

Getting Started with Learning on Demand Job Aid



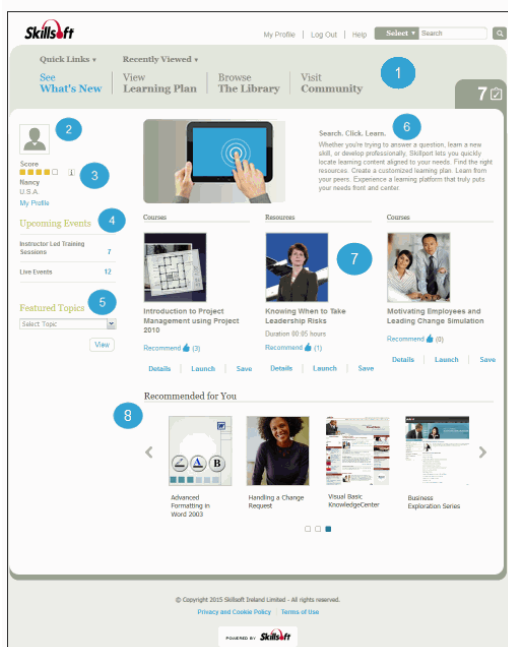
Set Sail for Opportunities and Growth

This job aid will help you to log on and navigate through Learning on Demand (LOD).

Log on to LOD:

- Go to MyOhio.gov
- Sign on with your OH|ID Workforce User ID and Password. User ID and Passwords are case sensitive. Be sure your caps lock key is off.
- Click on **My Workspace**, then select **Applications** and click **Learning on Demand**.

Once you are logged on, the page will open to the “What’s New Page.”



1. **The LOD Header:** The header provides easy access to the most common areas as well as Quick Links, Search, and Recently Viewed items.

2. **Profile picture:** You can add or change your picture in the *Personal Info* section in your profile.

3. **Community Score:** Based on your activity and interactions in the Community, this score increases over time (up to five blocks) and displays on your Community member profile.

4. **Upcoming Events:** Highlights the next 12 months of upcoming events such as Live Events.

5. **Featured Topics:** Specific courses or other content the State of Ohio chooses to highlight. Click any of the selections in the drop-down list to view more details.

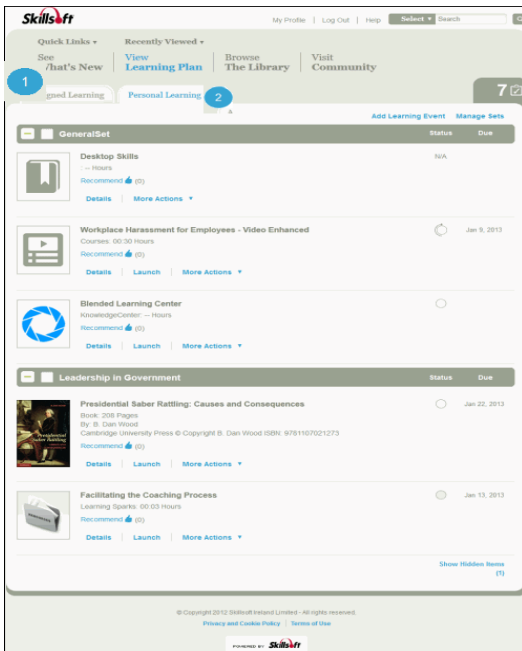
6. **Message Area:** Here you may find messages specific to your agency. This content can change often, so check back.

7. **Highlighted Learning:** The State of Ohio can highlight various courses, books and videos for you to explore. Click **Details** to access the content.

8. **Recommended for You:** Displays personalized and popular content recommendations for you, based on your own recent content usage over the past year and popular content across the Learning on Demand portal. Recommendations based on your content usage may include, the next item in a series, an item from a related series, or an item from the parent topic. You can click the left and right arrows to view additional content items.

View Learning Plan

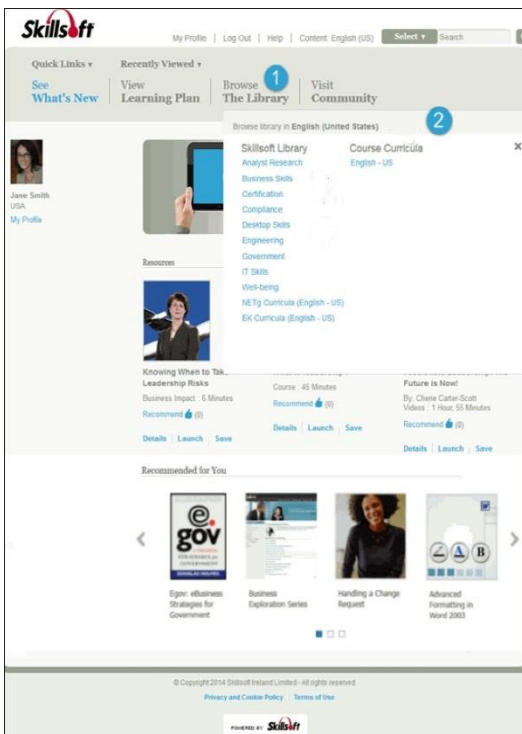
View all your assigned and personal learning assets in your learning plan by clicking View Learning Plan.



1. **Assigned Learning Tab:** By default, the Assigned Learning tab displays when you click **View Learning Plan**, and shows all of your assigned assets. You can also access your development plan from the **Assigned Learning** tab.

2. **Personal Learning Tab:** Displays all self-assigned assets. You can manage your self-assigned assets and create new sets of assets to enhance your assigned learning.

Browse the Library



1. **Browse the Library:** Click this link to display the Library, which is organized by various categories to make searching and browsing easier for you.

2. **Library Categories:** There are top-level categories, which display when you click **Browse the Library** at the top of any page, and there are subcategories, which are presented to you on the Library Browse Results page.

Now you are ready to explore the many resources available to you in Learning on Demand.

Please review and adhere to your agency's training and development policies, procedures and guidelines regarding the use of Learning on Demand resources and tools.

If you have any questions please contact: Mary Cornwell at 614-995-0154 or email LearningonDemand@das.ohio.gov.