

Human Resources Administration Topics



Performance Management-HRA



Policy & Compliance



Talent Acquisition & Staffing

Changing Your Password

From Inside Team Georgia Learning

1. Click on profile icon in the top right corner of Team Georgia Learning . 
2. Click on **Edit Profile**.
3. Click on **Change Password** link.
4. Type your **Current Password**.
5. Type your **New Password**.
6. Retype your new password in the **Confirm New Password** field.
7. Click on **Reset Password**

If password is forgotten

1. Click on the **Forgot My Password** link from the login screen.
2. Type in your email address.
3. You will receive an email with a reset link. Click on the password reset link.
4. Type in a **New Password** and **Confirm New Password**.
5. Click on **Update Password**.

Team Georgia Learning Support

For any issues with access or use of the system send a detailed email to the address indicated below or optionally call the listed number:

Email: georgia.learning@doas.ga.gov

770-651-0250

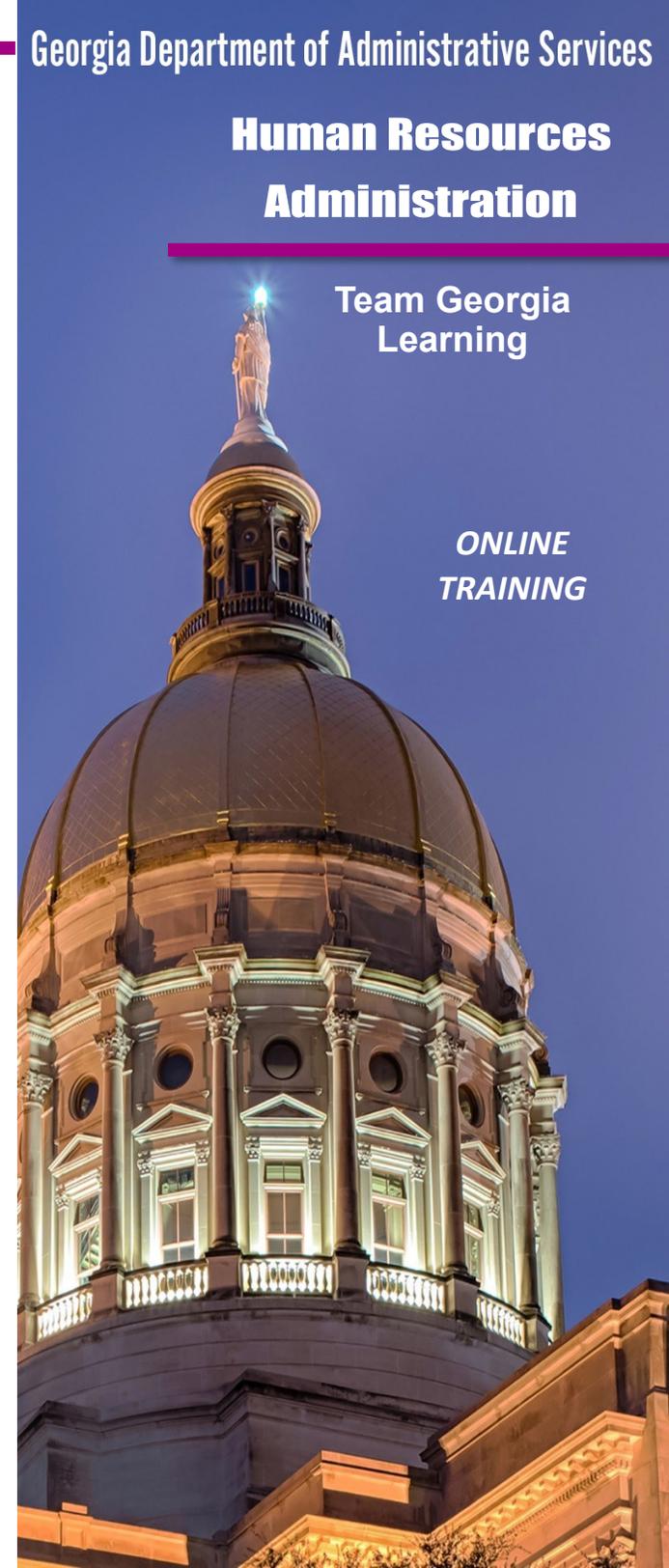
www.doas.ga.gov



Human Resources Administration

Team Georgia Learning

ONLINE TRAINING

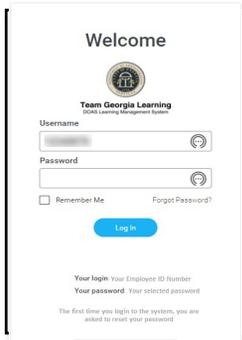


◆ The courses available to you through Team Georgia Learning will be dependent on your job role, division, entity, and department .

Accessing Team Georgia Learning

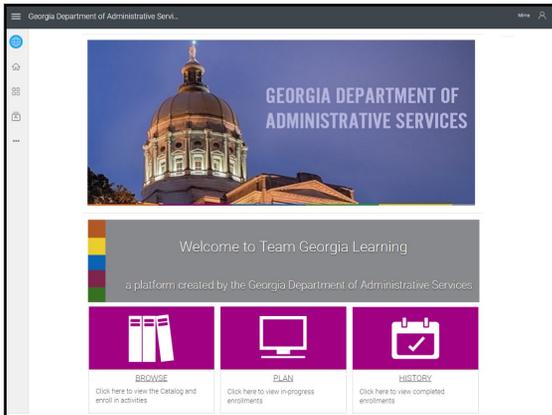
Access Team Georgia Learning at

<https://doas.exceedlms.com/>



1. Your **Username** is your Employee ID number
2. Your password may be whatever you choose.
3. Click on **Login** to enter **Team Georgia Learning**

Using the Welcome Screen



By default the Welcome Page displays when you first enter Team Georgia Learning.



Browse

Clicking on **Browse** allows you to view the course catalog and enroll in courses .



Plan

Clicking on **Plan** displays a list of courses you are currently enrolled in.

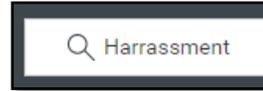


History

Clicking on **History** displays the courses you have accessed or completed.

Searching for a Course

1. From the Welcome Screen click on **Browse**
2. Type a term, partial course name, or full course name in the **Search Catalog** box at the top of the browse screen.



3. Hit the **Enter** key to search.
4. The search results will display.



Enrolling In a Course

1. After searching for a course click on the icon or text link for the course you want to take.
2. The course launch page displays.



3. Click on the **Launch** button. The course will display in a separate tab or window



Dropping a Course

1. Click on My Library to view courses in which you are enrolled.
2. Click on the X to the right of the course to drop it. Then confirm that you want to drop the course.

Printing or Saving a Certificate

1. Log in to LMS.
2. From main screen, select **History** (scroll down, bottom-right)



3. Select **Filter** (top right), and select **Passed**.



4. Scroll down results to select passed course/test. Click to Open.



5. Select **View Award**. A completion certificate displays in another window.



6. Click the print icon. 

7. Select a printer to print to paper then click **OK**. Alternatively select **Adobe PDF** as the printer and click **Print** if you want to save a copy of the certificate as a PDF.