

Check Employee Training Status In Team Georgia Learning

DESCRIPTION

This guide shows *Managers* how to *Check Employee Training Status* in *Team Georgia Learning*.

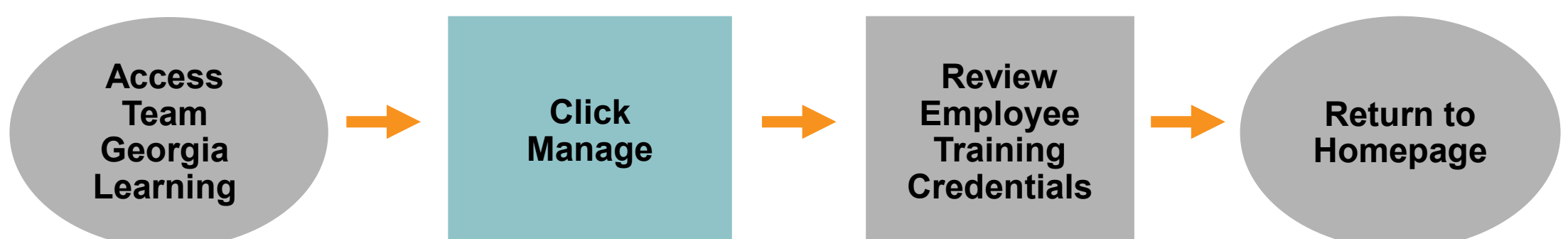
Note: *Managers* will not see their direct reports in *Team Georgia Learning* if those employees are not enrolled in training courses.

OVERVIEW

The key steps in the process are below:

1. Copy and paste URL: <https://doas.exceedlms.com> in your browser search bar and press enter.
2. Enter your **Username** and **Password**.
3. Click **Manage**.
4. Click **View Plan** to see in progress or not started **Courses**.
5. Click **Employee Name** to view completed **Courses**.
6. Return to your **Homepage**.

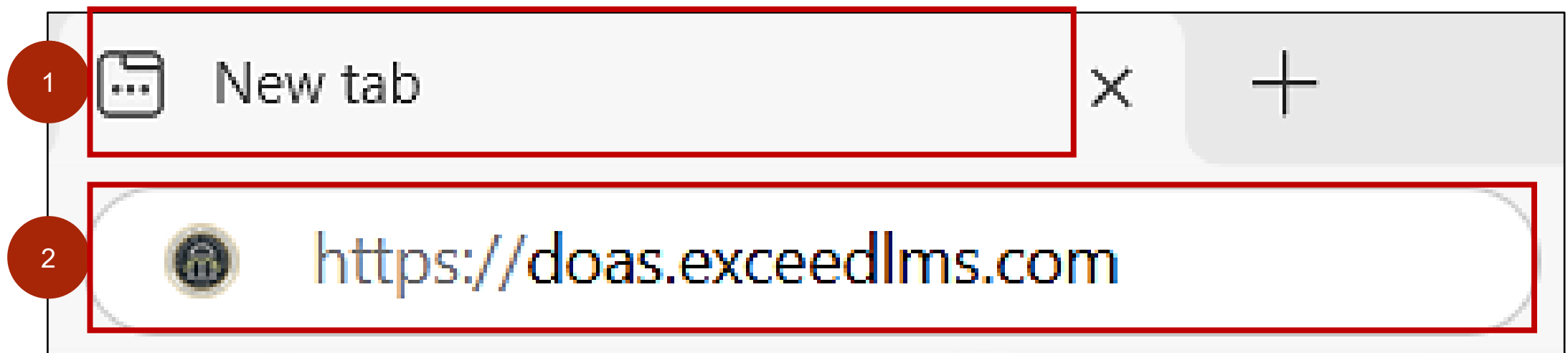
Business Process:



Check Employee Training Status In Team Georgia Learning (Part 1 of 4)

