

How to Complete Online Telework Training in the LMS

Instruction Guide

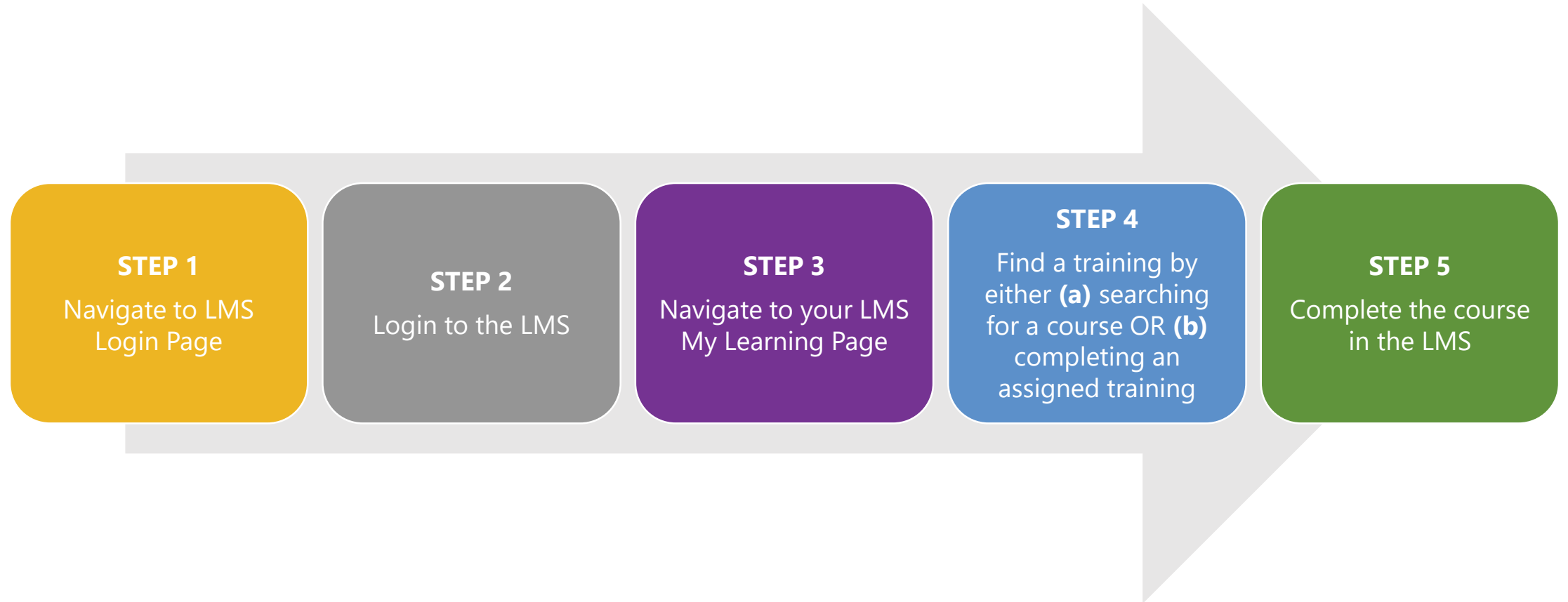
**Success Factors
Learning Management System**

