LE

Prince George's County Government NEOGOV Learn Instruction Guide

How to Manage External Learning, Certifications and Licenses

OHRM Office of Human Resources Management

OHRM Office of Human Resources Management

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 Add and Manage External Learnings

4. How to Track and Generate a Certifications and Licenses Report

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)
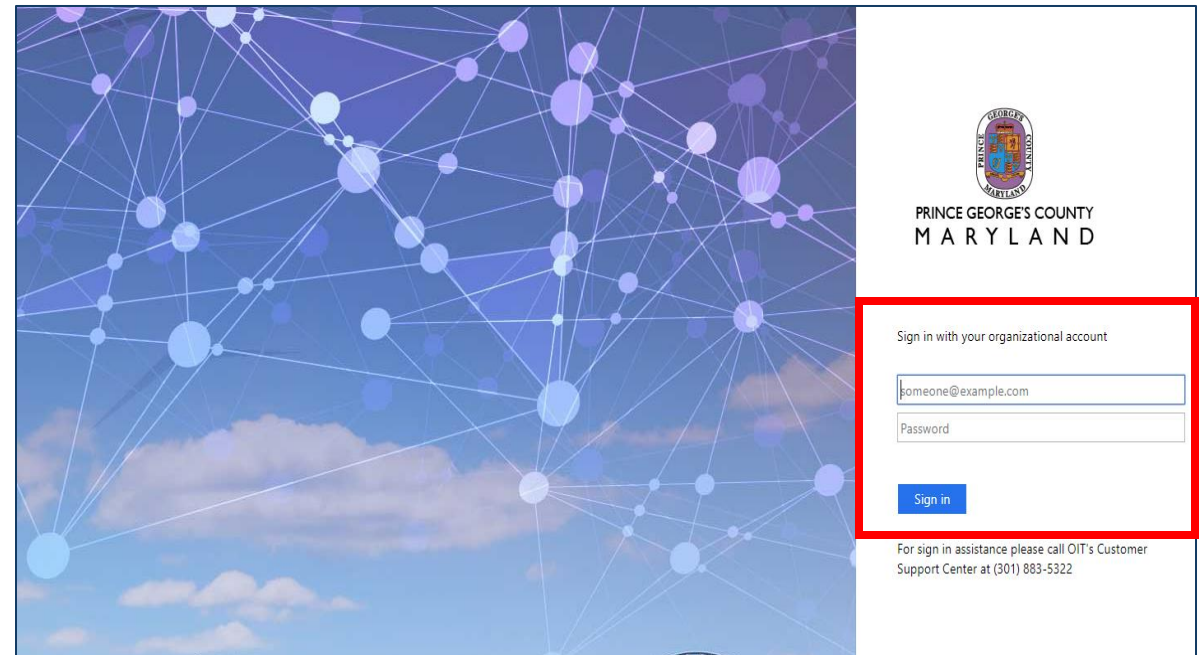(Employee-Only Access)

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"
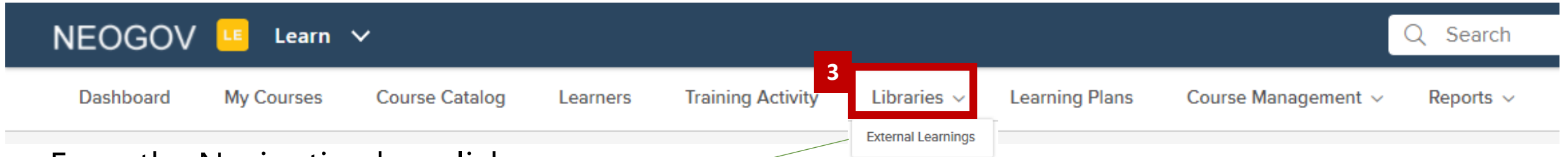
Please Note: You should use the same email and password used to login your computer