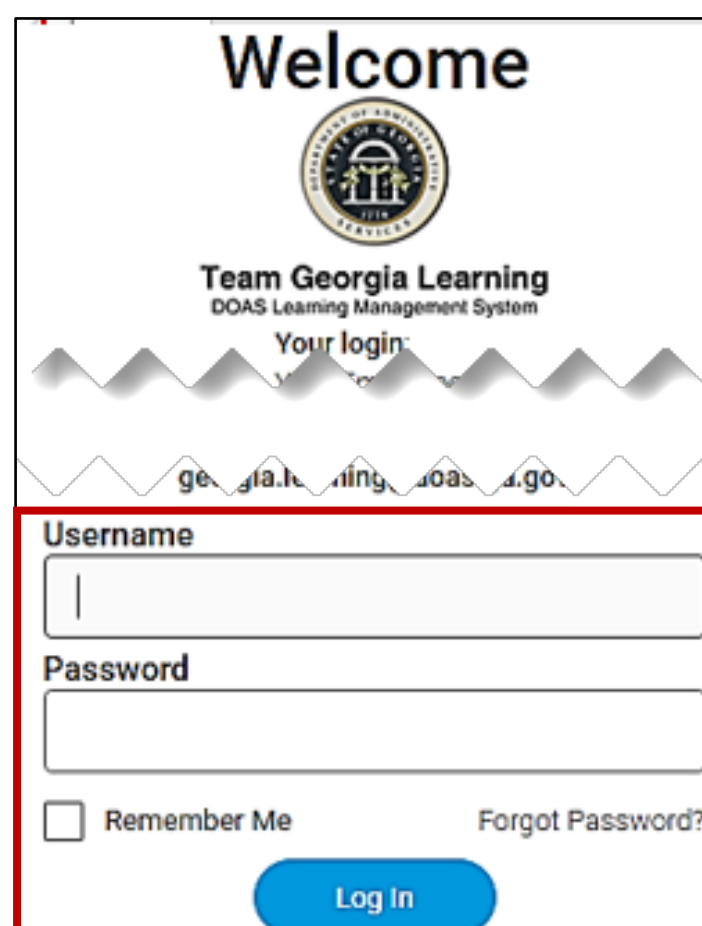
INSTRUCTIONS

1. Open a new tab in your preferred browser.
2. Paste the URL: <https://doas.exceedlms.com> in your browser and press **Enter**.



3. Enter your **Username** and **Password** and click **Log In**.

Note: First time Log In, type your *Employee Identification Number* in both fields to access Team Georgia Learning.

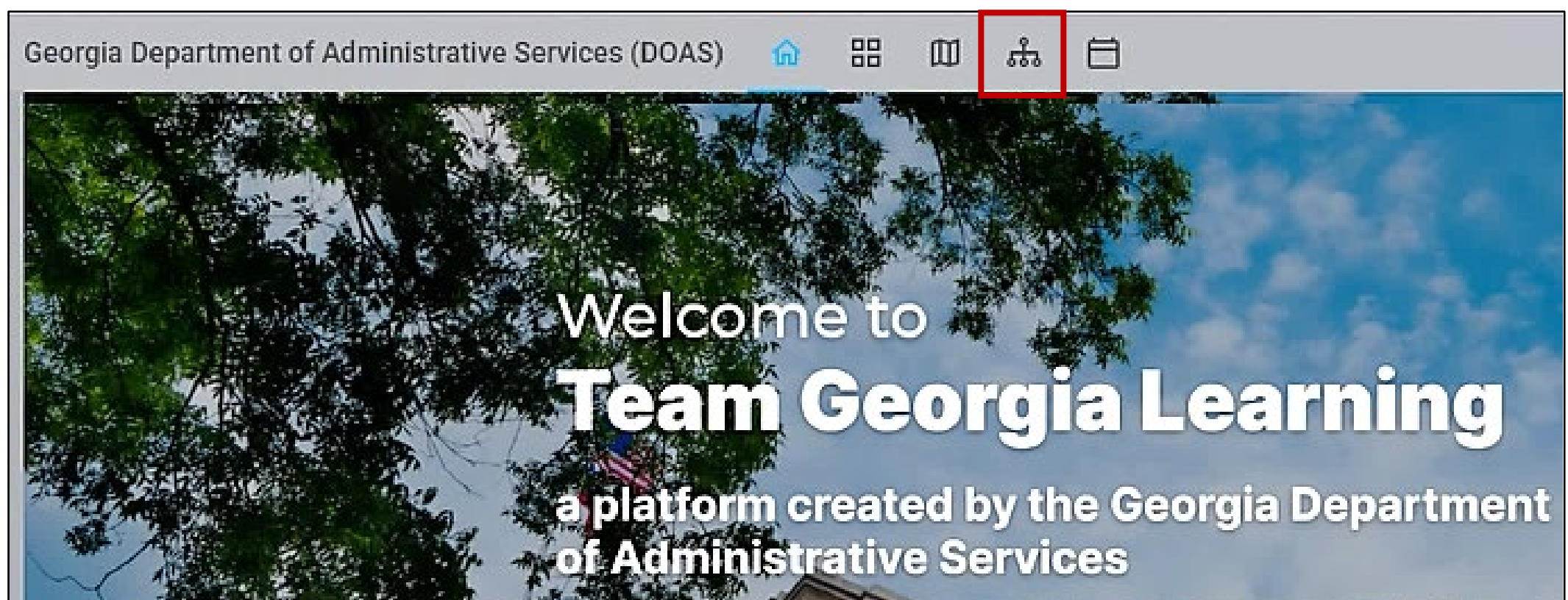
A screenshot of the login page for Team Georgia Learning. The page features the Georgia State seal and the text 'Welcome', 'Team Georgia Learning', and 'DOAS Learning Management System'. Below this, there is a 'Your login:' section with a wavy line graphic. The login form includes two input fields: 'Username' and 'Password'. Below the fields are a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Log In' button is positioned at the bottom of the form. A red box highlights the Username and Password fields.

