



# Prince George's County Government NEOGOV Learn Instruction Guide

## How to Enroll in Courses in NEOGOV Learn



# Instruction Guide Topics

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

1. Search for Courses
2. Enroll in an Instructor-led course
3. Enroll in an Online course

# 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 | Search for Courses

## Training

Overview

My Courses

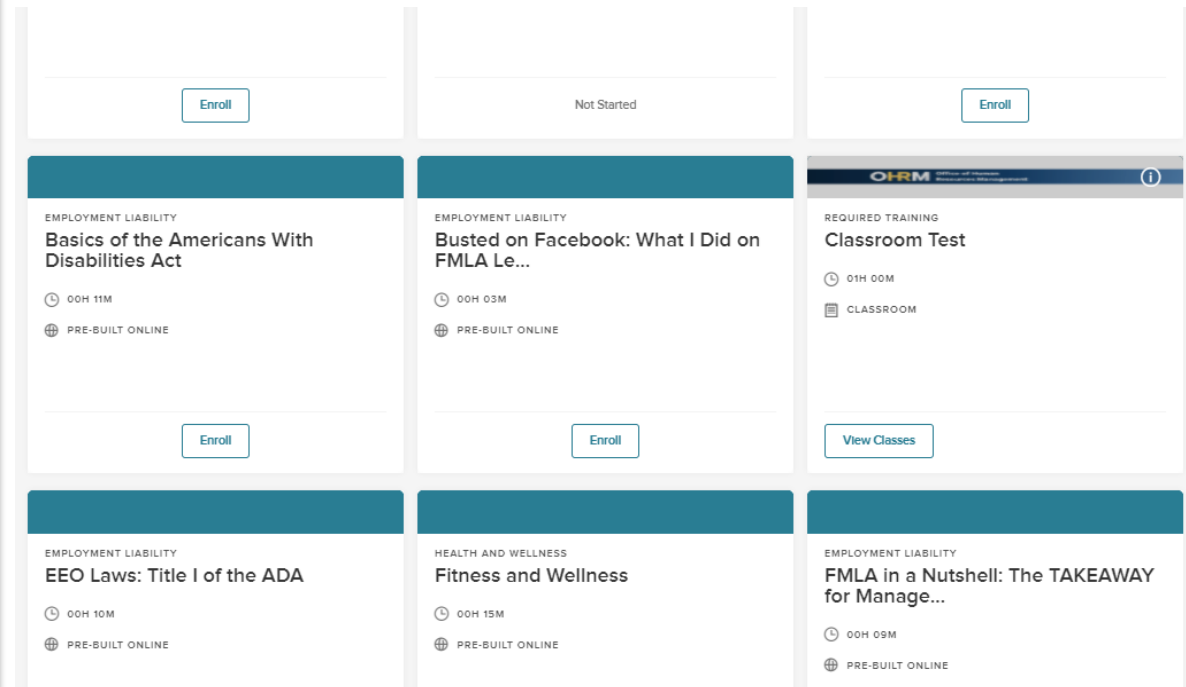
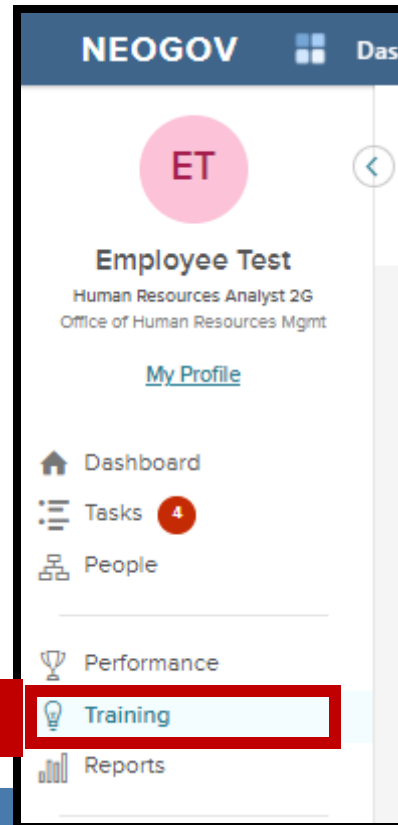
**2** Course Catalog

Training Activity Report

 Calendar

After logging into the LMS,

1. Click the **Training** tab from the side menu bar
2. Navigate to the **Course Catalog** tab on the Navigation Bar to search for a course. Both instructor led courses and online courses are listed in the Course Catalog.



