

# 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. Click [here](#) to login LMS
2. If you need additional guidance on how to login the LMS, go to the [Center for Learning & Development website](#), click on the Learning Management System tab and follow the instructions under "Employee Guidance" section

**LMS User Guidance**

Specific guidance on how to complete key functions in the Learning Management System as an employee, manager, and instructor are included below. Each guidance section includes an instruction video and downloadable PDF guide with step-by-step instructions.

**EMPLOYEE GUIDANCE**

The employee guidance section provides detailed instruction guides and videos on key user functions in the Learning Management System. **Please use the arrows to navigate the guidance section and view the available resources.**

A full list of all resources with instruction video and guide links are included below on the following topics:

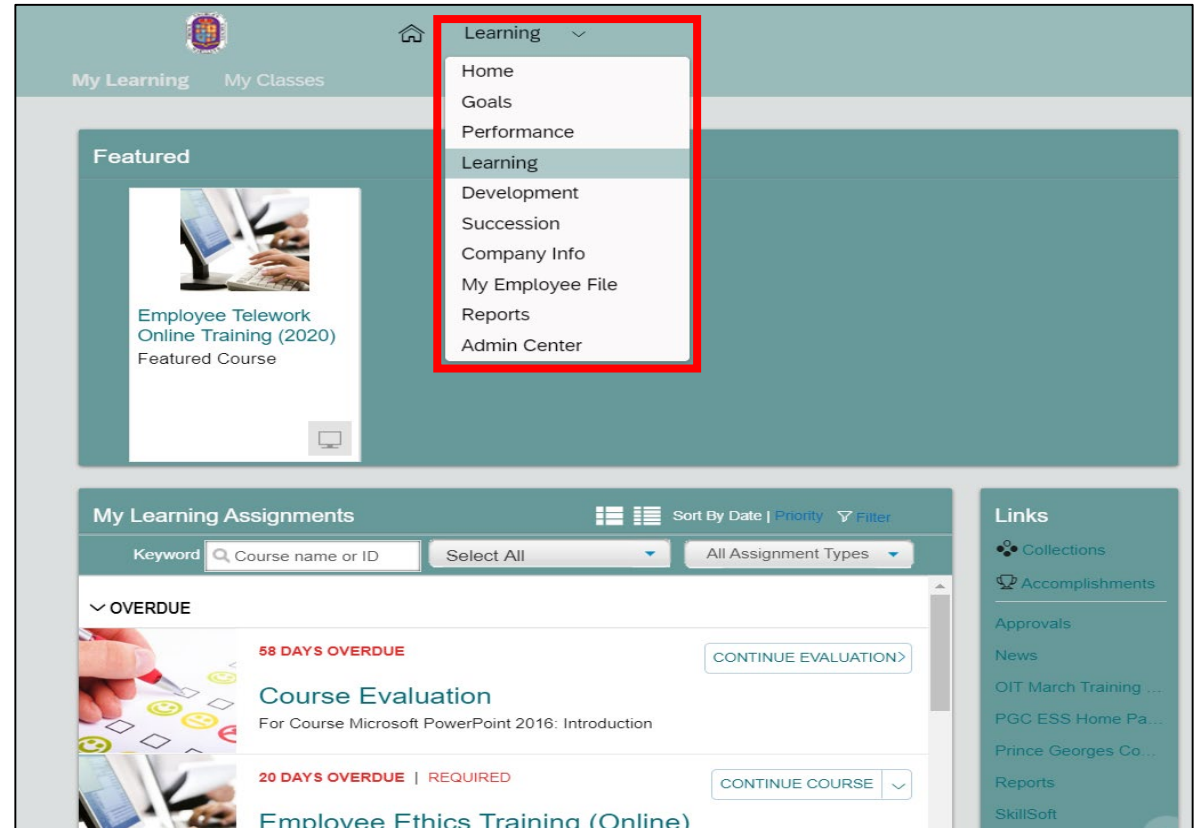
Employee Guidance Topic	PDF Guide	Instruction Video
How to Login the LMS	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Register for a Course	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Complete an Online Course	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Withdraw from a Course	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>
How to Access a Course Certificate	<a href="#">Instruction Guide</a>	<a href="#">Instruction Video</a>