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 

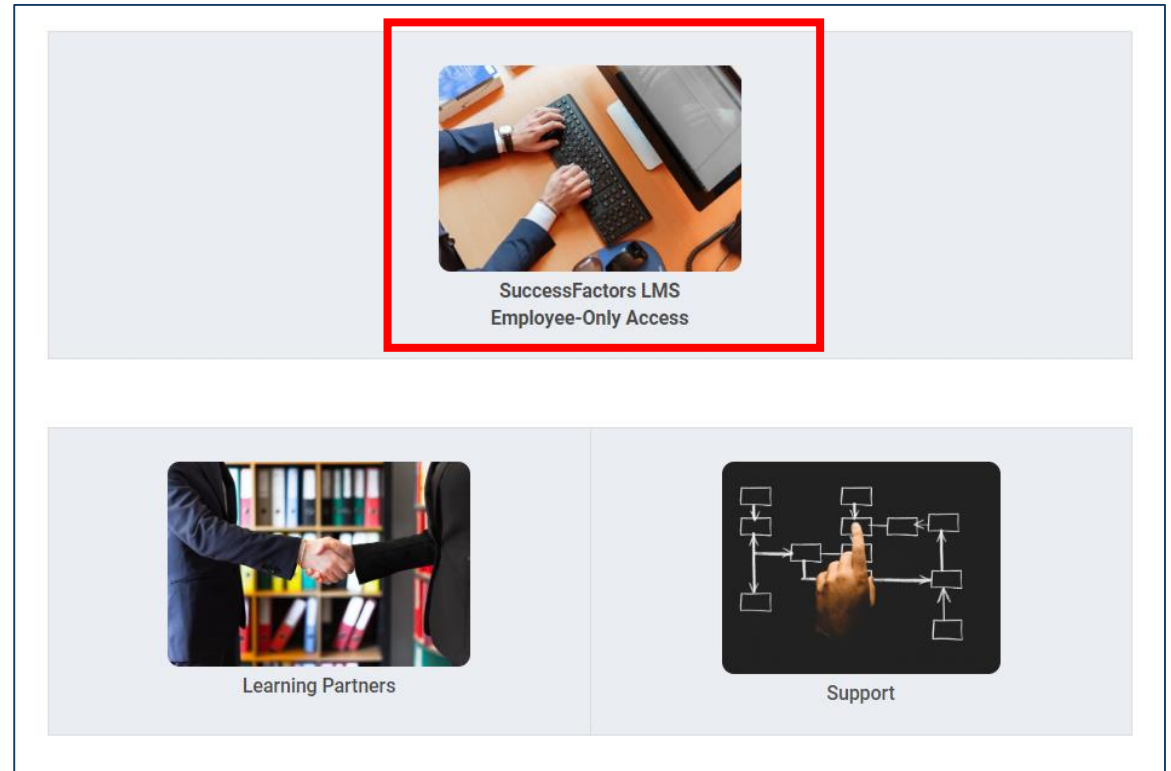
PROCESS | Complete an Online Training



STEP 1 | Navigate to 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

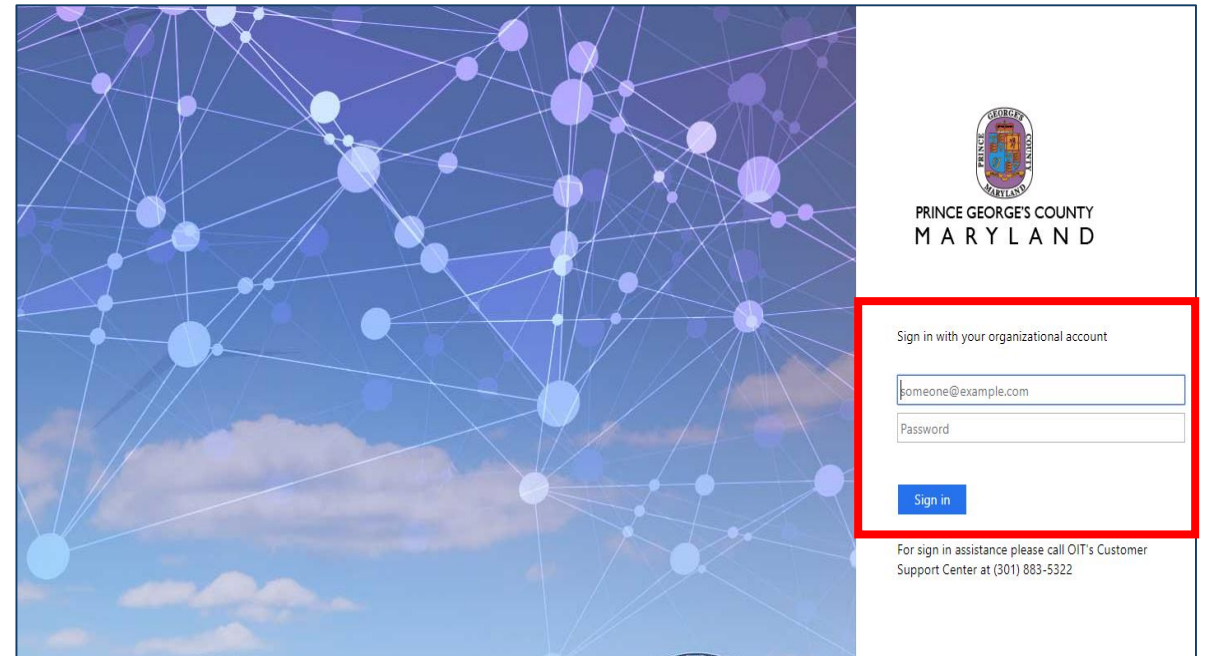
Please Note: You should use the Internet Explorer browser to access the LMS



