



Prince George's County Government NEOGOV Learn Instruction Guide

How to Complete an Online Course in NEOGOV Learn



Instruction Guide Topics

This instruction guide will show you how to:

1. Login to the new LMS to access online courses from the Training menu.
2. Locate online courses to enroll or to Resume the course.
3. Complete the 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.



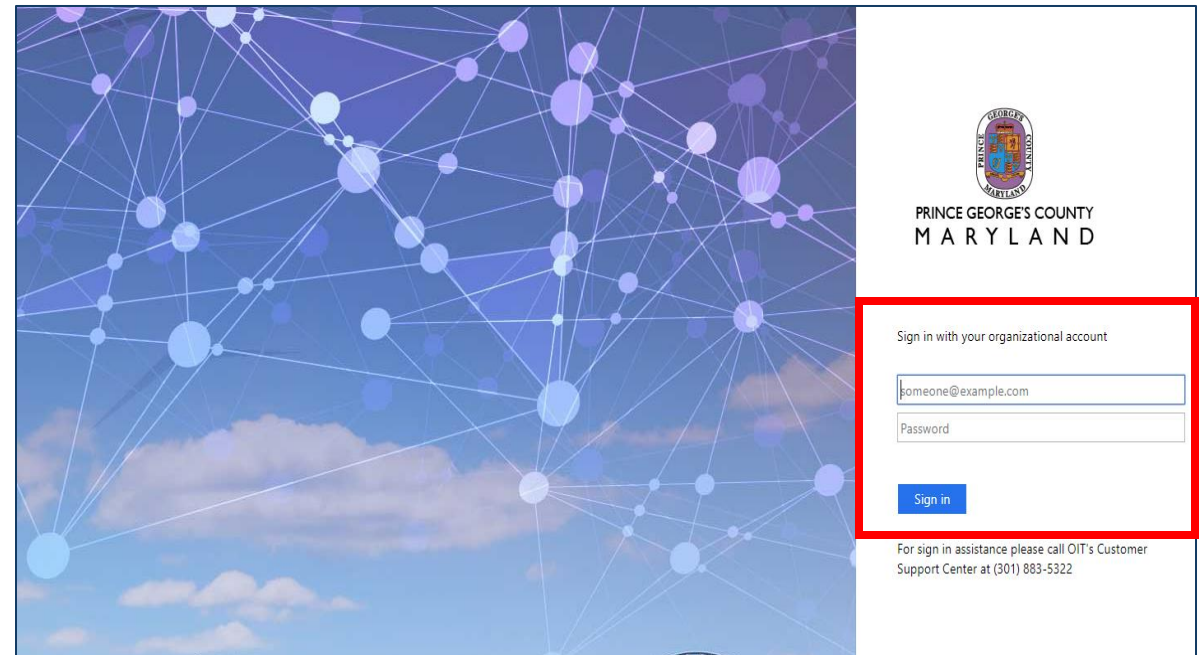
Prince George's County Learning Management System (LMS)
(Employee-Only Access)

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 | Locate Online Course via Training Menu