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

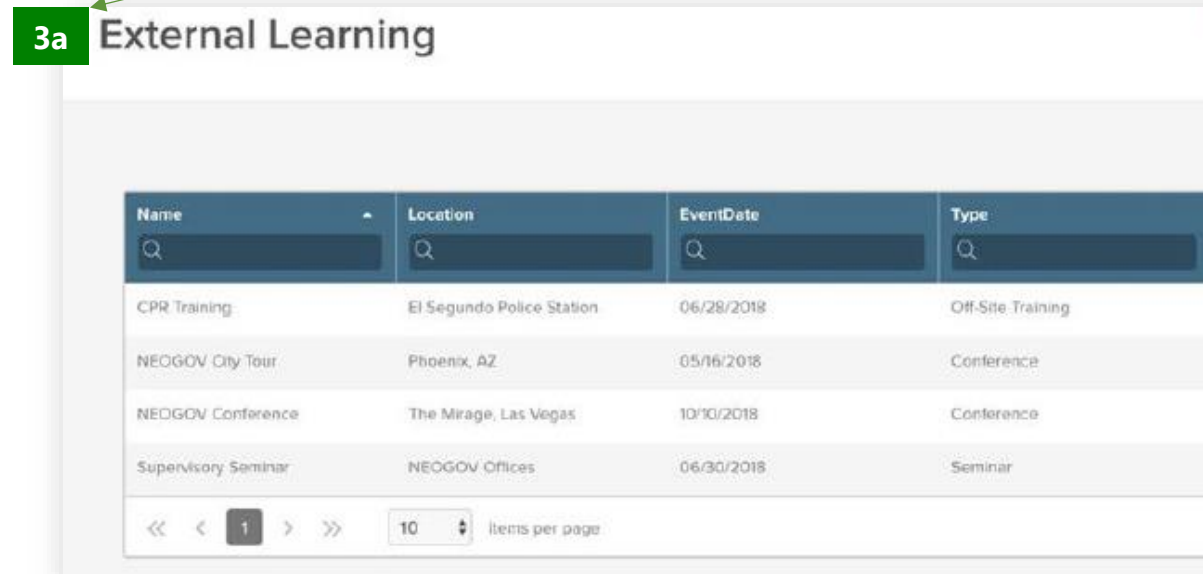2. A dropdown menu will show Onboard and Learn. Click **Learn** to access the Learn portal.

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

NEOGOV LE Learn ∨   Q Search

3

Dashboard   My Courses   Course Catalog   Learners   Training Activity   Libraries ∨   Learning Plans   Course Management ∨   Reports ∨

External Learnings

3. From the Navigation bar, click **Libraries**.

3a External Learning

a. HR Users will see a dropdown menu permitting the selection of External Learnings. External Learnings is the section where HR Users can add Conferences, webinars, Off-site trainings, and training conducted outside of Prince George's County Government Trainings offered for learners to document on their transcripts and learner profiles.

Name ▲	Location	EventDate	Type
Q	Q	Q	Q
CPR Training	El Segundo Police Station	06/28/2018	Off-Site Training
NEOGOV City Tour	Phoenix, AZ	05/16/2018	Conference
NEOGOV Conference	The Mirage, Las Vegas	10/10/2018	Conference
Supervisory Seminar	NEOGOV Offices	06/30/2018	Seminar

≪ ⟨ **1** ⟩ ≫   10 ⬦ items per page

STEP 3 | To Add an External Learning to Library

Dashboard   My Courses   Course Catalog   Learners   Training Activity   Libraries ⌄   Learning Plans   Course Management ⌄   Reports ⌄

To Add an External Learning to the Library:

1. Click **Add**.

2. A Menu will appear on the side. HR User will type in all the required information of the event.

3. Once all information is entered, click **Save.**

Note: all fields with an asterisk are required in order to save the event. Also, once the event has been created it will be available for selection in the Library can be used on the Learner Profile
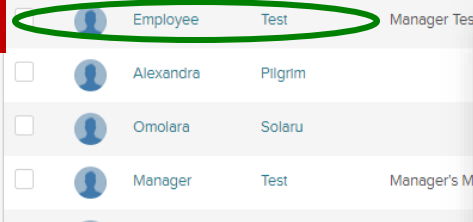
External Learning

