



Prince George's County Government NEOGOV Learn Instruction Guide

How to Access Transcript and Course Certificate



Instruction Guide Topics

This instruction guide will show you how to:

1. Access your Transcript via the Training Menu
2. Access and Print Transcripts
3. View and Print Course Certificates

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 | Access the Training Menu

Training

2 Overview

My Courses

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 **Overview** tab on the Navigation Bar to see a snapshot of your Training profile.

3. Sections on the Overview include:

1. **My Tasks:** Provides a "to-do list" of courses that need to be completed.
2. **Course Transcript:** Learner can view and print learning history.
3. **My Enrolled Classroom Courses:** listing all classroom courses the user is enrolled in.

The screenshot shows the LMS interface for a user named ET (Employee Test). The side navigation bar on the left has the 'Training' tab highlighted with a red box and labeled '1'. The main content area is divided into three sections: 'My Tasks' (labeled '3a'), 'Course Transcript' (labeled '3b'), and 'My Enrolled Classroom Courses' (labeled '3c'). The 'My Tasks' section lists three online courses with due dates. The 'Course Transcript' section has a 'View Course Transcript' link. The 'My Enrolled Classroom Courses' section shows 'No upcoming classroom courses'. The top navigation bar includes 'Overview' (labeled '2'), 'My Courses', 'Course Catalog', 'Training Activity Report', and 'Calendar'.

STEP 3 | View Transcripts

Training

Overview

My Courses

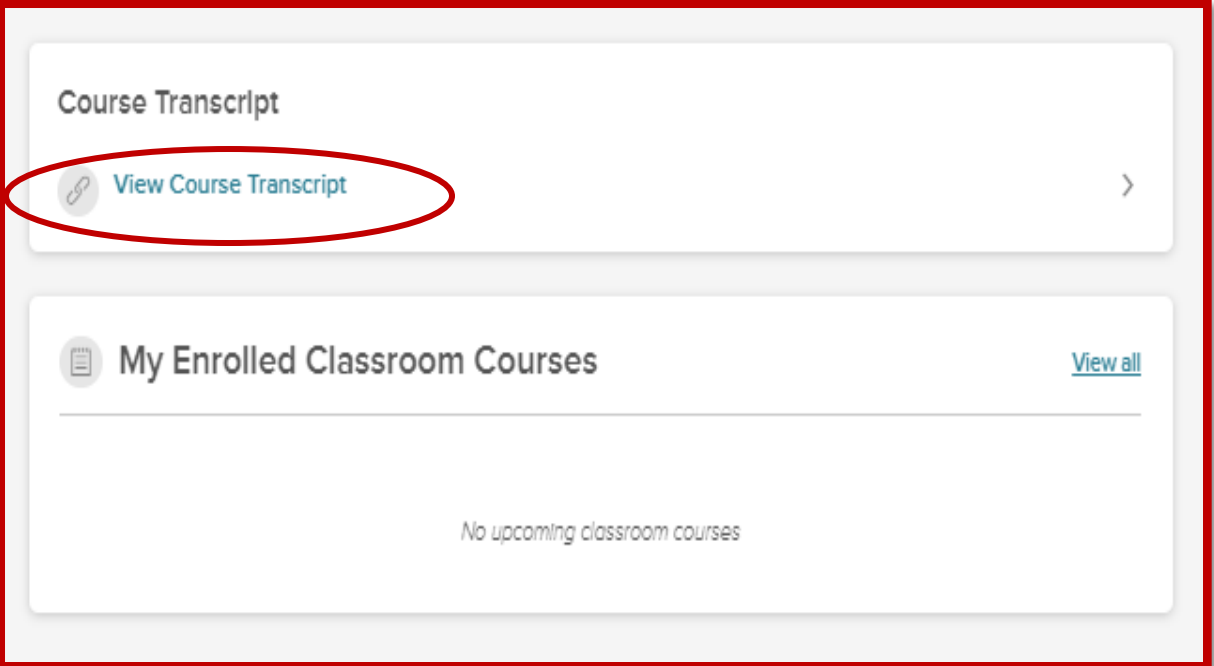
Course Catalog

Training Activity Report

 Calendar

From the Overview tab:

1 Click **View Course Transcript** to view completed courses, Learning Plans, and Certifications/Licenses.



The screenshot shows the Training Overview page. The 'Overview' tab is selected. The 'Course Transcript' section is highlighted with a red box, and the 'View Course Transcript' button is circled in red. A red square with the number '1' is placed to the left of the button. Below this section is the 'My Enrolled Classroom Courses' section, which is currently empty and displays the message 'No upcoming classroom courses'.

STEP 3 (continued) | View Transcripts

2. Users can view courses, Learning Plans, and Certifications/Licenses, under the **View Transcripts** Tab.
3. To Print Transcript, click **Print Transcript**. A drop-down menu will appear to allow the user to select the option to **print all** of the transcript or the following sections:
 - a. Print Courses
 - b. Print Learning Plans
 - c. Print Certifications/Licenses

LEARNER TRANSCRIPT

Lauren Jenkins
ID - 70367

Total Courses 06
Total Learning Plans 00
Completed 01

OHRM Office of Human Resources Management
Prince George's County Government
1400 McCormick Dr.
Largo, Maryland 20774

2 Transcript

3 Print Transcript

3a Print All
3b Print Courses
3c Print Learning Plans
Print Certifications/Licenses

Print

Courses

Completed Courses

Course	Code	Type	Enrollment D...	Completion ...	Score
Creating Effectiv...	PM201	Elective	04/29/2021	05/09/2021	

Learning Plans

Completed Learning Plans

Learning Plan	Code	Type	Registration Date	Completion Date	Status
No records available.					

Certifications/Licenses

Certification/License N...	Type	Issuing Agency	Certification/License N...	Date Issued	Expiration Date
No records available.					

STEP 4 | View and Print Course Certificates

Training

Overview

1 **My Courses**

Course Catalog

Training Activity Report

Calendar

To view your completed online course:

1. Click the **My Courses** tab 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. To view the Course Certificate, click the "i" icon in the upper right-hand corner of the course card.
4. After the Course Card flips over, **click the title of the course**.
5. To view and print the course certificate, **click View Certificate**.

The screenshot displays the 'Training Activity Report' interface. A course card for 'Agency HRL Performance Management Process and System ...' is shown. The card is marked as 'Completed' and has an information icon (i) in the top right corner. A red box highlights the course card, and a green circle highlights the 'Completed' status. A red box highlights the information icon. A red box highlights the course title. A red box highlights the 'View Certificate' button. A red box highlights the course title in a pop-up window. A red box highlights the 'View Certificate' button in the pop-up window. A red box highlights the course title in the pop-up window. A red box highlights the 'View Certificate' button in the pop-up window.

STEP 4 (continued) | View and Print Certificates

Once you click View Certificate the Course Certificate will pop-up.

6. Click **Print Certificate**. The Certificate will open to a new tab in PDF format, permitting user to select printer and print course certificate.



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