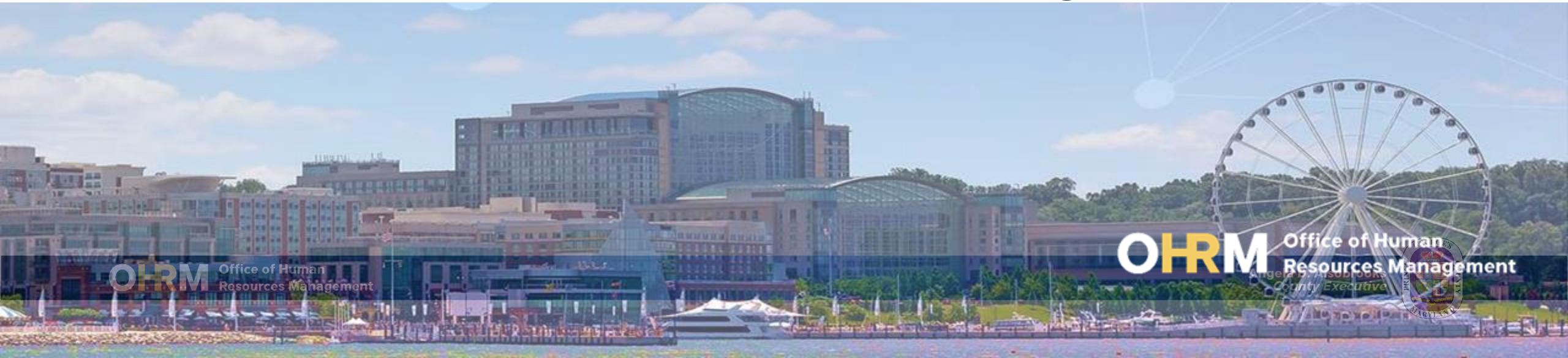




# Prince George's County Government NEOGOV Learn Instruction Guide

## How to Enroll Learners into Learning Plans



# Instruction Guide Topics

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

1. Login to the LMS
2. Access the NEOGOV Learn portal for an HR User
3. How to Enroll Learners in Learning Plans

# 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.



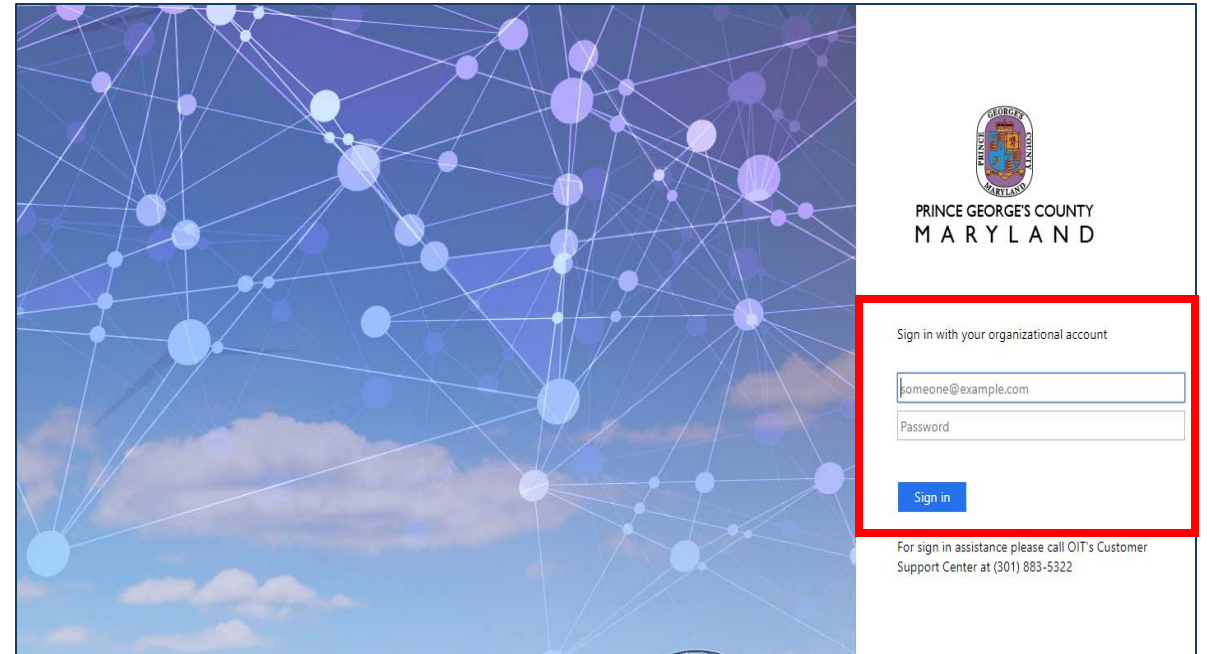
Prince George's County Learning Management System (LMS)  
(Employee-Only Access)

