



Prince George's County Government NEOGOV Learn Instruction Guide

How to Drop (Withdraw from) a Course



Instruction Guide Topics

This instruction guide will show you how to:

1. Navigate to the LMS
2. View your Enrolled Courses
3. Drop (Withdraw from) a 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.



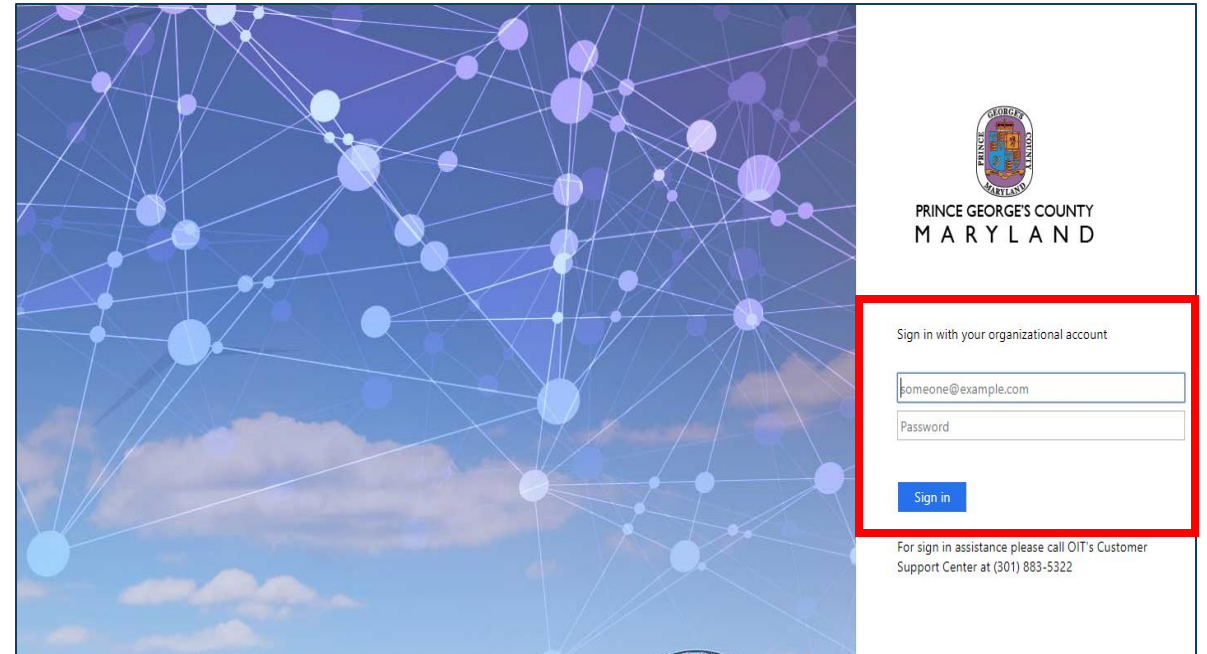
Prince George's County Learning Management System (LMS)
(Employee-Only Access)

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 | View Enrolled Courses via My Courses

