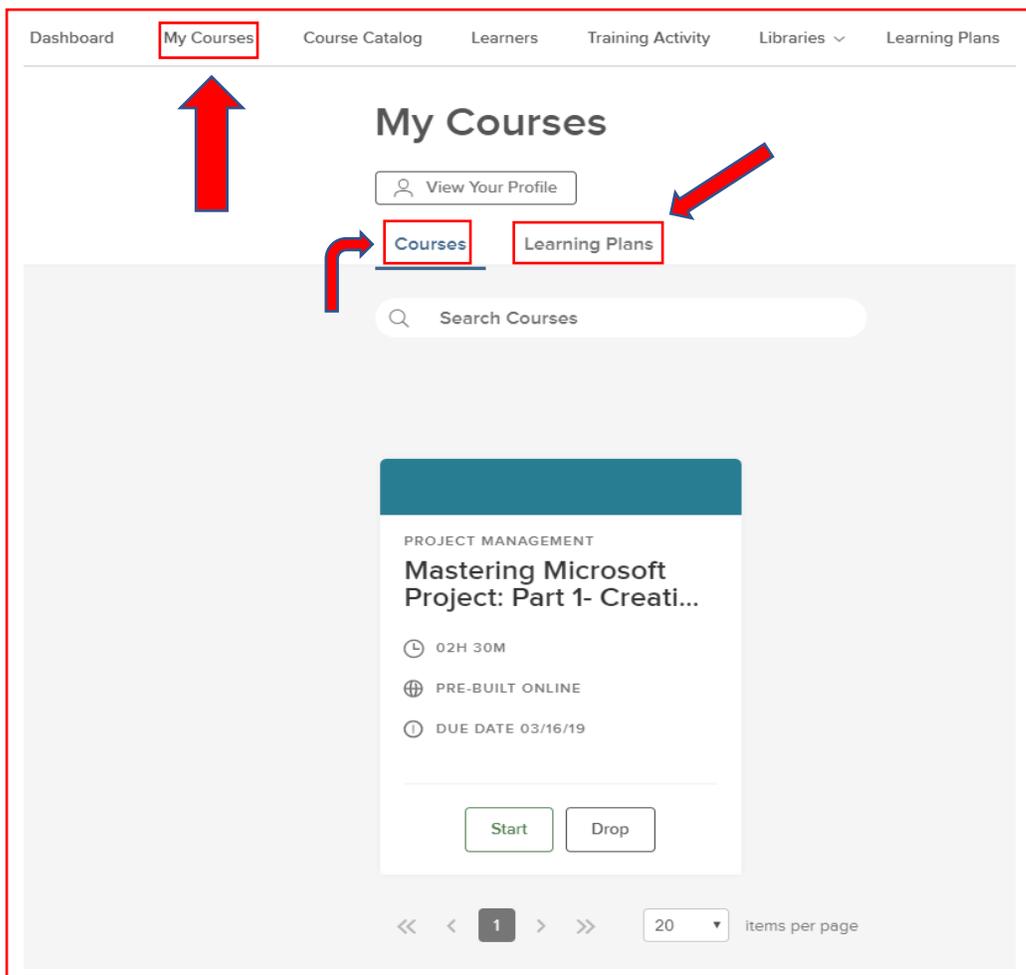


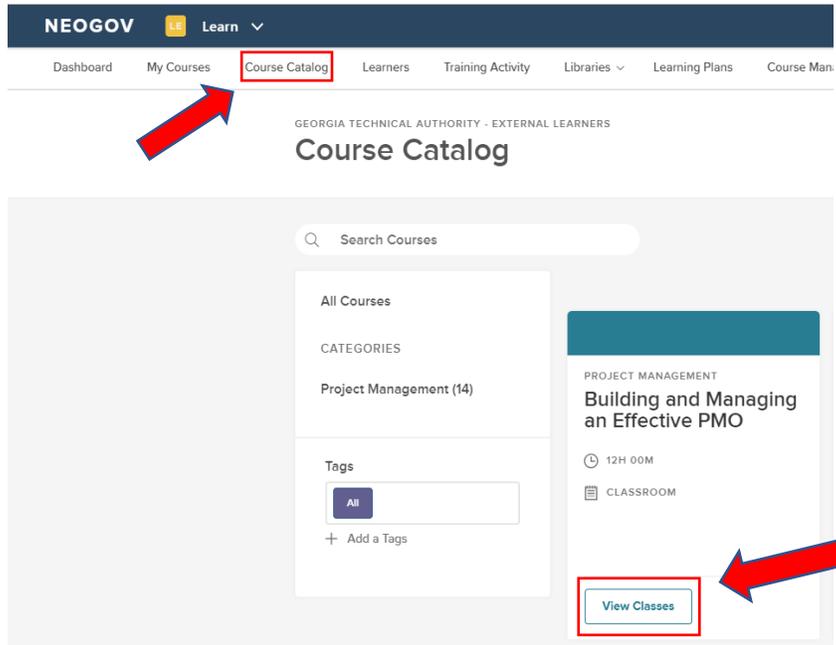
# GTA Learning Management System Quick User Guide

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



**\*Single classes will be positioned in the “Courses” section, while students on certification tracks will be listed under “Learning Plans”.**

## 2) Enroll in a single course



NEOGOV Learn

Dashboard My Courses **Course Catalog** Learners Training Activity Libraries Learning Plans Course Man

GEORGIA TECHNICAL AUTHORITY - EXTERNAL LEARNERS

### Course Catalog

Search Courses

All Courses

CATEGORIES

Project Management (14)