**Please Note:** Use Internet Explorer browser to access the LMS

# STEP 2 | Navigate to My Learning

Once you have logged into the LMS:

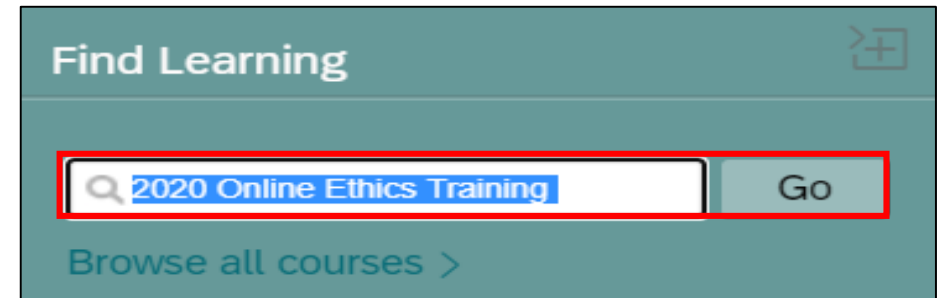
- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**




# STEP 3 | Search for Online Ethics Course

Navigate to the **Find Learning** tile:

1. Place your cursor in the search field
2. Enter New 2020 Online Ethics Training 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 >](#)