# STEP 3 | Enroll in Instructor-Led Courses

To Enroll in an instructor led course from the **Course Catalog**:

1. Select a **“Classroom”** Course and click **View Classes** on the course card
2. A menu will appear, listing all available classes a user can enroll in. Click the class with the desired date and time.
3. Once class is selected click **Enroll**

**OHRM** Office of Human Resources Management

REQUIRED TRAINING  
Classroom Test

🕒 -  
📅 CLASSROOM

**1** View Classes

Select a Class Close **3** Enroll

**2**

DATE	TIME	INSTRUCTOR
May 13, 2021	09:30 AM - 10:30 AM	Lauren Jenkins

LOCATION	ENROLLMENT
Online Webinar	0

Classroom Test-1 Test001-1

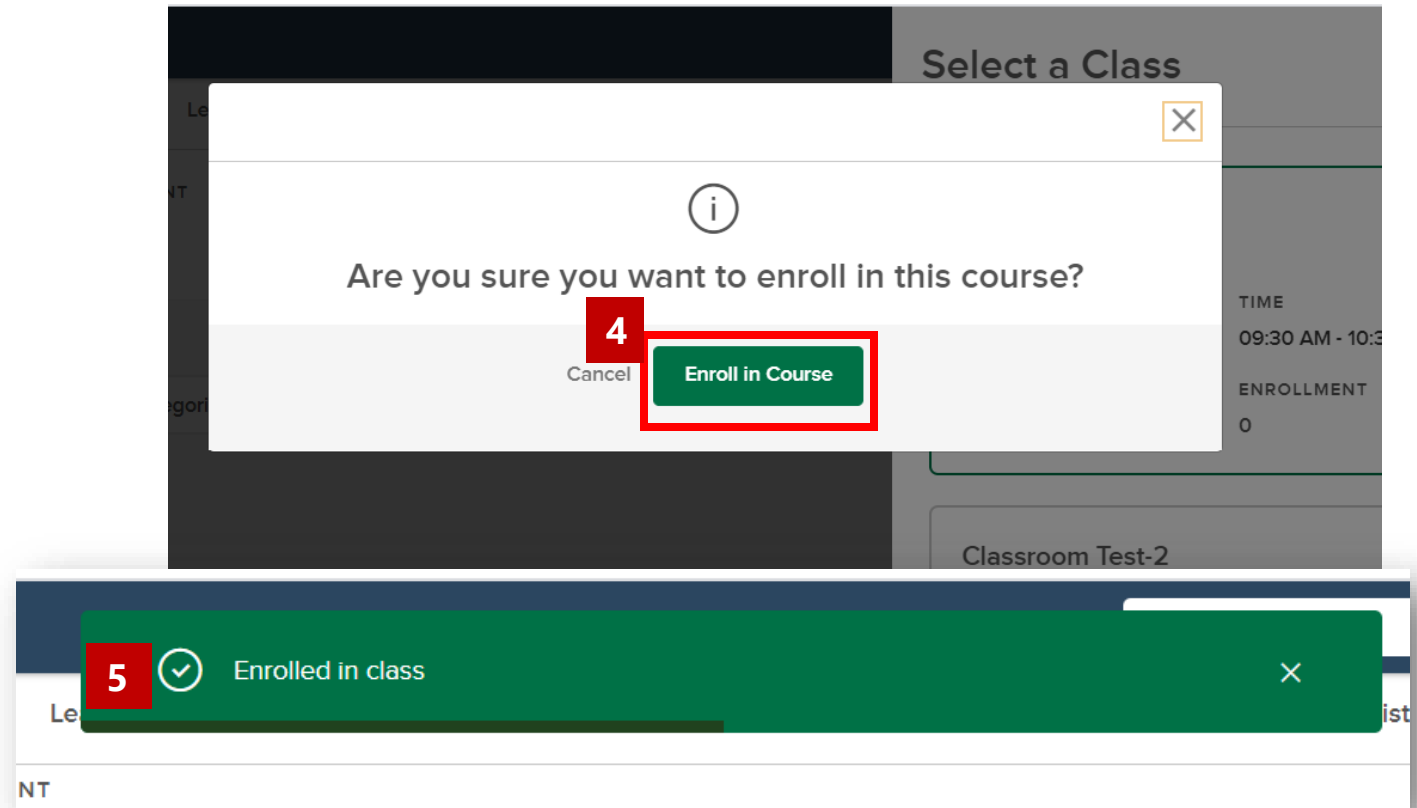
DATE	TIME	INSTRUCTOR
May 20, 2021	04:30 PM - 05:00 PM	Lauren Jenkins

