

DOAS

Team Georgia Learning

ONLINE TRAINING




DOAS Course Categories

- ◆ Accountability
 - ◆ Business Skills
 - ◆ Change Management
 - ◆ Coaching and Counseling
 - ◆ Communication
 - ◆ Conflict Management
 - ◆ Customer Service
 - ◆ HR Policy / Compliance
 - ◆ Information Technology
 - ◆ Introduction to DOAS
 - ◆ Judgement and Decision Making
 - ◆ Leadership and Management
 - ◆ Microsoft
 - ◆ Negotiation
 - ◆ Performance Management—HRA
 - ◆ Personal Development
 - ◆ Policy and Compliance
 - ◆ Project Management
 - ◆ Talent Acquisition & Staffing
 - ◆ Team Building
 - ◆ Team Georgia Marketplace
 - ◆ Time Management
- ◆ 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



Accessing Team Georgia Learning

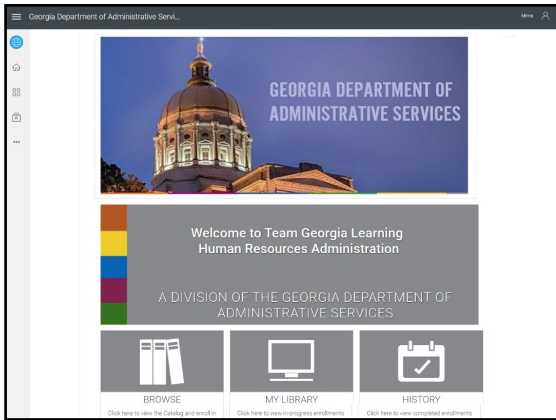
Access Team Georgia Learning at

<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.



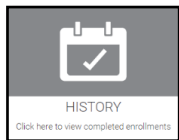
Browse

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



My Library

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

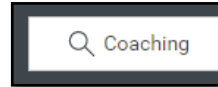


History

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 a Certificate

1. After completing a course a blue certificate icon appears on the completion page. Hovering over the icon displays with a **Download Certificate** message. Click on the icon.



2. A course certificate will display in a separate window.



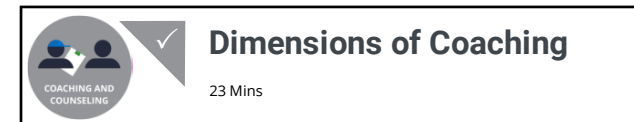
3. Download or print the certificate using the icons that display in the upper right hand corner of the display window.



4. If you decide to print a certificate later click on the History button from the welcome screen.



5. Click on any course that you completed with a pass status listed to the right.



6. Hovering over the blue icon displays a **Download Certificate** message. Click on the icon. Again print or download