1   Add

Name ▲	Location	EventDate	Type	Actions
CPR Training	El Segundo Police Station	06/28/2018	Off-Site Training	✏
NEOGOV City Tour	Phoenix, AZ	05/16/2018	Conference	✏
NEOGOV Conference	The Mirage, Las Vegas	10/10/2018	Conference	✏
Supervisory Seminar	NEOGOV Offices	06/30/2018	Seminar	✏

≪ < **1** > ≫   10 ⌄ items per page   Showing 1 - 4 of 4 items

2   Add External Learning   Cancel   Save   **3**

* fields are required

Learning Type *
Select one ⌄

External Learning Name *
Enter text

Event Date   Status
Select Date 📅   Completed

Duration
00h 00m ⌄

Location Name *
Enter text

Address 1
Enter text

Address 2
Enter text

Country   City
Select one ⌄   Enter text

State/Province   Zip/Postal Code
Select State/Province ⌄   Enter text

CEU Credits
Enter value

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STEP 4 | How to Add External Learnings to a Learner Profile

Note: *External Learnings can also be added to a Learner through the **Learner Profile**. By default, all learners can add External Learnings to their own profiles. HR Users can add External Learnings to any learner whom they have permissions to access.*

1. HR Users can access a Learner's profile from the Learners List. Select a Learner by clicking on the name. Once selected The Learner Profile will appear

2. On the Learner Profile, scroll down to the **External Learnings** section.

3. Click **Add External Learnings** to add External Learnings listed in the Library.

NEOGOV LE Learn

Search

Dashboard   My Courses   Course Catalog   Learners   Training Activity   Libraries   Learning Plans   Course Management   Reports

A dropdown menu will appear from the side.

4. Using the Dropdown list type in the search bar or scroll through the list to select an External Learning from the Library.

5. Once found, click the external learning you wish to add to the learner's profile.

6. Click Save.

Learners List

Show All Learners   Bulk Actions

	Photo	First Name	Last Name	Direct Man...	Department	Position	Start Da...
		Claude	Test	Manager Test	Office of Hum...	Administrative...	02/01/20
1		Employee	Test	Manager Tes			
		Alexandra	Pilgrim				
		Omolara	Solaru				
		Manager	Test	Manager's M			

Profile   Courses   Learning Plans   Certificatio

2

Employee Test
Human Resources Analyst 2G
Office of Human Resources Mgmt
employee@co.pg.md.us

Start Date: April 12, 2021
Manager: Manager Test

View Transcripts

Certifications/Licenses

No Certifications/Licenses

Add Certification/License

YOUR TOP 5 CATEGORIES

Your

METRICS

T

Enrolled Courses

No Enrolled Courses

Completed Courses

No Completed Courses

External Learnings   **3**   Add External Learning

No External Learnings

6   **Add External Learning**   Cancel   Save

* fields are required

External Learning Name *

⌄

4   🔍 Search...   +

CPR Training

NEOGOV City Tour

NEOGOV Conference   **5**

Public Safety Department Training

Public Speaking Training

Note: *Learn allows users to track professional certifications and licenses and centralize documentation. As an HR User you can Track Certifications and Licenses. The System Administrator will add all certificates to the global library.*

Once all Certificates and Licenses have been added to the NEOGOV Library, Learners can add Certifications/Licenses to their Learner's Profile.

1. HR Users can view the expiration status for a Certification or License to identify if it is current, expired, or if there is no expiration available.

2. To Add a Certificate or License on a Learners profile, click Add Certificate/License

3. A menu will appear for the HR User to select the Certification or License to add to the Learner's Profile from the NEOGOV Library.

4. Once Certification/License is selected, click **Save.**

5. The Certification/License, will appear on the learner's training profile.

HR Users can track Certifications/Licenses by Running a Report

1. On the Navigation Bar, click **Reports**.

2. On the dropdown menu select **Certifications/Licenses**.

3. The menu will appear listing all employees in your agency that have Certifications/Licenses listed on their Learner's Profile Select the box to add all users to the report or select the specific users you would like listed.

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1. Set the **Filters** to reflect the information you would like captured on the report

2. Click **Bulk Actions** a menu will appear providing options to generate the report in PDF, CSV, or Excel formats.

3. Click the document format to select, the report will download, permitting you to print the report.

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