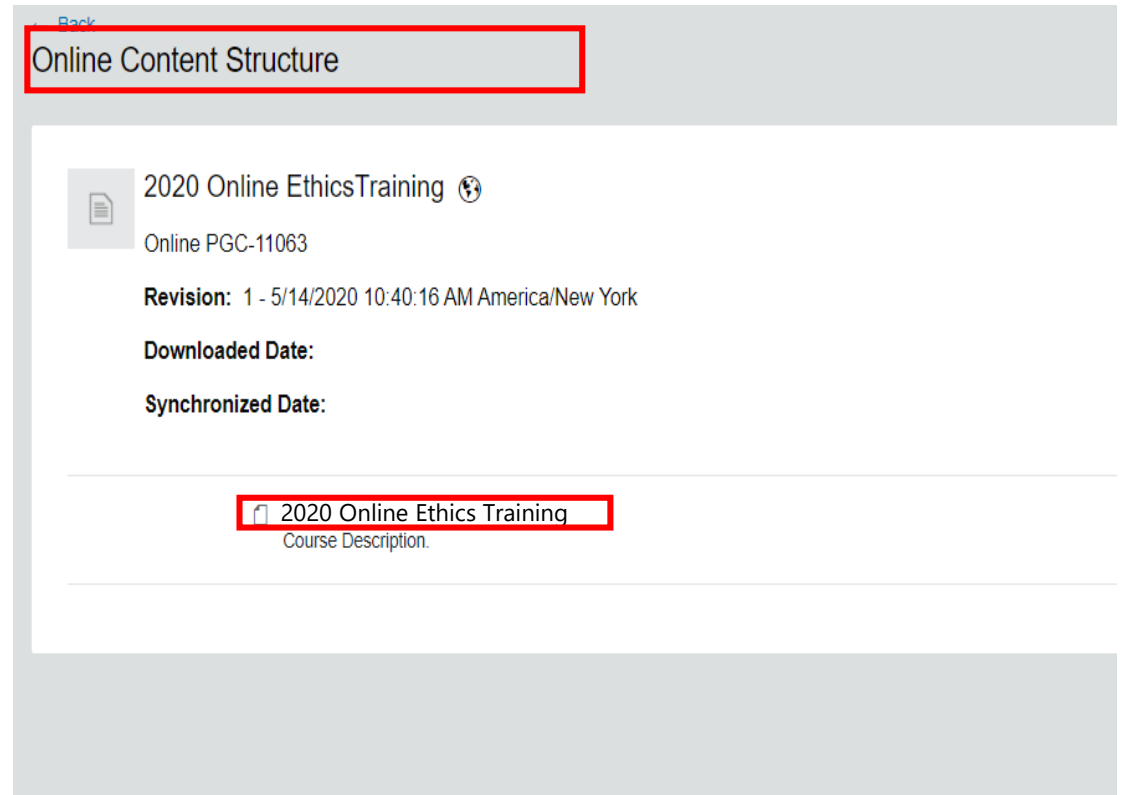


2020 Online Ethics Training  
(Online PGC-11063)

↓ More

# STEP 4 | Begin Online Ethics Course

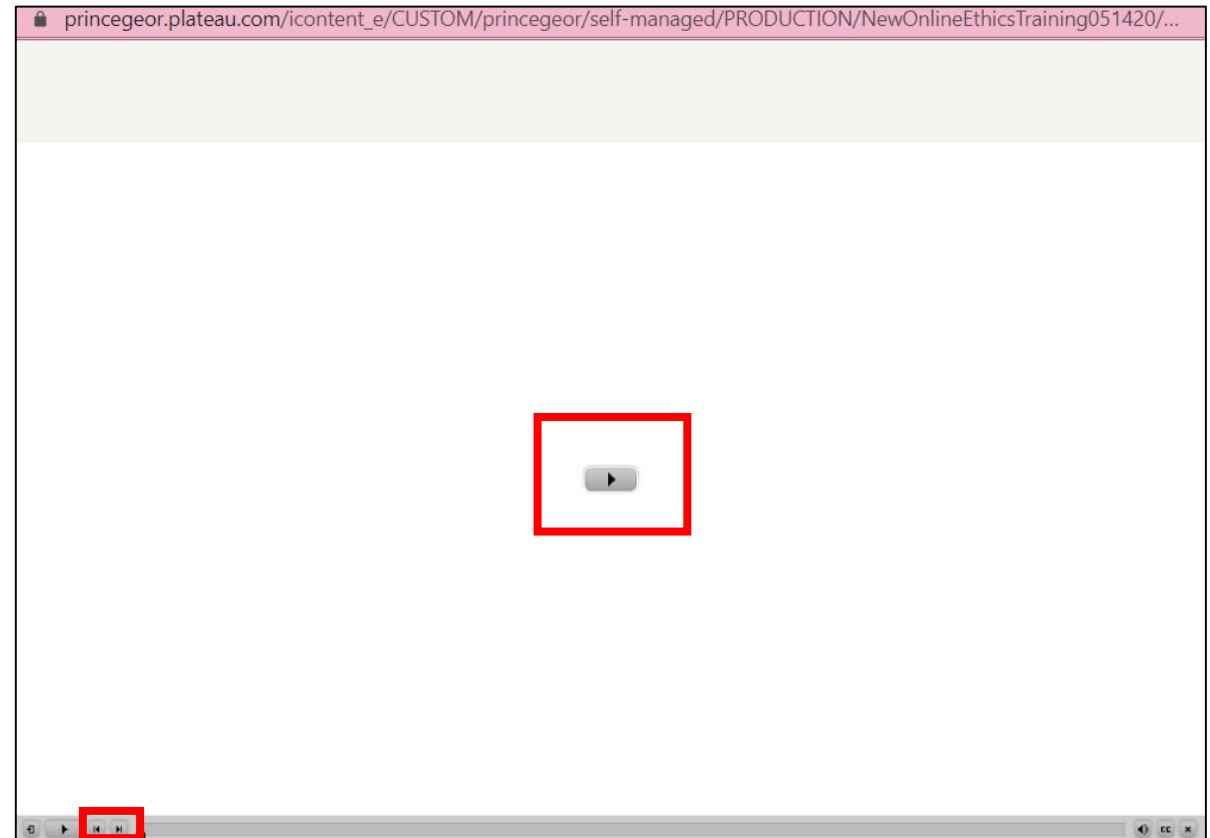
1. Click **Start Course**
2. In the **Online Content Structure** window click on the file titled **2020 Online Ethics Training** at the bottom of the screen



# 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**

[CLD@co.pg.md.us](mailto:CLD@co.pg.md.us)