Training

Overview

My Courses

2 Course Catalog

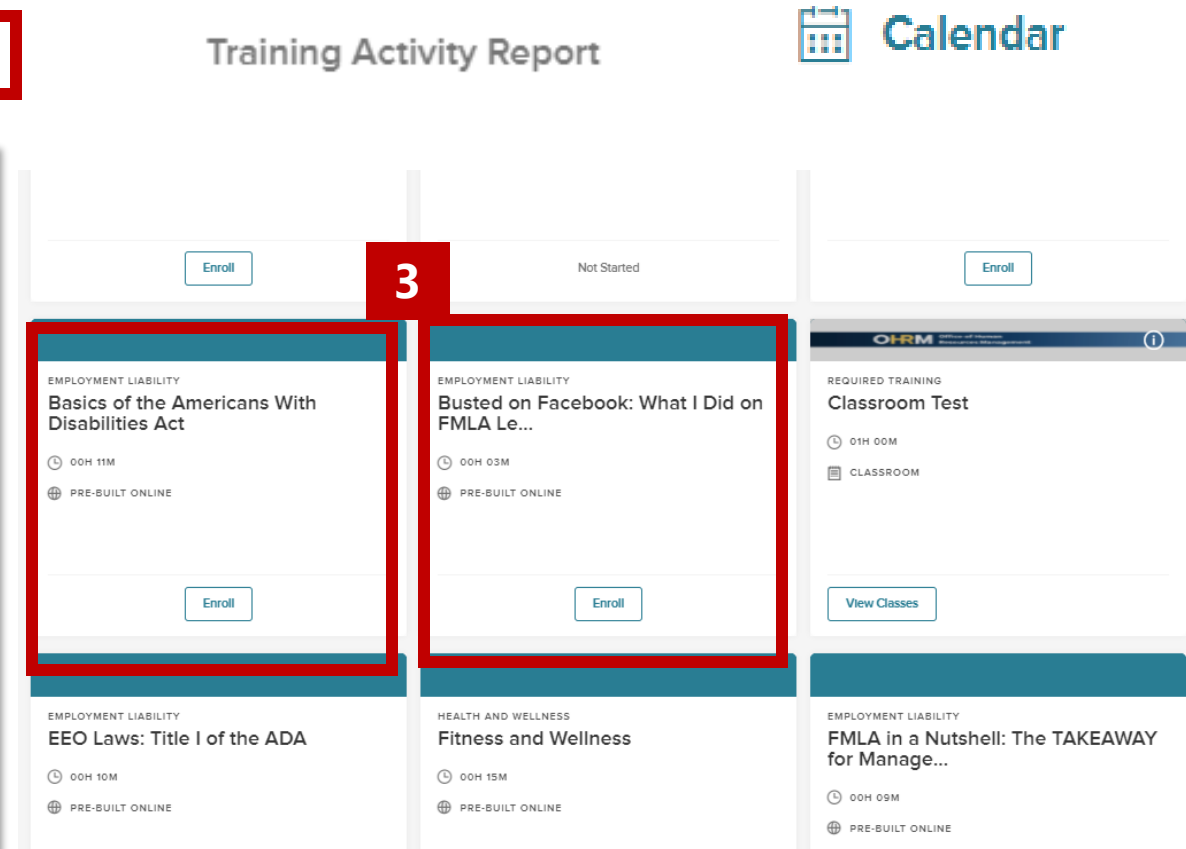
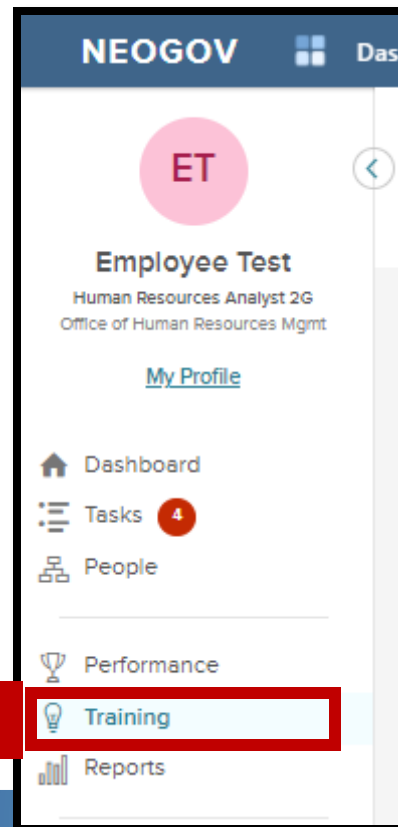
Training Activity Report

 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.
3. Online courses are listed in the Course Catalog and to register for an online course, click **Enroll**.

Note: For more information on how to enroll in an online course, please use the **Enroll in Courses Instruction Guide**.



