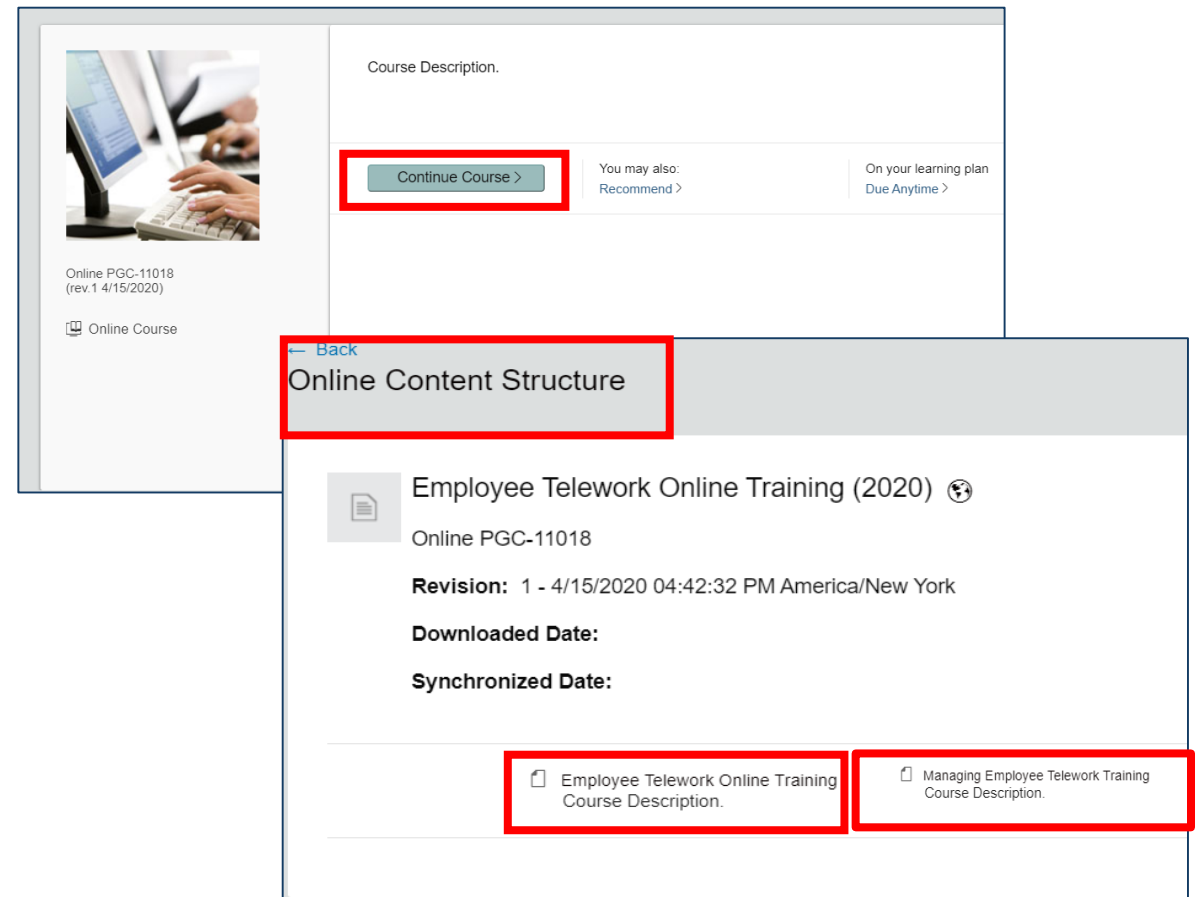
STEP 5 Continued | Complete Course

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

🔒 princegeor.plateau.com/icontent_e/CUSTOM/princegeor/self-managed/PRODUCTION/EmployeeTeleworkTraining2020v...

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