

GTA Learning Management System Quick User Guide

1) How to locate your enrolled courses or Learning Plan after logging in at: (<u>https://learn.neogov.com/#/learner</u>)

Dashboard	My Courses	Course Catalog	Learners	Training Activity	Libraries 🗸	Learning Plans
	1	My Q via Q s	Cours	es ning Plans		
		PROJ	ect Managem	ENT	I	
		Ma Pro © •	stering M ject: Part 2H 30M RE-BUILT ONLII UE DATE 03/16	licrosoft 1- Creati		
			Start	Drop		
		~~	< 1 →	≫ 20 ▼	items per page	

*Single classes will be positioned in the "Courses" section, while students on <u>certification</u> <u>tracks</u> will be listed under "Learning Plans".



2) Enroll in a single course

NEOGO\	/ 💶 Lea	rn 🗸					
Dashboard	My Courses	Course Catalog	Learners	Training Activity	Libraries \vee	Learning Plans	Course Man
		GEORGIA	ITSE C	uthority - externa	L LEARNERS		
		Q	Search Cours	es			
		All	Courses				
		CAT	EGORIES				-
		Pro	ject Managen	nent (14)	PROJECT Buildi an Eff	management ing and Man fective PMO	aging
		Та	js		12H 0	OM	
			All		CLAS	SROOM	
		+	Add a Tags				
					View	Classes	

-Select "Course Catalog" -Find your desired course -Select "View Classes"

	>	Close	Enton	You will be unable to sel
Building and Man	aging an Effec		PM-2051	enroll until you select the class itself.
SESSIONS (2)			~	
DAY	DATE	TIME		
Monday	May 06, 2019	08:30AM - 04:30PM		
Tuesday	May 07, 2019	08:30AM - 04:30PM		
INSTRUCTOR	LOCATION	ENROLLMENT		
Charles Milstead	G10-00 Ground Floor Training Room	0/24		



Select a Class

The "Enroll" button should NOW be highlighted for use.	
Close	Enroll

Building and Mana	PM-2051		
SESSIONS (2)			>
INSTRUCTOR Charles Milstead	LOCATION G10-00 Ground Floor Training Room	enrollment 0/24	

After Selecting "Enroll", you should receive a message verifying your choice.



You are now enrolled and your course(s) should show up under "My Courses"



3) Learning Plans (Certification Tracks)

Dashboard	My Courses	Course Catalog	Learners	Training Activity	Libraries \vee	Learning Plans
		My	Cours	es		
		v	ew Your Profile			
		Cours	ses Lear	ning Plans		
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		Q	Search Cours	es		
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		(L) (2H 30M			
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		0 1	DUE DATE 03/16	/19		
			Start	Drop		
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-Go to "Learning Plans", then select the corresponding registered track

My Courses
🔿 View Your Profile
Courses Learning Plans
Q Search Learning Plans
Registered Learning Plans
Associate Project imanager
(i) ENROLLMENT IS NOT COMPLETE FOR 6 COURSES



Your courses should be in alphabetical order. Choose your class and enroll using the process previously mentioned.

Courses (6)							
All 6 Incomplete	Enrollment 6 Enrol	led					
PROJECT MANAGEMENT Identifying and Manag CODE: PM-1031 USER NEEDS TO BE E	ing Risk Classroom NROLLED IN A CLASS	🕒 12Н ООМ		View Classes			
PROJECT MANAGEMENT Leadership for Project CODE: PM-1601	Managers CLASSROOM NROLLED IN A CLASS	🕒 12Н ООМ		View Classes			
PROJECT MANAGEMENT Managing Project Req E CODE: BA-1010 () USER NEEDS TO BE E	UIREMENTS	🕒 12Н ООМ		View Classes			

If you qualified to be on a certification track and have NOT been enrolled into a Learning Plan, please contact <u>Dale.Barfield@gta.ga.gov</u> or the GTA Training Team (GTATraining@gta.ga.gov) for further assistance.