



# Prince George's County Government NEOGOV Learn Instruction Guide

How to Track and Generate Learning Plan Activity Reports



**OHRM** Office of Human  
Resources Management

**OHRM** Office of Human  
Resources Management  
County Executive



# Instruction Guide Topics

## **This instruction guide will show you:**

- Login to the LMS
- Navigate to the Learn Portal to Access HR User Navigation Bar
- View and Run Learning Plans Activity Report for your Agency

# Internet Browsers Used to Access NEOGOV Learn

**NEOGOV Learn can be accessed using two internet browsers:**

- Google Chrome
- Microsoft Edge

**These systems should be used to ensure that all functionality in NEOGOV Learn is accessible.**



**Microsoft Edge**



**Google Chrome**

# STEP 1 | Navigate to the LMS Login Page

- a. From your browser window **navigate to the OHRM County Learning and Development webpage [online here](#)**
- b. Click **NEOGOV Learn LMS** image

**Please Note:** You must use either the Google Chrome or Microsoft Edge with Chromium internet browsers to access the LMS



## New LMS Access - NEOGOV Learn

Available starting June 1, 2021

Please click the image below to access the new Prince George's County Learning Management System.



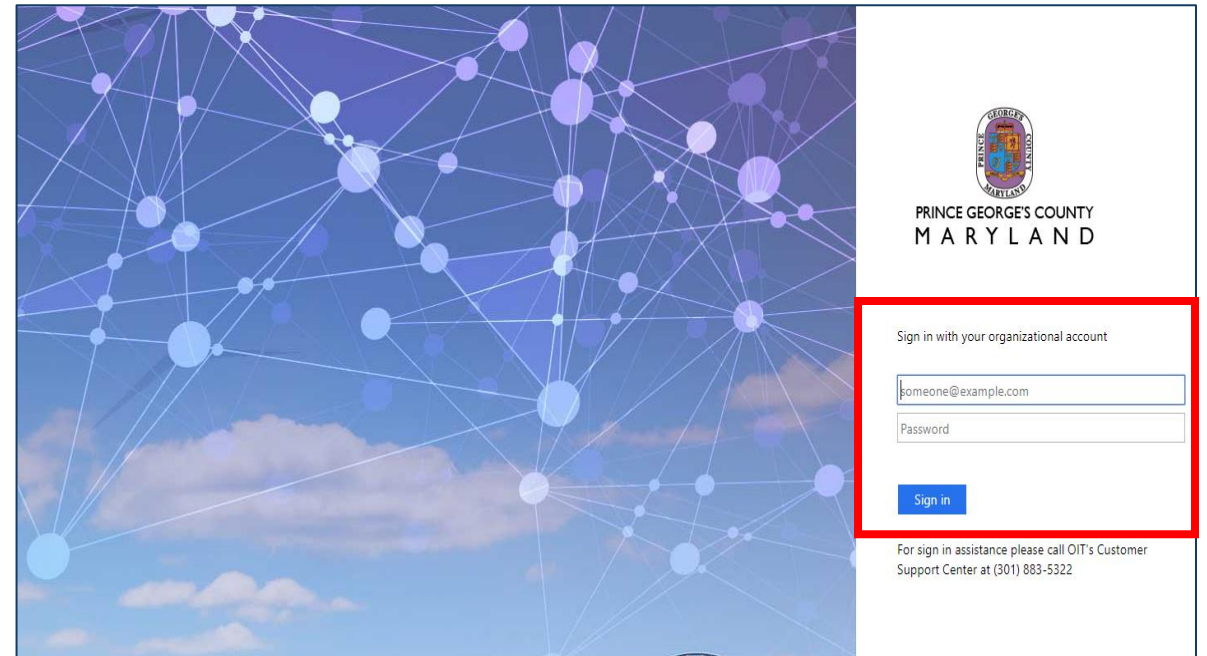
Prince George's County Learning Management System (LMS)  
(Employee-Only Access)

# STEP 1 *(continued)* | Login to the LMS

Employees are able to use **Single Sign On** to login to **NEOGOV Learn**.

- 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 2 | To Access NEOGOV Learn Portal

## To Access NEOGOV Learn:

1. From the main NEOGOV page, use the mouse and hover over the Dashboard icon near the top of the screen
2. A dropdown menu will show Onboard and Learn. Click **Learn** to access the Learn portal.

The screenshot displays the NEOGOV Learn portal interface. At the top, the user is identified as Claude Test, Administrative Specialist 1G, Office of Human Resources Mgmt. The navigation menu on the left includes Dashboard, Tasks (12), People, Performance, Training, and Reports. The main content area shows a 'My Tasks' section with an overall status bar indicating 3 Overdue, 2 Due This Week, and 7 Due Later tasks. A 'TRAINING · ONLINE COURSE' section is visible at the bottom. The right sidebar contains 'People' information (MY MANAGER: Manager Test) and 'Quick Actions' (Write a Journal, Browse Training, View my current).

# STEP 2 (continued) | To Access NEOGOV Learn Portal

3. From the Navigation bar, click **Training Activity**.

a. An HR User will be able to view and Generate Learning Plan Training Activity reports for their Agency's when selecting the Learning Plans Activity tab.