LOCATION	ENROLLMENT
Online Webinar	0/20

Classroom Test-2 Test001-2

## STEP 3 (continued) | Enroll in Instructor-Led Courses

4. A warning screen will appear asking if the user would like to “enroll in this course?” Click **Enroll in Course**.
5. Once the user selects to enroll in the course, a notification will appear on the screen stating that the user has been **Enrolled in class**.





# STEP 3 (continued) | Enroll in Instructor-Led Courses

## Training

Overview

My Courses

Course Catalog

Training Activity Report

1

Calendar

**Users can also enroll in Instructor-Led Courses via the Calendar.**

1. Click the Calendar icon. All available courses to enroll in are displayed in Orange.
2. Click on any time and title of an orange class to open its course Details page to view classes and enroll in the course.

The screenshot displays the LMS interface with the 'Calendar' icon highlighted in a red box (1). Below, the calendar for May 2021 is shown. A red box (2) highlights the date '13', with a red arrow pointing to a course event titled '8:00 am Developing...'. The calendar grid shows dates from Sun 25 to Sat 1, with course events marked on various days.

# STEP 4 | Enroll in Online Courses

## Training

Overview

My Courses

**1** Course Catalog

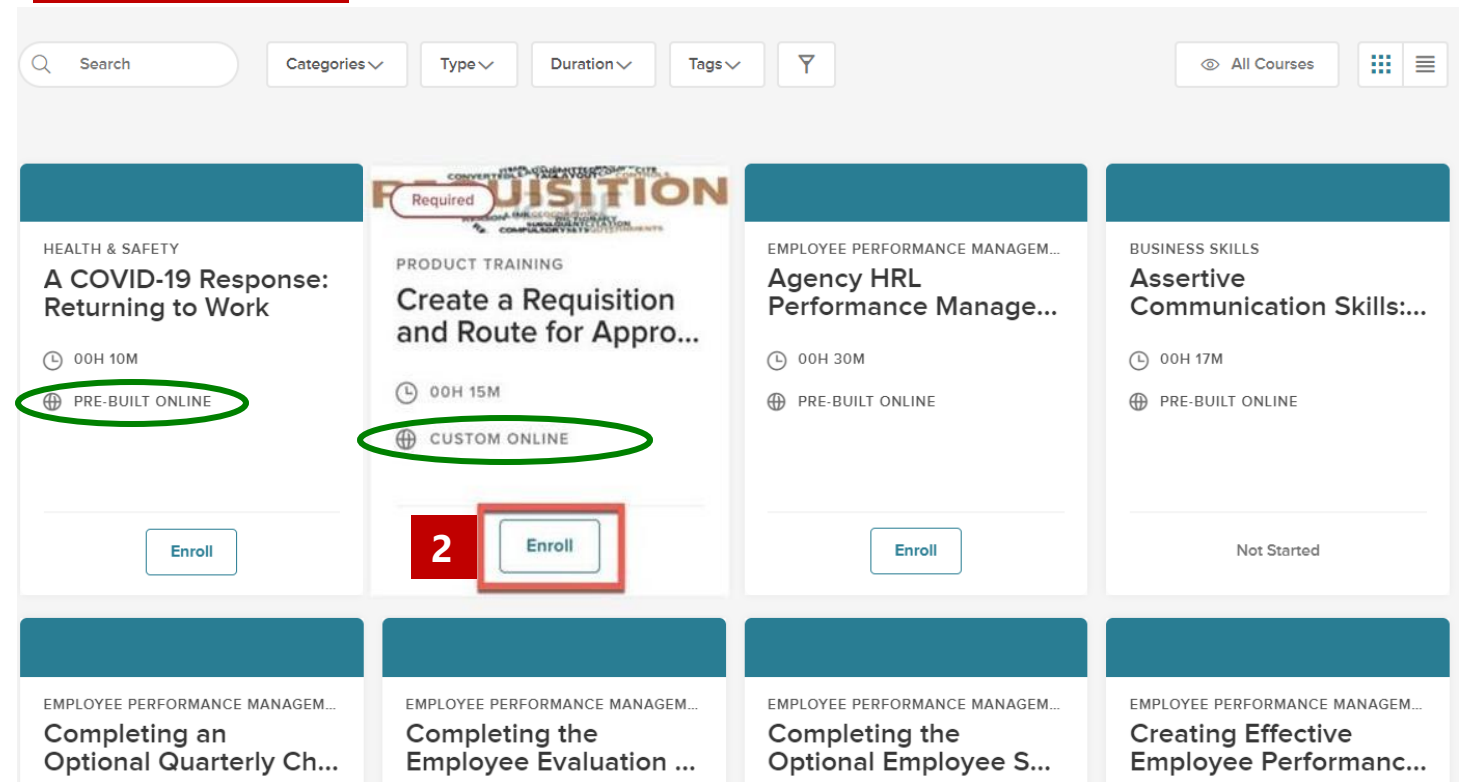
Training Activity Report

 Calendar

To Enroll in Online Courses

1. Navigate to the **Course Catalog** tab on the Navigation Bar to search for a course. Online Courses will be labeled as **pre-built online** or **custom online course**.