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



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

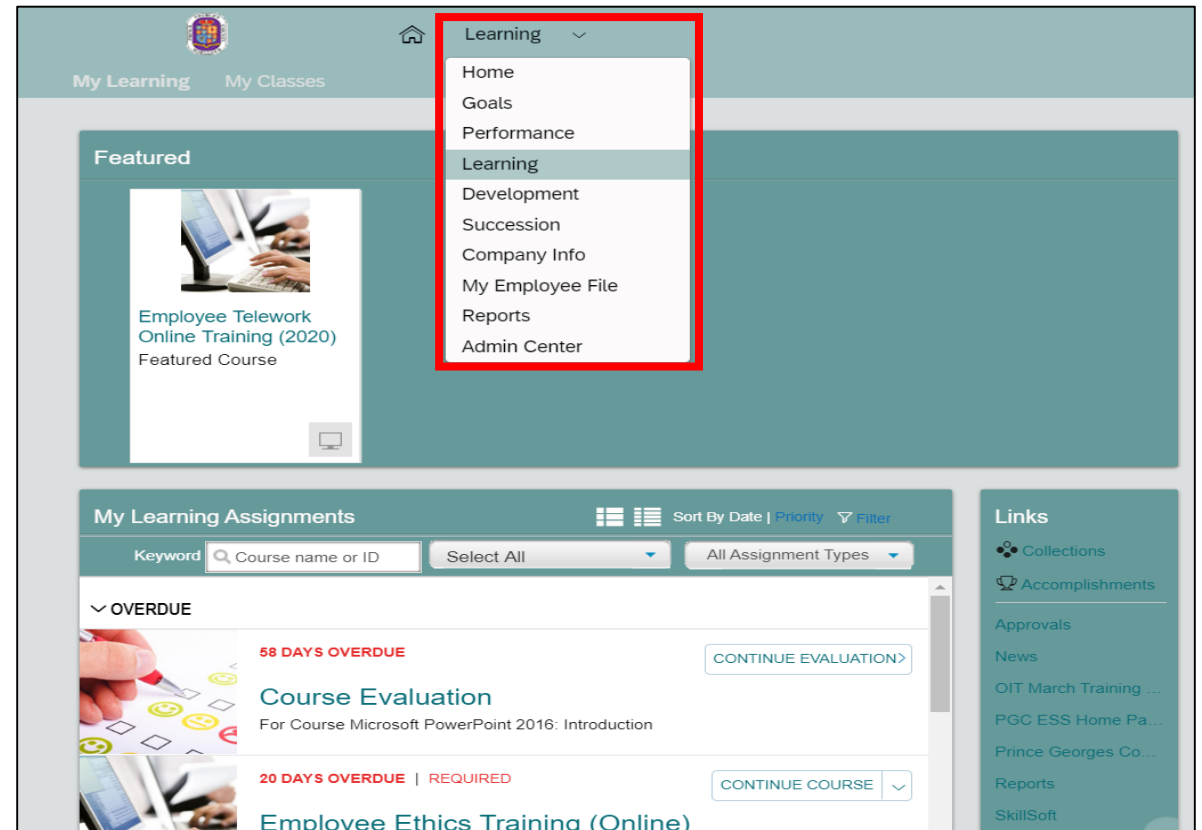
STEP 2 | How to Address Login Errors

- 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](#)



STEP 3 | Navigate to My Learning Homepage

- 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**

The screenshot displays the 'Find Learning' interface. At the top, a search bar contains the text 'What do you want to LEARN today?' with a 'Go' button. Below the search bar is a link 'Browse all courses >'. The main section shows 'Results for "Employee Telework Online Training (2020)"' with '42 COURSES'. On the left, there are filters for 'Refine By' including 'Category', 'Source', 'Rating' (with an 'Include unrated' checkbox), and 'Topics'. The main content area displays two course cards. The first card, titled 'Featured Course Employee Telework Online Training (2... (Online PGC-11018)', is highlighted with a red box and includes a 'START COURSE' button. The second card, titled 'Employee Ethics Training (Online) (Online PGC-0210)', shows a star rating and a 'Continue Course' button. Both cards have a 'More' link at the bottom right.