Tags

All

+ Add a Tags

PROJECT MANAGEMENT

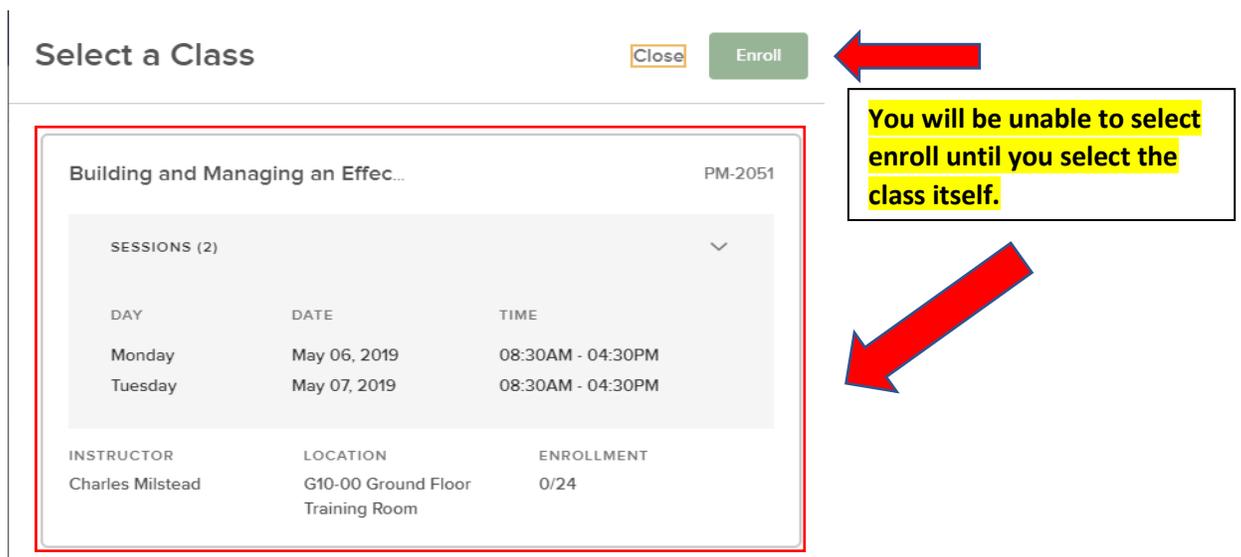
#### Building and Managing an Effective PMO

12H 00M

CLASSROOM

View Classes

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



### Select a Class

Close Enroll

Building and Managing an Effec... PM-2051

SESSIONS (2)

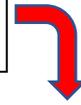
DAY	DATE	TIME
Monday	May 06, 2019	08:30AM - 04:30PM
Tuesday	May 07, 2019	08:30AM - 04:30PM

INSTRUCTOR LOCATION ENROLLMENT

Charles Milstead G10-00 Ground Floor Training Room 0/24

You will be unable to select enroll until you select the class itself.