STEP 2a | Locate Online Course via My Courses

Training

Overview

1

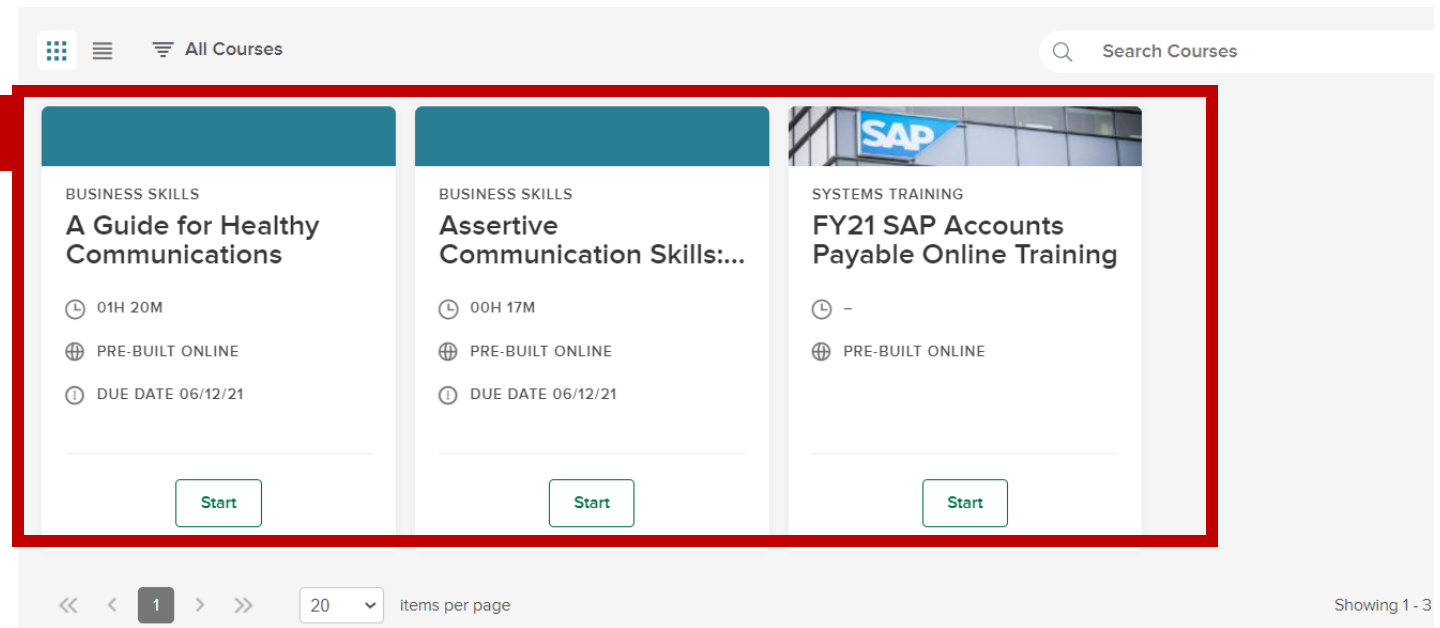
My Courses

Course Catalog

Training Activity Report

 Calendar

1. Using the **My Courses** section, users can view all courses associated with their account; this includes courses they enrolled in, that were assigned to be completed, or courses the user started and need to complete.
2. All online course assigned to the user's account will be listed in the My Courses section.



The screenshot shows the 'My Courses' section of a training system. At the top, there are navigation options: 'Overview', 'My Courses' (highlighted with a red box and a red '1'), 'Course Catalog', 'Training Activity Report', and 'Calendar'. Below these, there is a search bar labeled 'Search Courses'. The main content area displays a list of courses, with a red box highlighting the first three courses and a red '2' to the left. The courses are:

- BUSINESS SKILLS**
A Guide for Healthy Communications
01H 20M
PRE-BUILT ONLINE
DUE DATE 06/12/21
Start
- BUSINESS SKILLS**
Assertive Communication Skills:...
00H 17M
PRE-BUILT ONLINE
DUE DATE 06/12/21
Start
- SYSTEMS TRAINING**
FY21 SAP Accounts Payable Online Training
-
PRE-BUILT ONLINE
Start

At the bottom of the screenshot, there is a pagination control showing '1' of 1 page, '20' items per page, and 'Showing 1 - 3'.