# 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

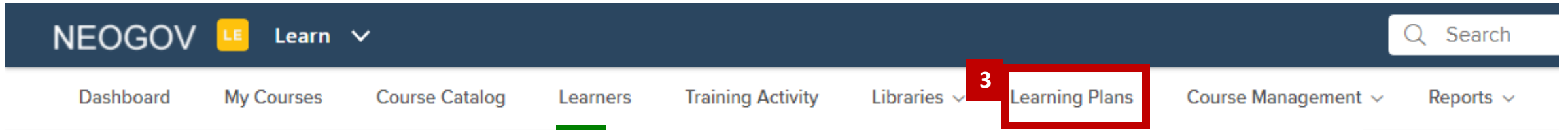
# STEP 2 | To Access NEOGOV Learn Portal

## 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 dashboard with a 'My Tasks' section, an 'OVERALL STATUS' bar with 3 Overdue, 2 Due This Week, and 7 Due Later tasks, and a 'TASKS' section with a 'TRAINING · ONLINE COURSE' item. The right sidebar contains 'People' (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 **Learning Plans**.

- a. **Learning Plans** also known as curriculums or learning paths are a collection of courses that can be grouped together and assigned to an employee. They are most used to provide a series of trainings to aid continued professional development. HR Users can enroll Learners into Learning Plans that are published.

## 3a Learning Plans

Learning Plans				Name
Employee Performance Management for Agency Human Resources Liaisons (HRLs)	PM300	3 COURSES	2 LEARNERS	Published
Employee Performance Management for Employees	PM100	4 COURSES	1 LEARNERS	Published
Employee Performance Management Process for Supervisors	PM200	5 COURSES	1 LEARNERS	Published
TEST	TEST2021	3 COURSES	1 LEARNERS	Not Published
TEST - Business Communication Essentials				3 LEARNER(S) OVERDUE Published

# STEP 3 | Enroll Learners in a Learning Plan

To Bulk enroll in courses from the Learners List:

1. Click the Learning plan you wish to enroll Learner(s) in.
  - a. Details regarding the Learning plan, including the list of courses included in the Learning Plan will display
2. Scroll down to the Roster Section and click **Register Learners**.
3. A dropdown menu will appear, click **Employees**

## Learning Plans

Search Learning Plans

Learning Plan	Courses	Learners
Employee Performance Management for Agency Human Resources Liaisons (HRLs) PM300	3 COURSES	2 LEARNERS
Employee Performance Management for Employees PM100	4 COURSES	1 LEARNERS
Employee Performance Management Process for Supervisors PM200	5 COURSES	1 LEARNERS
TEST		
TEST - E		

1a

### LEARNING PLAN

#### Employee Performance Management for Employees

This learning plan includes trainings and videos to help County employees navigate the County's employee performance management process and NEOGOV Perform online system.

View Audit

Not Started 1  
In Progress 0  
Completed 0

CODE: PM100  
4 COURSES  
LEARNING PLAN COURSE ASSOCIATIONS IN THE PAST 365 DAYS

### Courses

- EMPLOYEE PERFORMANCE MANAGEMENT  
Overview of Employee Performance Management  
CODE: PM101 PRE-BUILT ONLINE 20M
- EMPLOYEE PERFORMANCE MANAGEMENT  
NEOGOVS Perform Overview  
CODE: PM102 CUSTOM ONLINE 1M
- EMPLOYEE PERFORMANCE MANAGEMENT  
NEOGOVS Perform: Working with Journal Entries  
CODE: PM10X CUSTOM ONLINE 10M
- EMPLOYEE PERFORMANCE MANAGEMENT  
Completing the Optional Employee Self-Evaluation  
CODE: PM103... CUSTOM ONLINE 3M

1

## Roster

All 1 Not Started 1 In Progress Completed

Bulk Actions

Register Learners

Employees

	First Name	Last Name	Position	Department	Complete Enr...	Progress	Status	Actions
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2