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



Select a Class

Close

Enroll

Building and Managing an Effec...

PM-2051

SESSIONS (2)



INSTRUCTOR

LOCATION

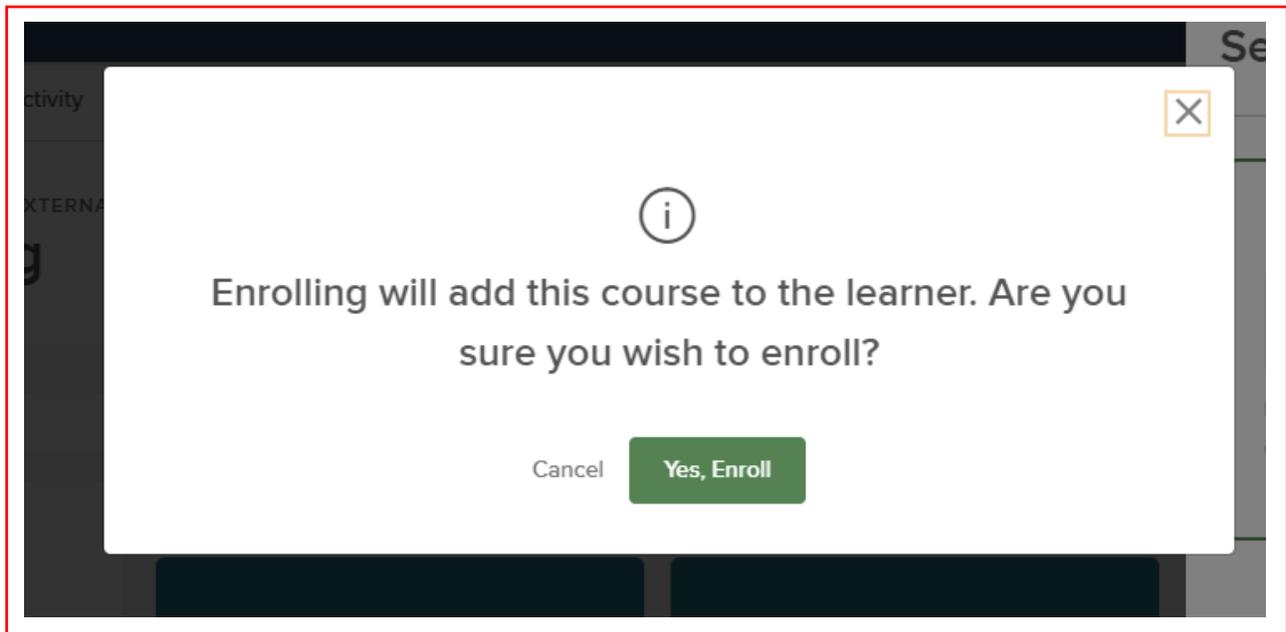
ENROLLMENT

Charles Milstead

G10-00 Ground Floor  
Training Room

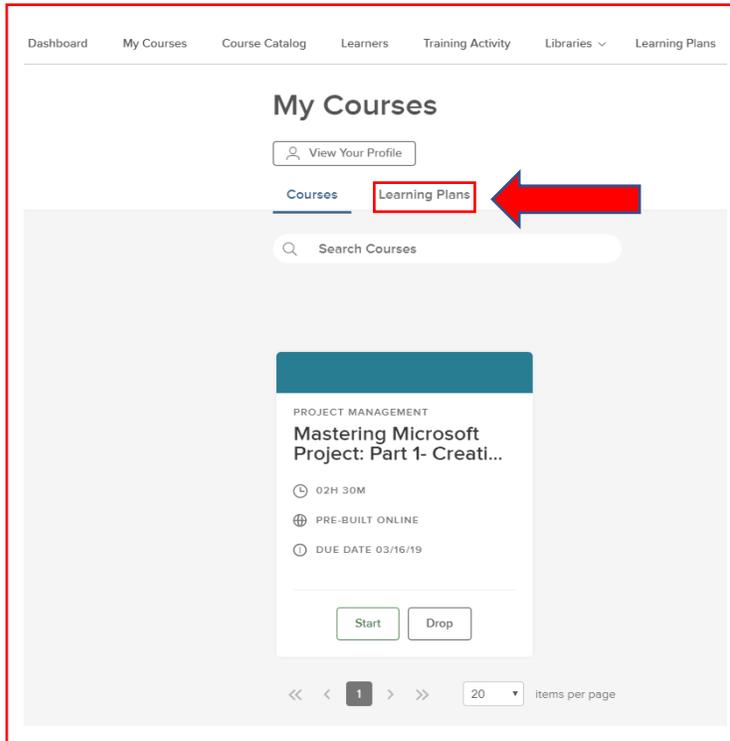
0/24

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

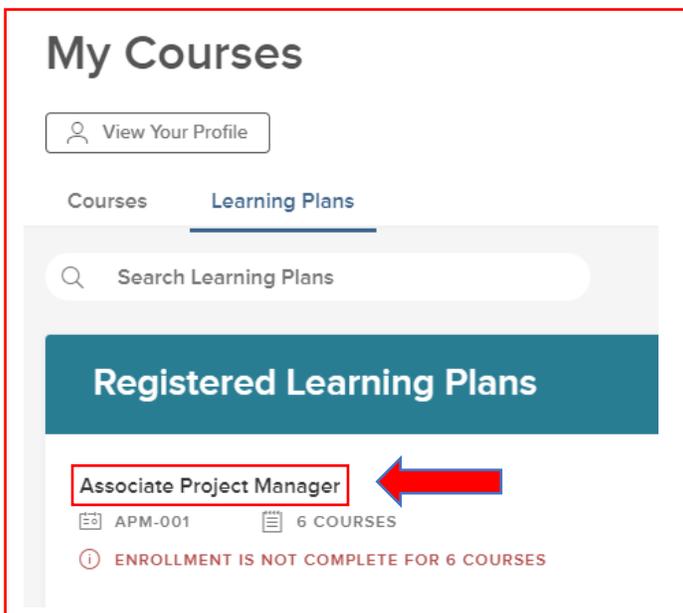


**\*\*You are now enrolled and your course(s) should show up under "My Courses"\*\***

### 3) Learning Plans (Certification Tracks)



-Go to “Learning Plans”, then select the corresponding registered track





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

**Courses (6)**

All **6** Incomplete Enrollment **6** Enrolled

PROJECT MANAGEMENT <b>Identifying and Managing Risk</b> 📅 CODE: PM-1031 📄 CLASSROOM ⌚ 12H 00M 🚫 USER NEEDS TO BE ENROLLED IN A CLASS	 <a href="#">View Classes</a>
PROJECT MANAGEMENT <b>Leadership for Project Managers</b> 📅 CODE: PM-1601 📄 CLASSROOM ⌚ 12H 00M 🚫 USER NEEDS TO BE ENROLLED IN A CLASS	<a href="#">View Classes</a>
PROJECT MANAGEMENT <b>Managing Project Requirements</b> 📅 CODE: BA-1010 📄 CLASSROOM ⌚ 12H 00M 🚫 USER NEEDS TO BE ENROLLED IN A CLASS	<a href="#">View Classes</a>

**\*\*\*If you qualified to be on a certification track and have NOT been enrolled into a Learning Plan, please contact [Dale.Barfield@gta.ga.gov](mailto:Dale.Barfield@gta.ga.gov) or the GTA Training Team ([GTATraining@gta.ga.gov](mailto:GTATraining@gta.ga.gov)) for further assistance.\*\*\***