STEP 3 | Complete Online Course

Training

Overview

1

My Courses

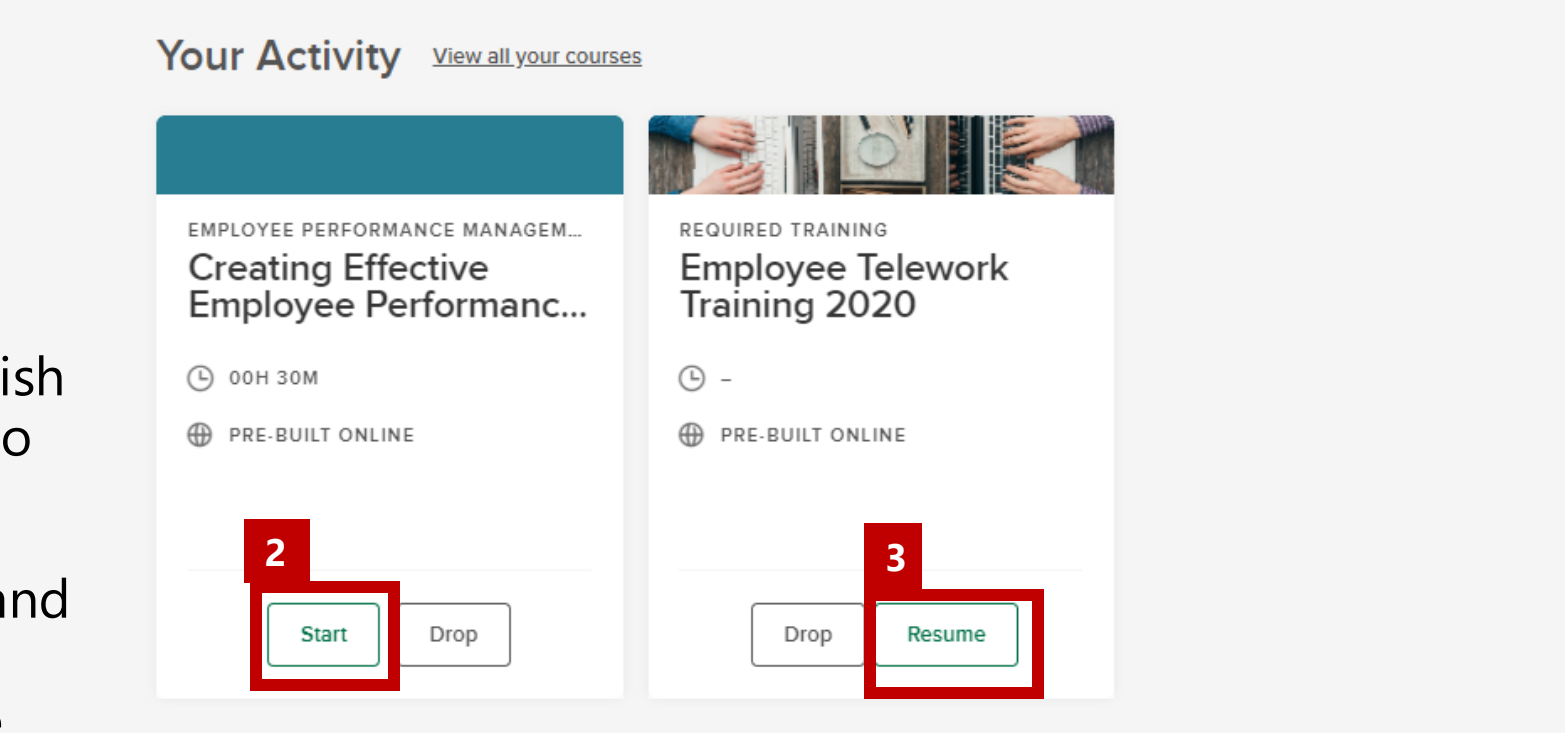
Course Catalog

Training Activity Report

 Calendar

To Complete an Online Course:

1. Once enrolled, access your courses from the **My Courses** section.
2. Locate the online course you wish to complete and Click **"Start"** to begin the online Course.
3. If you have started the course and need to complete it, click **"Resume"** to access the course where you left off.