STEP 4b | Complete Assigned Training

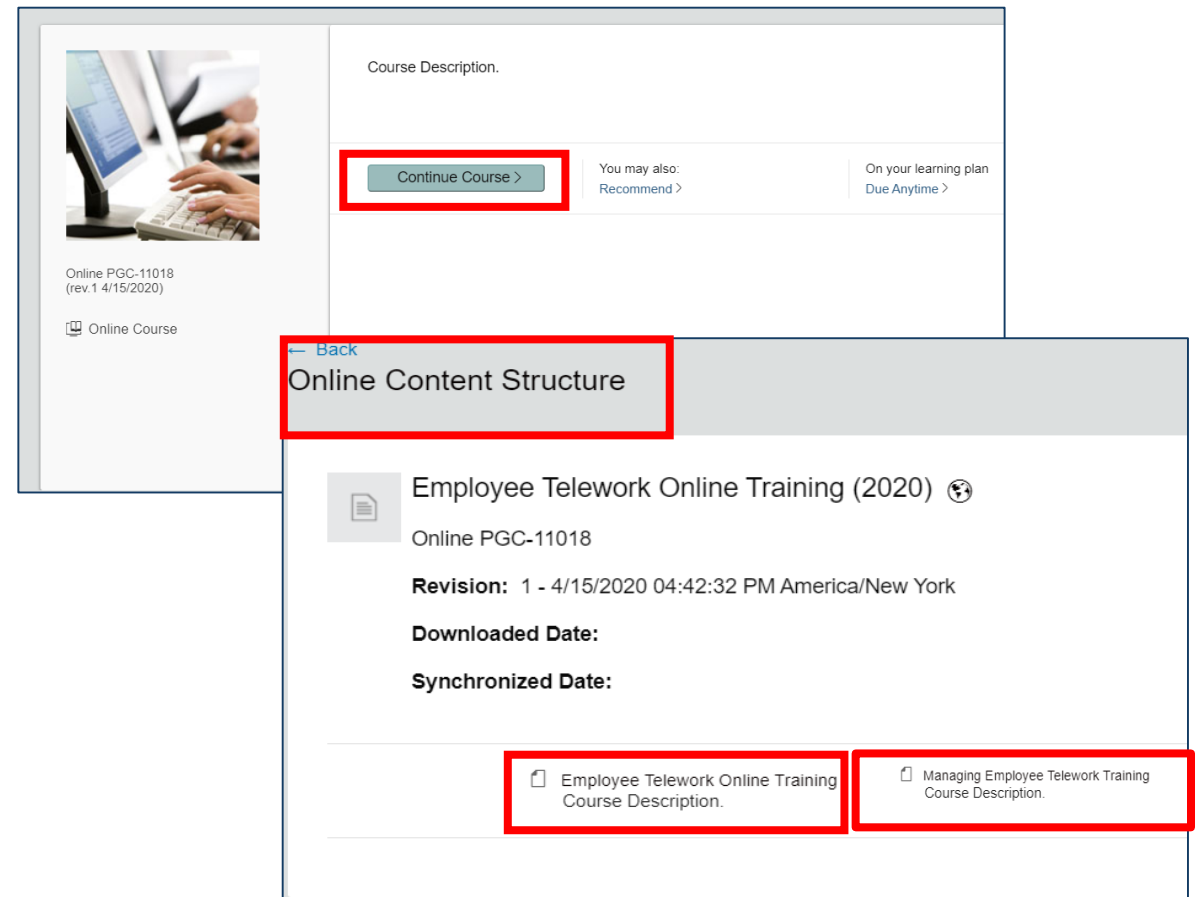
Navigate to the **My Learning Assignments** tile

- 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**

The screenshot displays the 'My Learning Assignments' interface. At the top, there's a header with 'My Learning Assignments' and a search bar. Below the header, a list of training assignments is shown. The first assignment is 'Common Money Mistakes (Mass Mutual)'. The second assignment is 'Employee Telework Online Training (2020)', which is marked as 'REQUIRED' and has a 'START COURSE' button. The third assignment is 'Manager Employee Telework Online Training (2020)', also marked as 'REQUIRED' and with a 'START COURSE' button. A sidebar on the right contains a 'Links' section with various navigation options like 'Collections', 'Accomplishments', 'Approvals', 'News', and 'Reports'.

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



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