Training

Overview

1

My Courses

Course Catalog

Training Activity Report

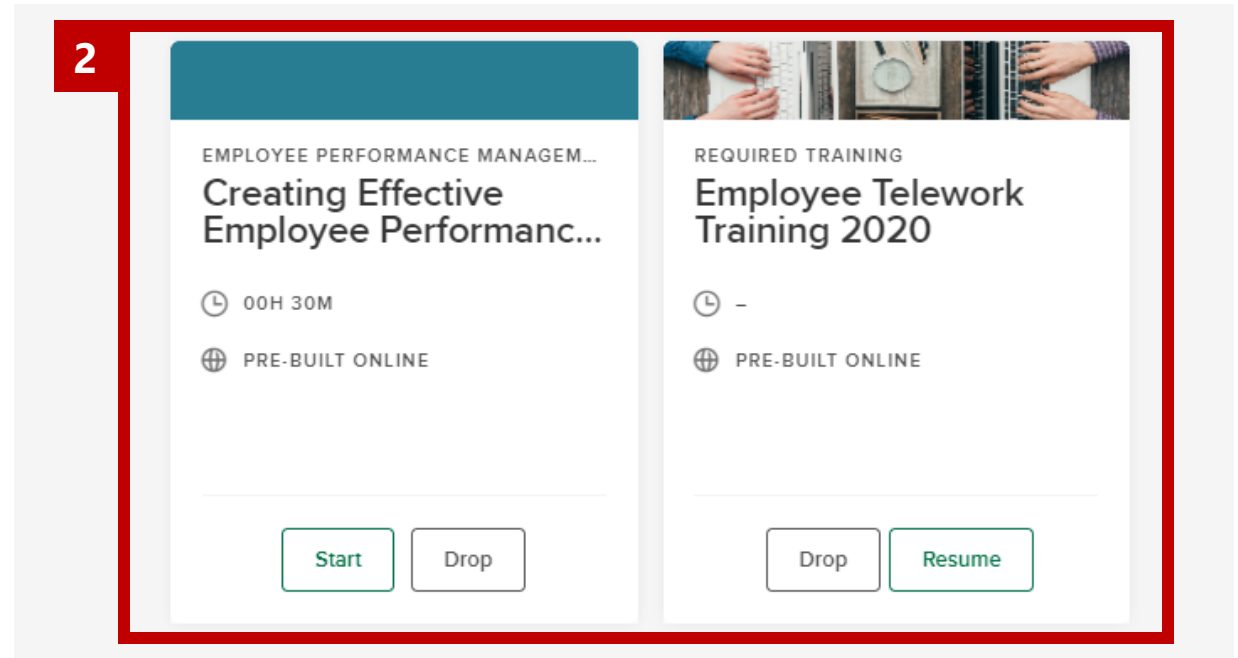
 Calendar

To view courses, you are enrolled in:

1. Click the **My Courses** section.
2. In this section, users will be able to view all courses assigned to the learner's account.

Note: Learners will be able to drop courses from this section.

2



EMPLOYEE PERFORMANCE MANAGEM...
Creating Effective Employee Performanc...
🕒 00H 30M
🌐 PRE-BUILT ONLINE
Start Drop

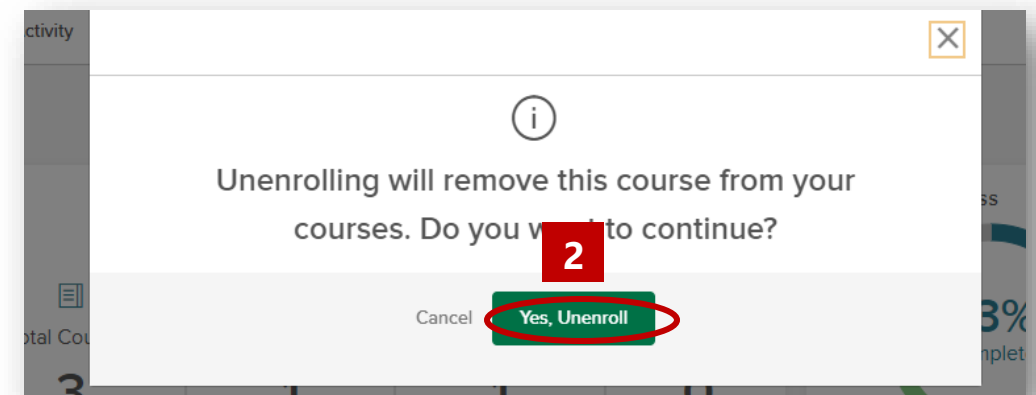
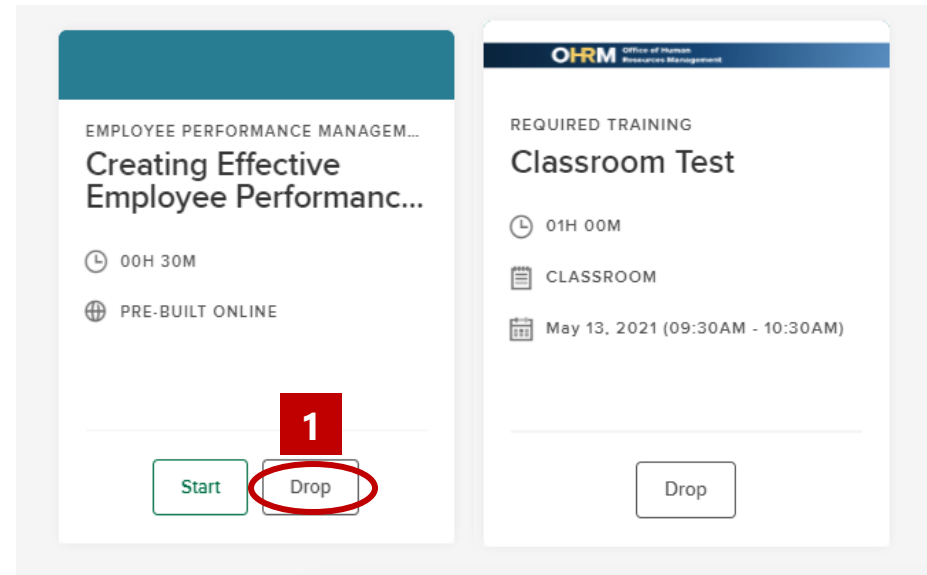
REQUIRED TRAINING
Employee Telework Training 2020
🕒 -
🌐 PRE-BUILT ONLINE
Drop Resume

STEP 3 | To Drop a Course

Whether the course has not been started, is in progress, or the instructor led course has not taken place, users will be given the option on the Course Card to **Drop the course**.

To Drop a Course:

1. Click **“Drop”** to withdraw from the Course
2. A warning notification will appear asking if the user would like to unenroll from the course. Click **Yes, Unenroll**.



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