Instruction Guide Topics

This instruction guide will show you:

1.   An overview of the training registration process

2.   How to approve training requests

3.   How to deny training requests

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.
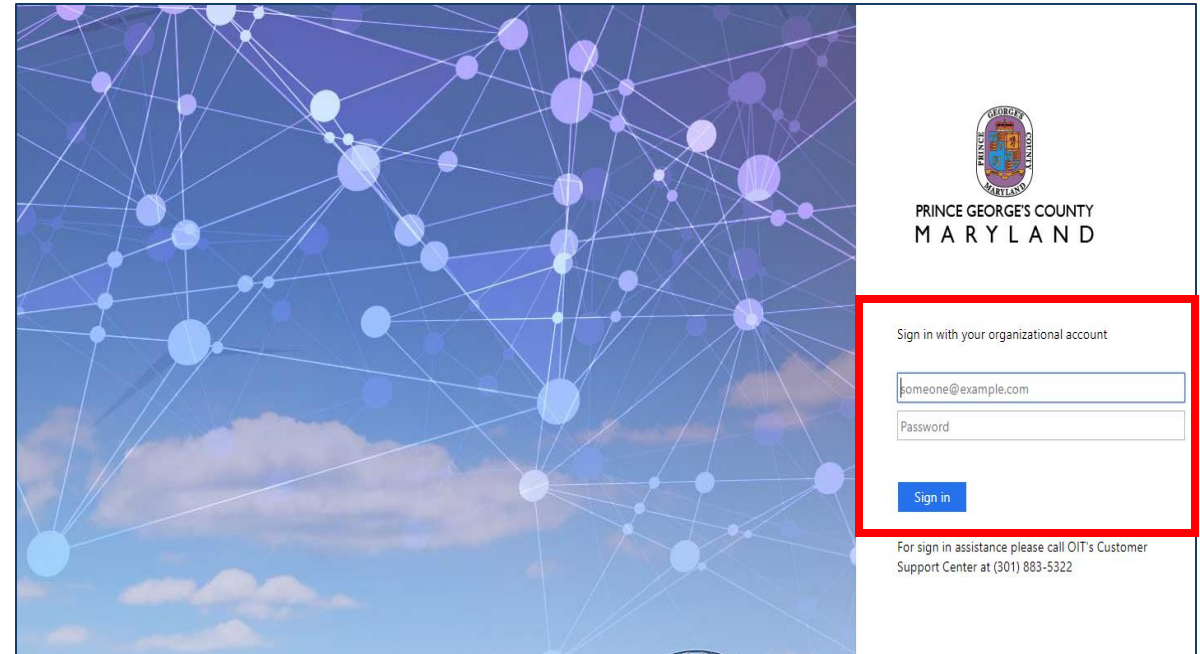

Prince George's County Learning Management System (LMS)
(Employee-Only Access)

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

LMS Training Registration Process

The process below takes place **if your employee registers for a training** in the LMS:

Employee registers for a training in the LMS. If course requires approval, course will display as "Pending Approval" on course card until the course has been approved.

Manager is notified by the LMS requesting approval/denial of the course

Manager logs into the LMS to approve/deny training request for employee.

Notification from the LMS is sent to manager and employee confirming the approval/denial of request in the LMS

If training is APPROVED, the email from LMS to employee and manager will contain calendar invitation to add session to Outlook calendar

If training is NOT APPROVED, employee receives a notification from LMS and is not enrolled in training, and the course will be labeled as "cancelled" on the course card.

STEP 2 | How to **Approve** Training

After logging into the LMS

1. Click **Training.** From this tab, managers are able to see an overview of the training activity and any tasks that need to be completed.

2. In the **My Tasks** column under the *Approval* section, managers will see the request from their direct reports to approve or deny training requests that need approval.

3. *To Approve a Course*, simply left click the **Approve** icon. The course will be automatically added to employee's *My Courses* and the course card will reflect **Enrolled**.

4. A notification bar will appear at the top of the manager's screen confirming that the **Enrollment request** was **successfully approved.**

STEP 3 | How to **Deny** Training

After logging into the LMS

1. Click **Training.** From this tab, managers are able to see an overview of the training activity and any tasks that need to be completed.

2. In the **My Tasks** column under the ***Approval*** section, managers will see the request from their direct reports to approve or deny training requests that need approval.

3. ***To Deny a Course***, simply click the **Deny** icon.

4. A menu box will appear requiring the manager to submit a comment for denying course enrollment to the employee. Type in your comment.

5. Once the manger enters comment, click **Submit comment.**

6. A notification bar will appear at the top of the screen confirming that the **Enrollment request** was **successfully denied.**

Note: the denied course will appear on the employee's *My Courses* section of their training profile and will be marked a "*cancelled*."

A comment is required for denying course enrollment for Employee Test

Comment *

4

Enter text

⚠ Field is required

5

Close   Submit comment

6 ⊘ Enrollment request successfully denied ☒

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