

# Registering for an Instructor-Led Course

## *Instruction Guide*

**Success Factors  
Learning Management System**



# OBJECTIVES

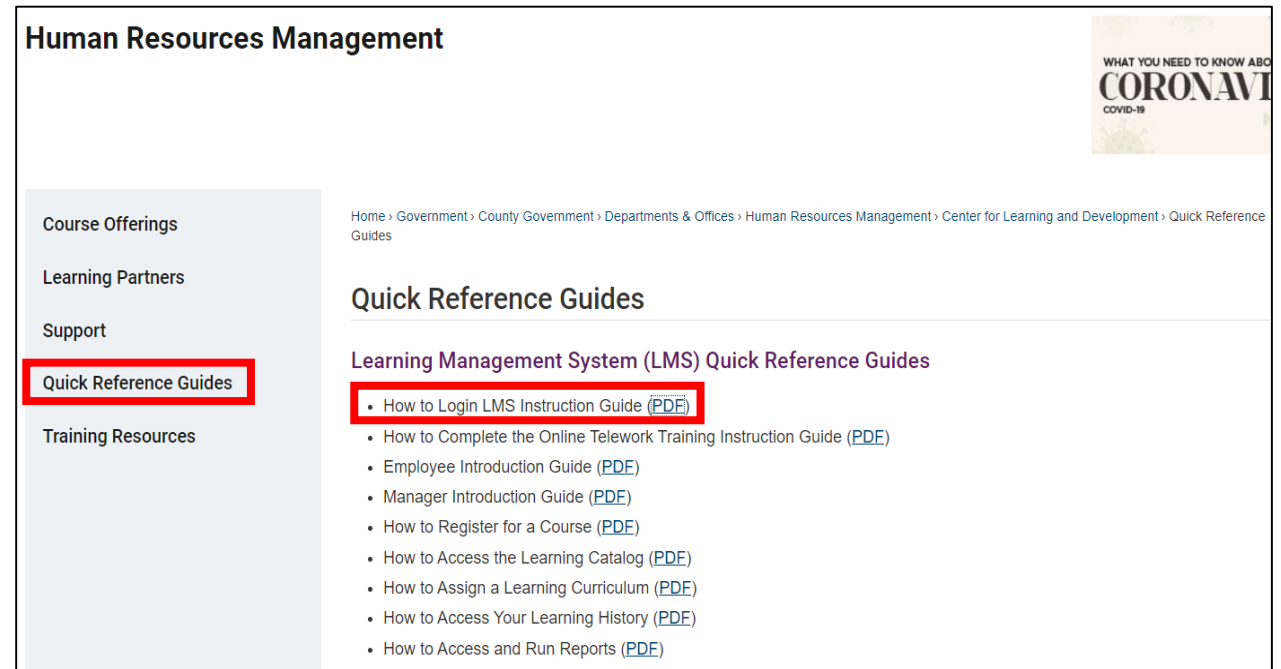
**This instruction guide will show you how to:**

- Search for an instructor-led course
- Register for an instructor-led course

# 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 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 guides, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box. Other guides listed 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 | Search for Instructor-Led Course

After logging into the LMS, navigate to the **Find Learning** tile to search for a course:

1. Place your cursor in the search field
2. Enter the name of the instructor-led course in the box and click **Go**
3. Once you locate the course you are looking for, click **See Offerings**

The screenshot shows the 'Find Learning' interface. At the top, there is a search bar with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar is a link that says 'Browse all courses >'. The search results are displayed under the heading 'Results for "Employee Ethics Training: Requirements for all employee"'. There are 44 courses listed. The results are refined by 'Category', 'Source', and 'Rating'. The 'Rating' section has a checkbox for 'Include unrated'. A course card is visible, showing a photo of a man presenting to a group. The course title is 'Employee Ethics Training: Requirements...' (Instructor\_Led PGC-0040). It has a rating of 4.5 stars (3 reviews). A red box highlights the 'See Offerings' button at the bottom of the course card.

# STEP 4 | Register for Instructor-Led Course

Locate the date and time of the course you want to attend under the **Offerings** tab

1. Click **Register Now** under the date you want to attend
2. A warning screen will appear telling you that an approval request will be sent to your supervisor
3. Click **Yes**

**Please Note:** All instructor led training requires supervisor approval

The screenshot shows a course registration interface. At the top, the course title is 'Employee Ethics Training: Requirements for all employees, elected and appointed officials'. Below the title is a star rating of 4.5 (4 stars and 1 half star) with '(3)' reviews. There are two tabs: 'Details' and 'Offerings', with 'Offerings' selected and highlighted with a red box. Under the 'Offerings' tab, a date and time range '6/26/2020 10:30:00 AM - 6/26/2020 12:00:00 PM America/New York' is highlighted with a red box. Below this is the location: 'Career Enrichment Center (1400 McCormick Drive, Largo, MD 20774) - RMS Classroom Suite 139 Room 01'. A description follows: 'All employees should be aware of the County's specific rules that govern behavior in Prince George's County G... mandatory course is designed to educate the workforce and fulfill the County mandate to provide increased acc... More'. Below the description, it says '25 seats available'. A 'Register Now' button is highlighted with a red box. Below the registration button is a 'Warning' section with a grey header. Under 'Warning Details:', there is a bullet point: 'The scheduled offering (11012) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.' Below the warning is the question 'Do you wish to proceed?' and two buttons: 'No' and 'Yes', with the 'Yes' button highlighted by a red box.

# STEP 5 | Register for Instructor-Led Course

1. In the window titled **Registration** click **Confirm**
2. You will receive a confirmation window with a **Success** status at the bottom of the screen

The screenshot shows a web interface for course registration. The top section is titled "Registration" and contains a message: "The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved." Below this message are two buttons: "Previous" and "Confirm". The "Confirm" button is highlighted with a red box. Below the buttons, the course details are listed: "Scheduled Offering", "Employee Ethics Training: Requirements for all employees, elected and appointed officials", and "Instructor\_Led PGC-0040". A "Back" link is visible on the left. The bottom section of the window is also titled "Registration" and shows "Registration Comments → Finished". It repeats the course details and provides additional information: "Revision: 1 - 1/1/2020 12:01:00 AM America/New York", "Start Date: 6/26/2020 10:30:00 AM America/New York", "End Date: 6/26/2020 12:00:00 PM America/New York", and "Capacity: 0 of 25 enrolled, 0 waitlisted, 3 pending". At the bottom of this section, the word "Success" is displayed and highlighted with a red box.

# 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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