**3a**

PRINCE GEORGE'S COUNTY GOVERNMENT  
**Course Activity**

- Not Started
- In Progress
- Completed
- Not Completed
- Pending Enrollment

In Progress 2 (12%)  
Not Completed 0 (0%)  
Pending Enrollment 0 (0%)  
Completed 0 (0%)  
Not Started 15 (88%)

OVERDUE COURSE ENROLLMENT METRICS

3  
Total Overdue

Overdue Not Started 2  
Overdue In Progress 1

First Name	Last Name	Employee ...	Position	Department	Course Name	Course Code	Enrollment...	Due Da
Test		00000	Administrative S	Office of Human	A COVID-19 Res	RW02	01/30/2021	03/31/21

# STEP 3 | View and Generate Report for Learning Plans Based on Learning Plans

To view and generate a Learning Plan Report for a specific **Learning Plans**:

1. From the **Training Activity** menu Navigate to the **Filters** section on the screen and select your **Learning Plan**.
2. On the **Learning Plan** section, click the + sign to see the dropdown menu, listing all Learning Plans and select specific Learning Plan.

**NOTE:** In addition to the Learning Plan filter, HR Users can use the Filter to track activity based on a specific **Department**, **Due Date Range**, **Course(s)**, and/or **Learner(s)**.

The screenshot shows the 'Training Activity' report interface. At the top, the 'Course' filter is set to 'Learning Plans', which is circled in green. The main content area is divided into two sections: 'Learning Plan Activity Based on Status' and 'Overdue Metrics'. The 'Learning Plan Activity Based on Status' section features a pie chart with two segments: 'In Progress' (1, 33%) and 'Not Started' (2, 67%). The 'Overdue Metrics' section shows 'Total Overdue' as 1, circled in red, and 'Overdue Not Started' as 1. A red box highlights the 'Learning Plan' filter dropdown menu, which is open and shows a list of learning plans: 'Mandatory Online...', 'Process for Supervisors', 'New County Employee Mandatory Trainings', 'TEST', and 'TEST - Business Communication Essentials'. An arrow points from the 'Learning Plan' filter in the dropdown to the 'Learning Plan' filter in the 'Filters' section on the right. The 'Filters' section is marked with a red '1' and contains several filter options: 'Due Date Range' (set to 'All Time'), 'Department' (set to 'All'), 'Position' (set to 'All'), and 'Learner' (set to 'All'). The 'Learning Plan' filter in the 'Filters' section is circled in green and marked with a red '2'. At the bottom of the page, there is a table with columns for 'First Name', 'Last Name', 'Position', 'Department', 'Learning Plan', and 'Progress'. The table shows three rows of data for a learner named 'Claude Test' in the 'Administrative...' department, with learning plans 'TEST - Business ...', 'TEST', and 'Employee Perfor...'. The page also includes a 'Bulk Actions' button, a 'Showing 1 - 3 of 3 items' indicator, and a '10 Items per page' dropdown.

# STEP 3 (continue) | View and Generate Report for Learning Plans Based on Learning Plans

3. The bar above the table permits the HR User to set parameters of the information to capture in the report.
4. Select the appropriate Department to narrow down the data.
5. To run a full report on all Agency course activity, check the top box to select all of the learners and information in the table.
6. Click **Bulk Actions**.
7. A menu will appear on the side for the manager to select to Export report as a **PDF**, **CSV**, or **Excel**. Select document format and the document will download.

The screenshot shows the NEOGOV LE Learning Plans interface. At the top, there is a navigation bar with 'NEOGO V LE Learn' and a dropdown menu. Below this is a secondary navigation bar with 'Dashboard', 'My Courses', 'Course Catalog', 'Learners', 'Training Activity', 'Libraries', 'Learning Plans', and 'Course M...'. The main content area is divided into several sections: 'Learning Plan Activity Based on Status' with a pie chart showing 'In Progress 1 (33%)' and 'Not Started 2 (67%)'; 'Overdue Metrics' with a gauge showing 'Overdue - Not Started' and 'Overdue No 1'; and a 'Filters' section on the right with 'Due Date Range' (All Time), 'Department' (All), 'Position' (All), and 'Learning Plan' (Mandatory Online...). Below the filters is a table with columns: First Name, Last Name, Position, Department, Learning Plan, Progress, and Status. The table has three rows of data. A red box highlights the table header bar (callout 3), the Department filter dropdown (callout 4), the 'All' checkbox in the table header (callout 5), the 'Bulk Actions' button (callout 6), and the 'Actions' menu on the right (callout 7). The 'Actions' menu includes 'Export to PDF', 'Export to CSV', and 'Export to Excel'.

<input checked="" type="checkbox"/>	First Name	Last Name	Position	Department	Learning Plan	Progress	Status
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST - Business ...	0%	Not Started
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST	0%	In Progress
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	Employee Perfor...	0%	Not Started

# Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) division for questions or support accessing NEOGOV Learn.

The LPOD division will respond within three (3) working days.



**Email**

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