Check Employee Training Status In Team Georgia Learning (Part 2 of 4)

INSTRUCTIONS

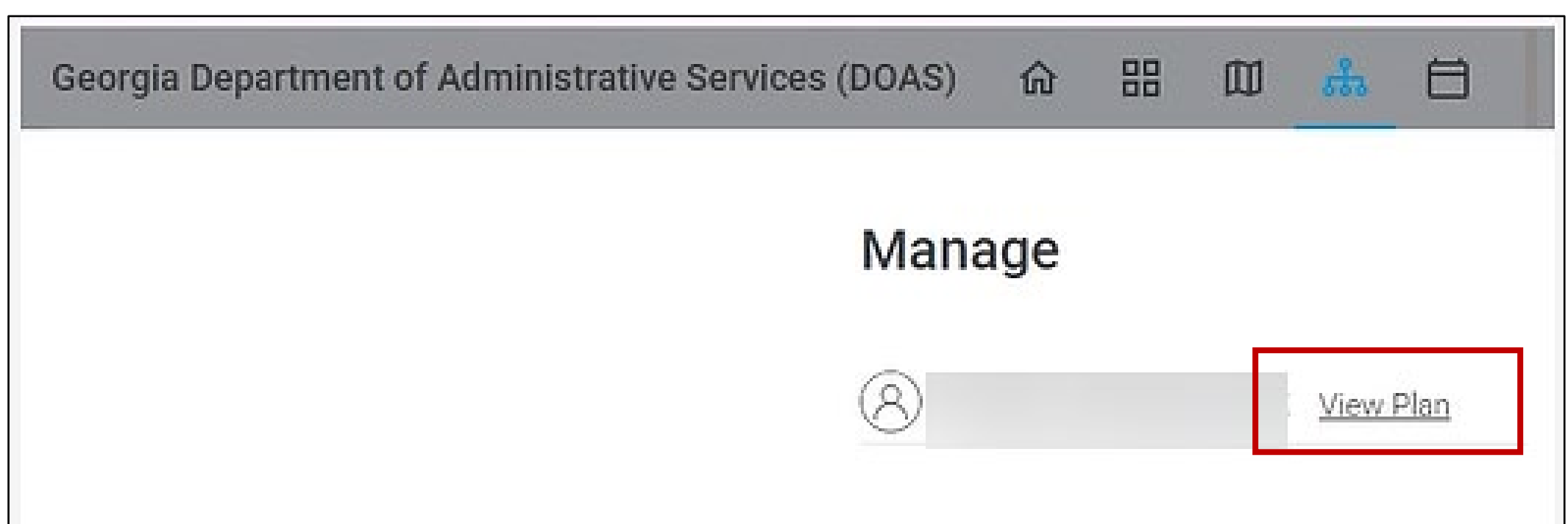
- Click **Manage** (👤) to open the list of **Employees** assigned to you.

