Human Resources Administration Topics

Performance Management-HRA

Policy & Compliance

Talent Acquisition & Staffing

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

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:
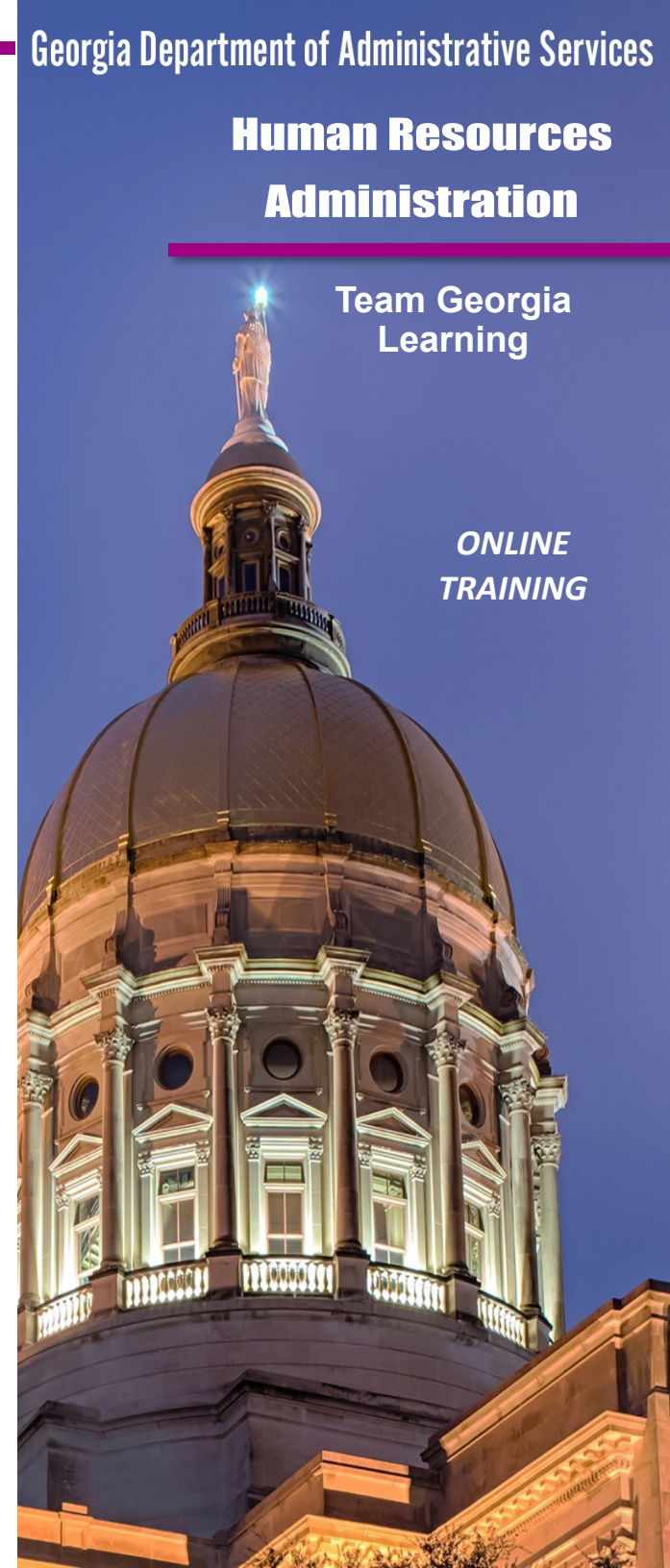
Email: georgia.learning@doas.ga.gov

770-651-0250

www.doas.ga.gov

Georgia Department of Administrative Services

Human Resources Administration

Team Georgia Learning

ONLINE TRAINING

Accessing Team Georgia Learning

Access Team Georgia Learning at
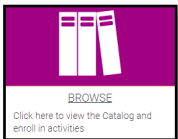
https://doas.exceedlms.com/

1. Your **Login ID** is your email address

2. Your initial password is your employee ID number without the leading zeros.

3. Click on **Login** to enter **Team Georgia Learning**
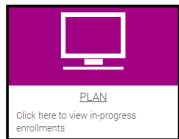
Using the Welcome Screen
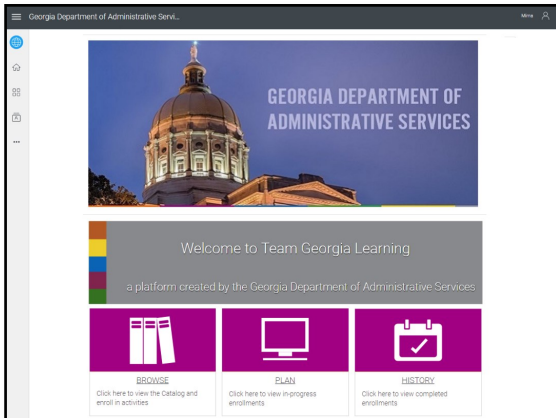
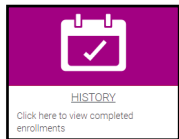By default the Welcome Page displays when you first enter Team Georgia Learning.

Browse	Plan	History

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

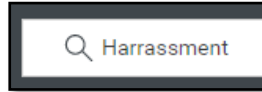Clicking on **Plan** displays a list of courses you are currently enrolled in.

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.
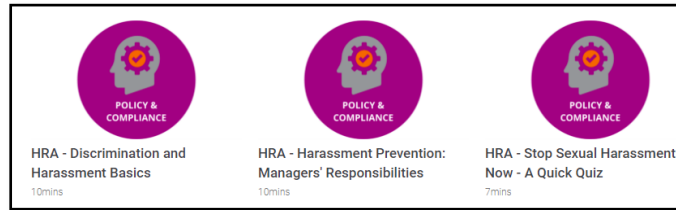
Enrolling In a Course

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
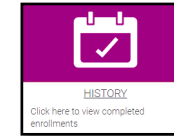
Dropping a Course

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.

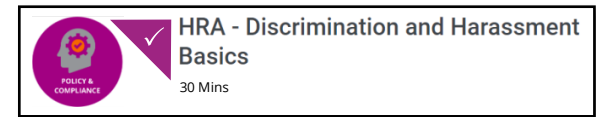## Printing or Saving a Certificate

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.