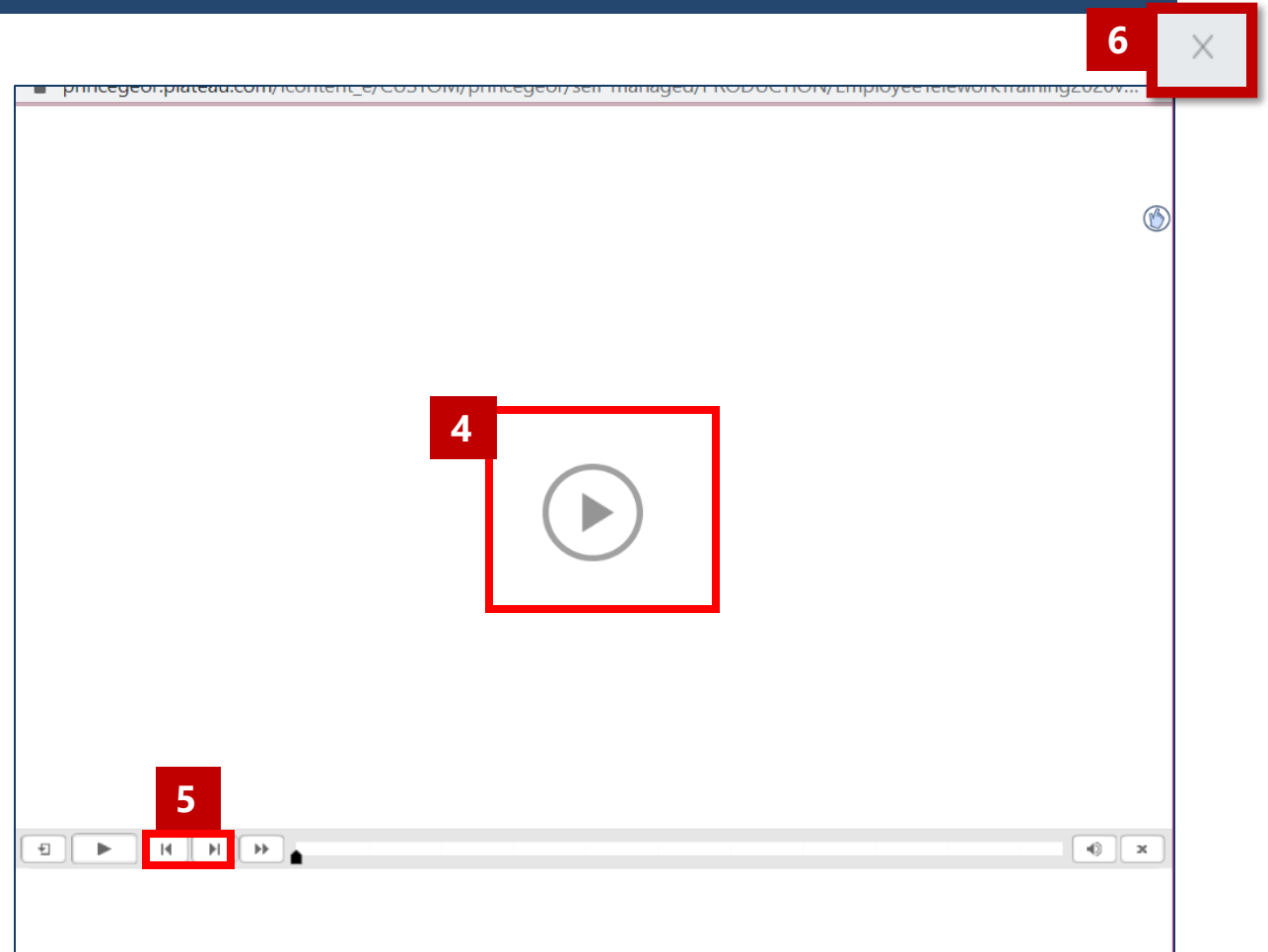
Your Activity [View all your courses](#)