3

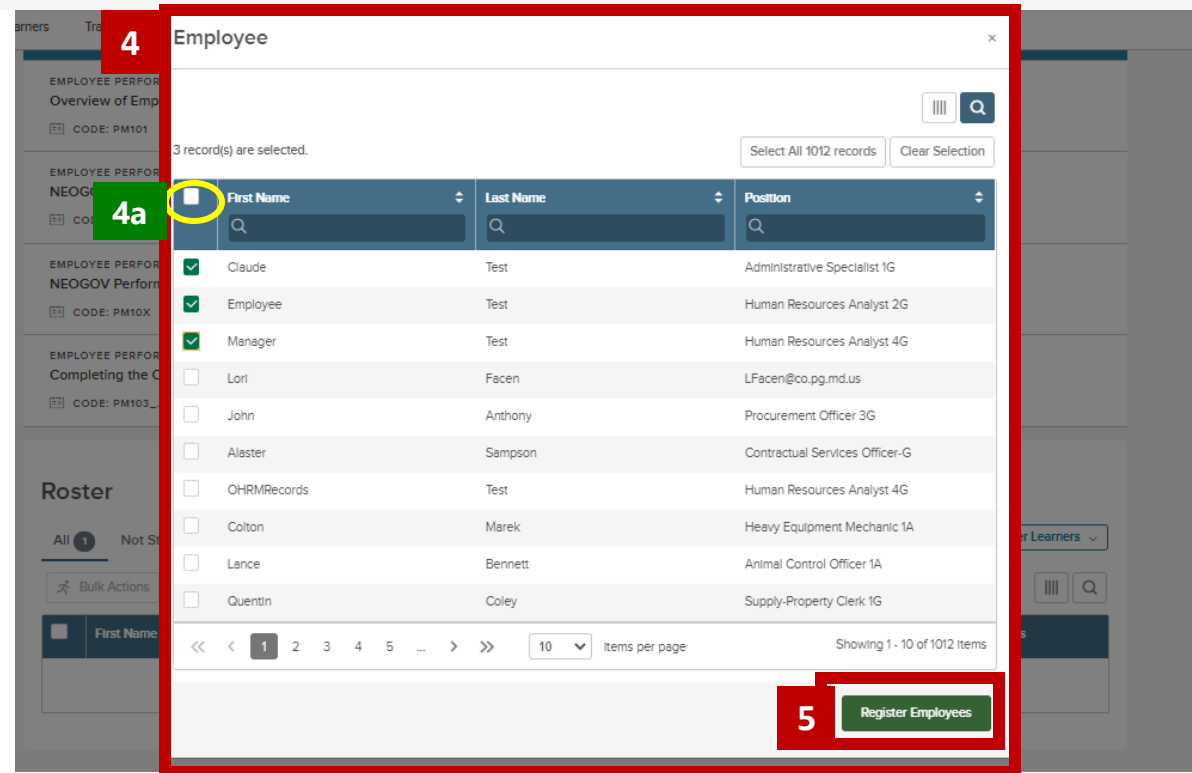


# STEP 3 (continued) | Enroll Learners in a Learning Plan

4. A box will appear listing all agency learners. The HR User can select Learners to be registered for the selected learning plan by checking the box next to the Learner's name.

a. To select all names, click the box located in the table.

5. Once Learners are selected, click **Register Employees**



Employee

3 record(s) are selected. Select All 1012 records Clear Selection

<input type="checkbox"/>	First Name	Last Name	Position
<input checked="" type="checkbox"/>	Claude	Test	Administrative Specialist 1G
<input checked="" type="checkbox"/>	Employee	Test	Human Resources Analyst 2G
<input checked="" type="checkbox"/>	Manager	Test	Human Resources Analyst 4G
<input type="checkbox"/>	Lori	Facen	LFacen@co.pg.md.us
<input type="checkbox"/>	John	Anthony	Procurement Officer 3G
<input type="checkbox"/>	Alaster	Sampson	Contractual Services Officer-G
<input type="checkbox"/>	OHRMRecords	Test	Human Resources Analyst 4G
<input type="checkbox"/>	Colton	Marek	Heavy Equipment Mechanic 1A
<input type="checkbox"/>	Lance	Bennett	Animal Control Officer 1A
<input type="checkbox"/>	Quentin	Coley	Supply-Property Clerk 1G

Register Employees

# STEP 3 (continued) | Enroll Learners in Learning Plans

## To Enroll Learners into the Selected Learning Plan:

- Another menu will pop out to advise that the request or bulk action (if selecting multiple courses) may take some time and will provide a link to check the status of the submission.
- Once Action is completed. The bar will show 100% and the notification will reflect the action was completed.
- A table with also show, listing all the courses learners in the bulk action were enrolled in

**6** ⓘ

This bulk action may take some time

0%

Need to go? You can always find this screen by visiting this link:  
<https://learn.neogov.com/admin/bulk-operation/82168b27-02dc-4dc8-8118-1ba47bf70c55>

Total	Success	Fail
3	0	0

**7** ✓

Your Bulk Action Is Done!

100%

Need to go? You can always find this screen by visiting this link:  
<https://learn.neogov.com/admin/bulk-operation/48b57e76-3a9f-436a-9efa-6a698dc328e6>

Total	Success	Fail
3	3	0

**8**

Employee Name	Learning Plan Name	Result
Claude Test	Employee Performance Management for Em...	Success
Employee Test	Employee Performance Management for Em...	Success
Manager Test	Employee Performance Management for Em...	Success

Showing 1 - 3 of 3 items

# 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)