Note: The background colors in Team Georgia Learning may vary by division.



- Click **View Plan** to the right of **Employee Name** to view an individual **Employee Training Plan**.

Note: You will see the list of *Employees* assigned to you.

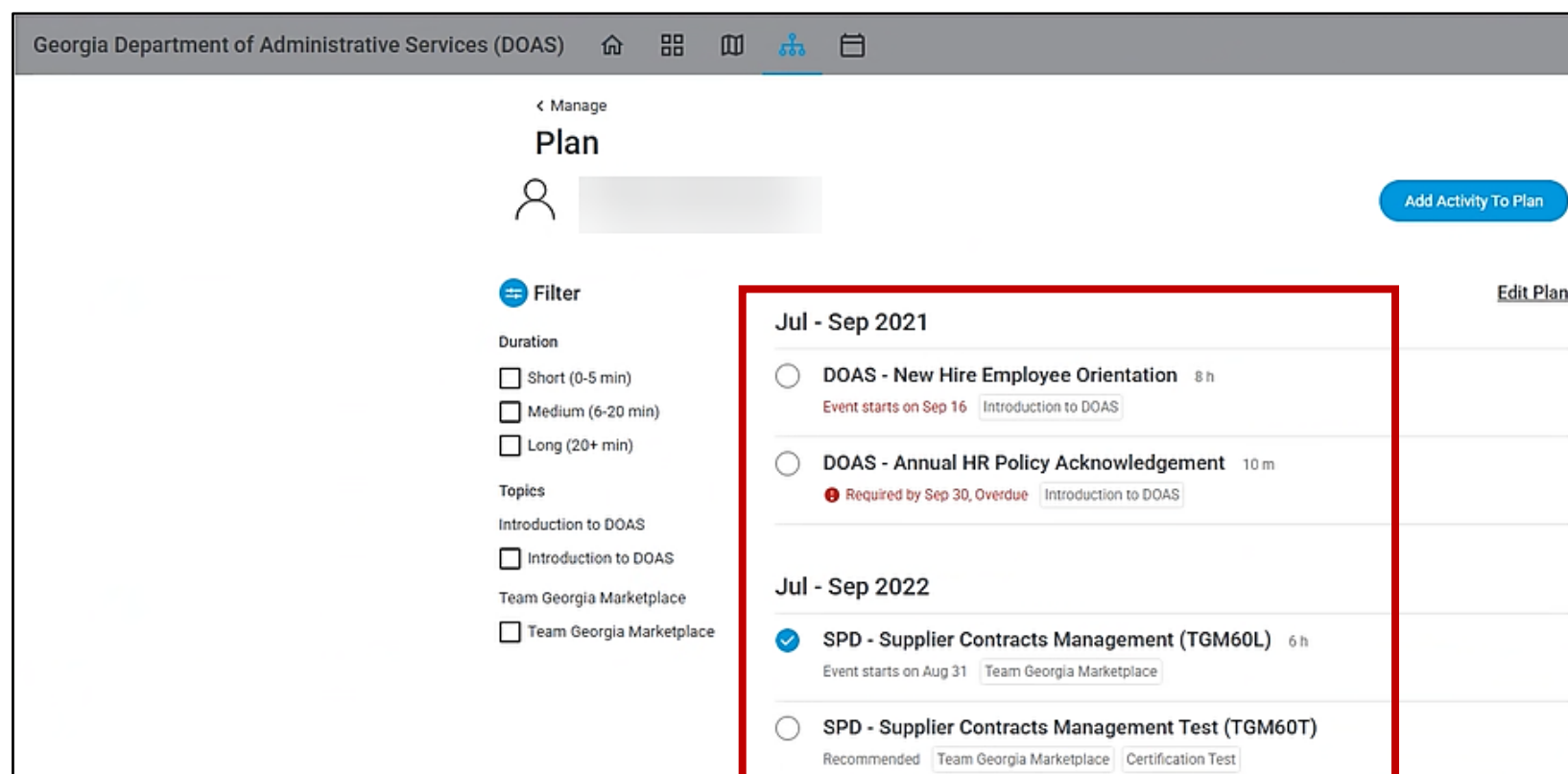


Check Employee Training Status In Team Georgia Learning (Part 3 of 4)