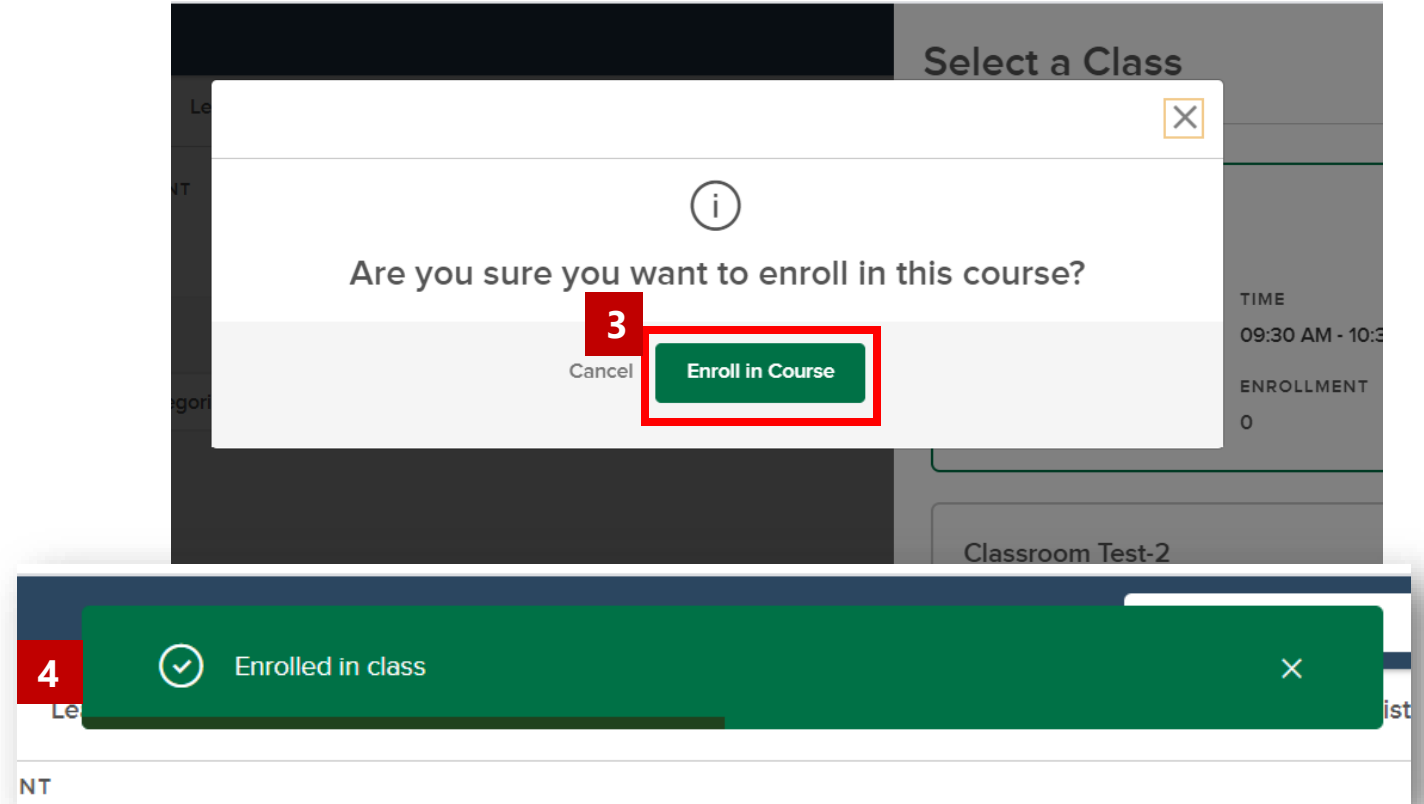
2. Click **Enroll** to enroll in an online course.



The screenshot displays the Course Catalog interface. At the top, there is a search bar and several filter dropdowns: Categories, Type, Duration, and Tags. A 'Calendar' icon is visible in the top right corner. The main content area shows a grid of course cards. The first card is titled 'HEALTH & SAFETY A COVID-19 Response: Returning to Work' with a duration of 00H 10M and is labeled 'PRE-BUILT ONLINE'. The second card is titled 'PRODUCT TRAINING Create a Requisition and Route for Appro...' with a duration of 00H 15M and is labeled 'CUSTOM ONLINE'. The third card is titled 'EMPLOYEE PERFORMANCE MANAG... Agency HRL Performance Manage...' with a duration of 00H 30M and is labeled 'PRE-BUILT ONLINE'. The fourth card is titled 'BUSINESS SKILLS Assertive Communication Skills:...' with a duration of 00H 17M and is labeled 'PRE-BUILT ONLINE'. Each card has an 'Enroll' button at the bottom. A red box highlights the 'Enroll' button on the second card, and a green circle highlights the 'CUSTOM ONLINE' label. A red box with the number '2' is also present near the 'Enroll' button.

# STEP 4 (continued) | Enroll in Online Courses

3. A warning screen will appear asking if the user would like to "enroll in this course?" Click **Enroll in Course**.
4. Once the user selects to enroll in the course, a notification will appear on the screen stating that the user has been **Enrolled in class**.



# 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)