WARD Learning Center



For Non-County Employees <u>WITHOUT Access T</u>o The County Network

Broward County has launched a new portal known as the Learning Center. All Non-County users without access to the County network can complete any required training using this portal.

Sign In—New User

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- 1. Launch your Google Chrome Internet browser.
- 2. Type <u>https://pslm-ext.erp.browardemployee.org/</u> in the address bar.
- Select the Are you a new user? Register Now link. Result: You will be redirected to the New User Registration page.
- 4. Complete the required registration fields.
- Select the **Register** button when you are finished entering all information.
 Result: The **Employe Self Service** dashboard displays.
- 6. Go to Complete Learning.

Sign In—Existing User

- 1. Launch your Google Chrome Internet browser.
- 2. Type <u>https://pslm-ext.erp.browardemployee.org/</u> in the address bar.
- 3. Enter your User Name and Password.
- 4. Select Sign In.

Note: If your credentials are not recognized by the system this message displays: *Your username and/or password are invalid*. Select **OK**. Follow instructions for **Forgot Your Password**.

Complete Learning

- 1. Select the Learning tile.
- 2. Enter a Search Keyword (e.g., HIPAA, Cyber), then select the **Find Learning** arrow.
- Select the applicable learning from the Search results. Result: The Course displays with the Description and Enrollment options.
- Select Enroll to enroll in the class.
 Result: The Enrollment Confirmation screen displays.

Note: If approval is required, <u>allow 1 business day for</u> <u>your request to be reviewed and approved.</u> You will receive another email with further instructions. If no approval is required, continue to Step 5.

- 5. Select Go to Course.
- 6. Select the **Launch** button in the bottom right corner of the screen to complete your learning.

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Learning Center

For Non-County Employees WITH Access To The County Network



Broward County has launched a new portal known as the Learning Center. All Non-County users with access to the County network can complete any required training using this portal.

Sign In

- 1. Launch your Google Chrome Internet browser.
- 2. Type <u>https://pslm-ext.erp.browardemployee.org/</u> in the address bar.
- 3. Enter your **Active Directory** credentials (User Name and Password).
- 4. Select Sign In.
- 5. Go to Complete Learning.

Forgot Your Password

If you have forgotten your password, please contact your Broward County Liaison to reset your password.

Complete Learning

- 1. Select the Learning tile.
- 2. Enter a Search Keyword (e.g., HIPAA, Cyber), then select the **Find Learning** arrow.
- Select the applicable learning from the Search results. **Result**: The Course displays with the Description and Enrollment options.
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- 5. Select Go to Course.
- 6. Select the **Launch** button in the bottom right corner of the screen to complete your learning.

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