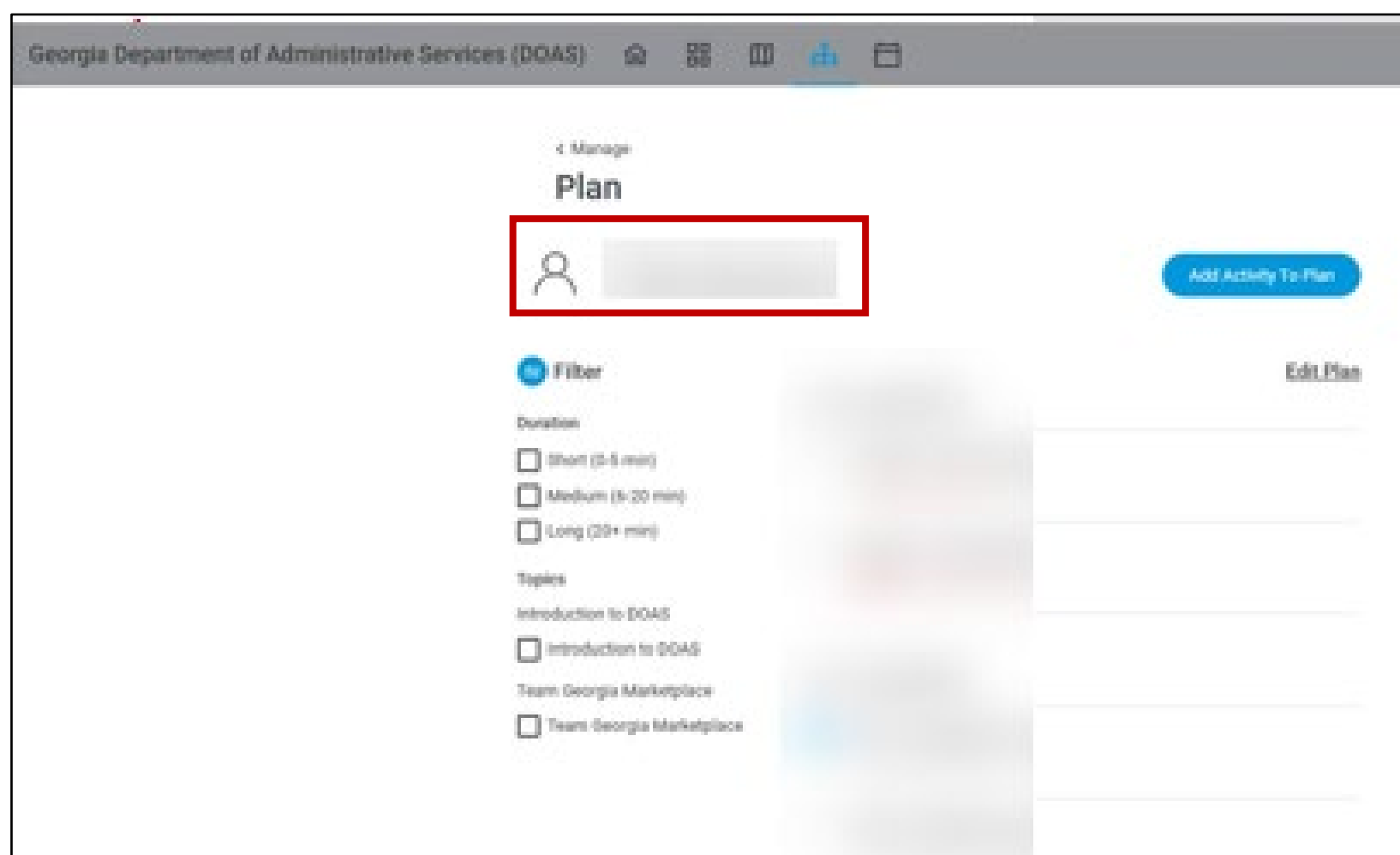
INSTRUCTIONS

6. View the **Training Courses** assigned to the **Employee**.

Note: The list contains courses that are *In Progress* and courses that are *Not Started*. If the course due date has passed, it displays in **red**.