EMPLOYEE PERFORMANCE MANAG...
Creating Effective Employee Performanc...
00H 30M
PRE-BUILT ONLINE
2 Start Drop

REQUIRED TRAINING
Employee Telework Training 2020
-
PRE-BUILT ONLINE
3 Drop Resume

STEP 3 (Continued) | Complete Online Course

4. The online training will open in a separate window. **Click on the play button** to begin the course.
5. Use the **first set of arrows** to advance to the next screen, or revisit a previous screen
6. Once you have completed the course click the **X** to close out the training.



STEP 3 (Continued) | Complete Online Course

Training

Overview

1

My Courses

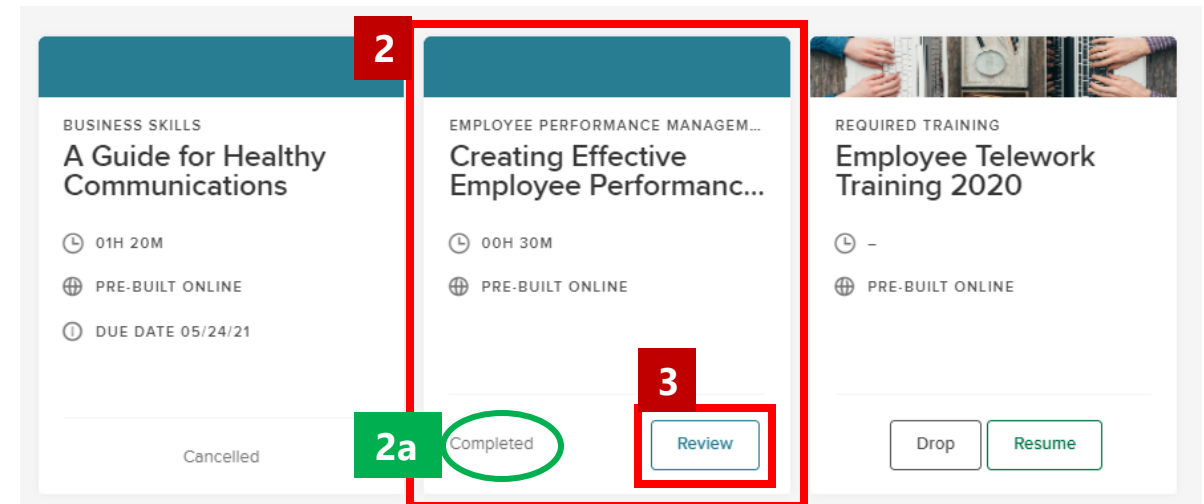
Course Catalog

Training Activity Report

 Calendar

To view your completed online course:

1. Click the **My Courses** tab in the **Training menu**. Click View Course Transcript to see completed courses.
2. The completed online course will be listed in the **My Courses** section.
 - a. Users will see the course marked as **Completed**.
3. You can also review all online content by clicking **Review**.



The screenshot displays the 'My Courses' section of a training platform. It features three course cards. The middle card, titled 'Creating Effective Employee Performanc...', is highlighted with a red border. A red box with the number '2' is positioned in the top right corner of the menu area. A green box with '2a' is located at the bottom left of the highlighted card, pointing to the 'Completed' status. Another red box with the number '3' is at the bottom right of the highlighted card, pointing to the 'Review' button. The other two cards are 'A Guide for Healthy Communications' and 'Employee Telework Training 2020'.

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