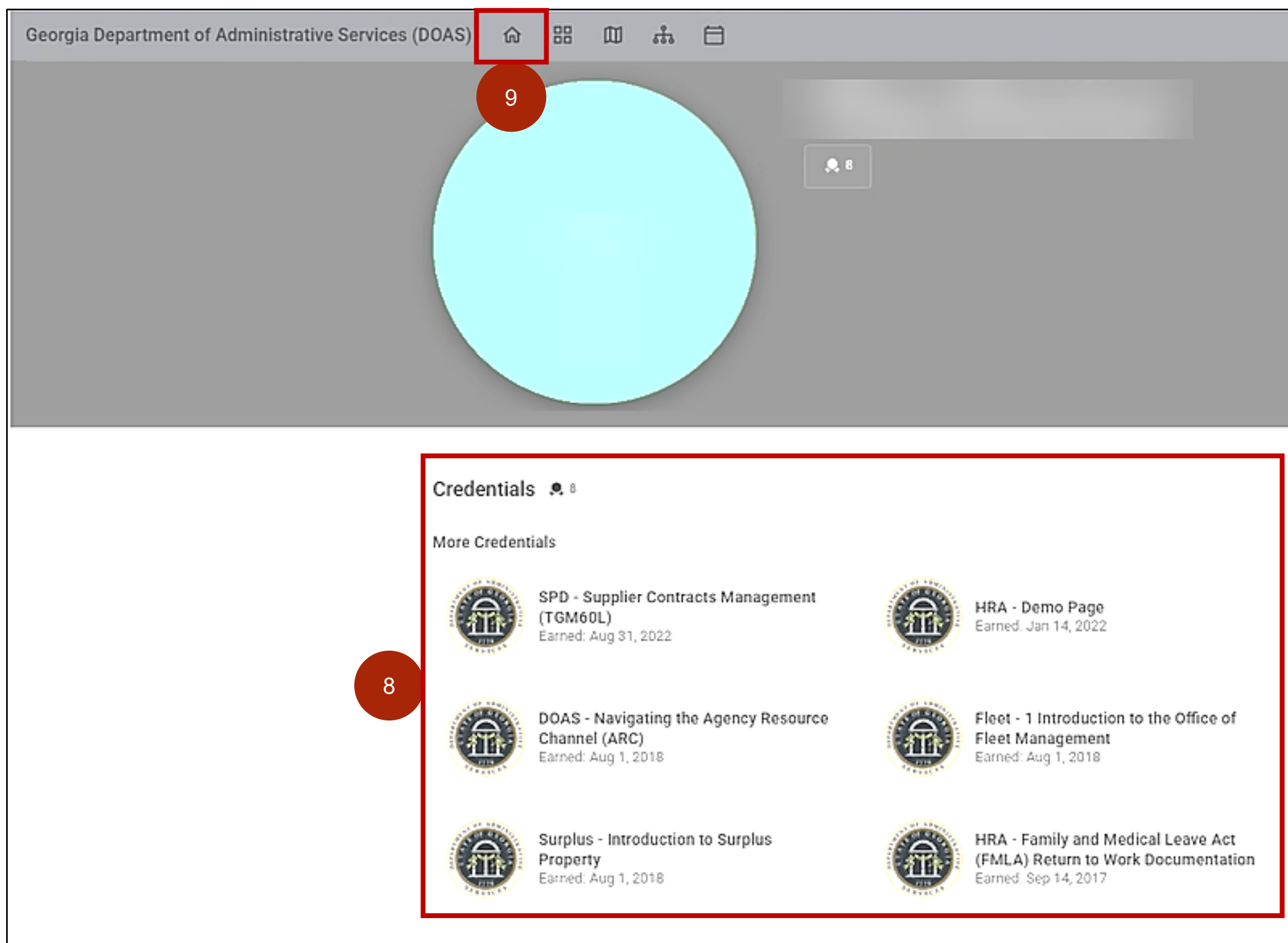
7. Click the **Employee Name** to access the list of **completed courses** for that **Employee**.



Check Employee Training Status In Team Georgia Learning (Part 4 of 4)

INSTRUCTIONS

8. View **Employee Courses** completed.
9. Click **Home** (🏠) on the **Navigation Bar** to return to the **Homepage**.



You have successfully checked employee training status in Team Georgia Learning.