

How to access the Learning Management System (LMS) eLearning:

1. Login to your “MyNewJersey” account via the portal (<http://www.nj.gov>):

- a. If you forgot your login ID and/or password, please follow the prompts as seen below.
- b. If you continue to have trouble logging in, do not create a new account, click the need help link and you will receive assistance with your account.

It is strongly suggested that you only have one active account so that the relevant icons (eLearning, eCATS, ePAR, and MBOS) are all on one account.

my New Jersey powered by njoit

Log In to myNewJersey

Login ID:

[Forgot your login ID?](#)

Password:

[Forgot your password?](#)

Log In

[Need help?](#)

Don't have a myNewJersey account?
Sign Up

2. Access the eLearning link (this example shows it placed on the left hand side of the page)

logout | [my account](#) | [auth code](#) | [layout](#) | [help](#)'. Below the header is a navigation menu with several categories: 'Applications' (with sub-links for eCATS - Executive Branch, eCATS - Judiciary, eCATS Help Desk, and eCATS Help Desk for Snow Removal), 'Civil Service Commission Applications' (with sub-links for CSC Applications and Classification Support System), 'Office of Training' (with sub-links for eLearning, ePAR, and ePAR User Guide), 'Role Manager' (with sub-links for Search / Update, Invite a Client, and Send Mail to Clients), and 'OMB Applications'. On the right side, there is a 'New Jersey Events' section with a 'Travel Guide' link and sub-links for 'Locate Events', 'Travel & Tourism Home', and 'Add an Event'. A blue arrow from the text above points to the 'eLearning' link under the 'Office of Training' category."/>

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Welcome Suzanne: [logout](#) | [my account](#) | [auth code](#) | [layout](#) | [help](#)

Applications
eCATS - Executive Branch
eCATS - Judiciary
eCATS Help Desk
eCATS Help Desk for Snow Removal

Civil Service Commission Applications
CSC Applications
Classification Support System

Office of Training
eLearning
ePAR
ePAR User Guide

Role Manager
Search / Update
Invite a Client
Send Mail to Clients

OMB Applications

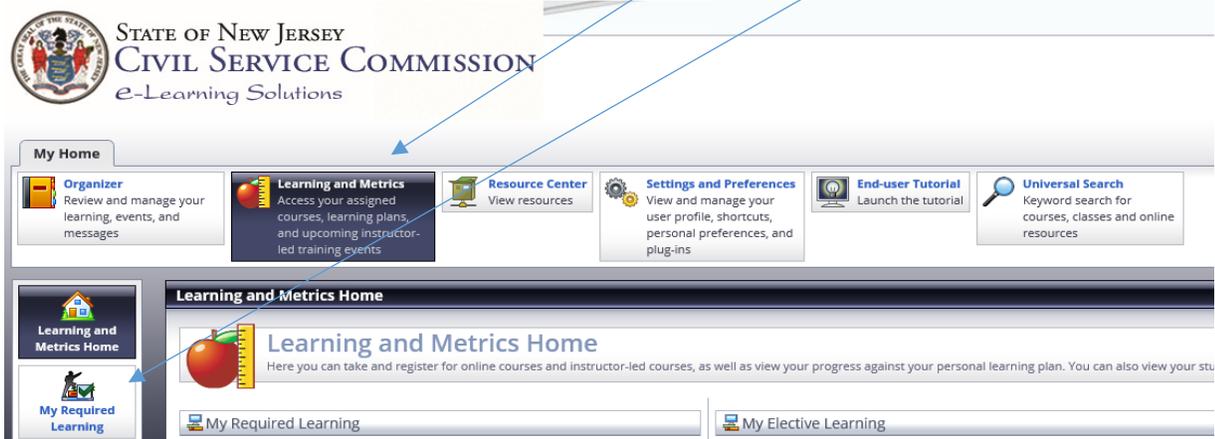
New Jersey Events
Travel Guide
[Locate Events](#) | [Travel & Tourism Home](#) | [Add an Event](#)

3. Please take advantage of the End-user Tutorial: You will learn valuable navigation techniques to enhance your learning experience.



4. You may find courses in a variety of ways:

a. If you have required courses, click on Learning and Metrics, it will bring you to a screen where you will see any courses that are assigned to you.



- b. To access most state mandated courses, click on Featured Courses. This example shows SANS Securing the Human (Introduction) and SANS Securing the Human (Advanced).

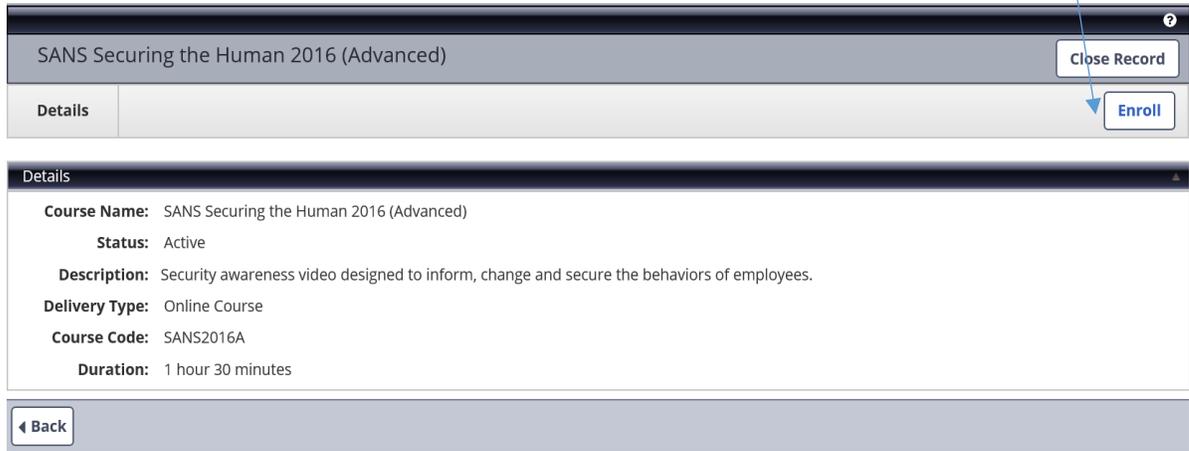
The screenshot displays the 'STATE OF NEW JERSEY CIVIL SERVICE COMMISSION e-Learning Solutions' interface. The top navigation bar includes 'My Home' and several utility icons: Organizer, Learning and Metrics, Resource Center, Settings and Preferences, End-user Tutorial, and Universal Search. A left sidebar contains icons for Learning and Metrics Home, My Required Learning, My Elective Learning, Catalog, My Waiver Requests, Calendar, and My Transcript. The main content area is titled 'Catalog: Featured Courses' and features a search bar with the text 'SANS Securing the Human'. Below the search bar are tabs for 'Featured Courses', Bundles, By Category, Alphabetically, ILT With Open Seats, and Online Resources. The 'Featured Courses' tab is active, showing two course listings: 'SANS Securing the Human 2016 (Advanced)' and 'SANS Securing the Human 2016 (Introduction)'. Each listing includes the course title, duration (1 hour 30 minutes), and a brief description: 'Security awareness video designed to inform, change and secure the behaviors of employees.' A 'Details' button is present for each course. A blue arrow points from the 'Featured Courses' tab to the search bar, and another blue arrow points from the 'SANS Securing the Human (Advanced)' course title to the 'Details' button below it.

- c. To browse, click on the Catalog icon:

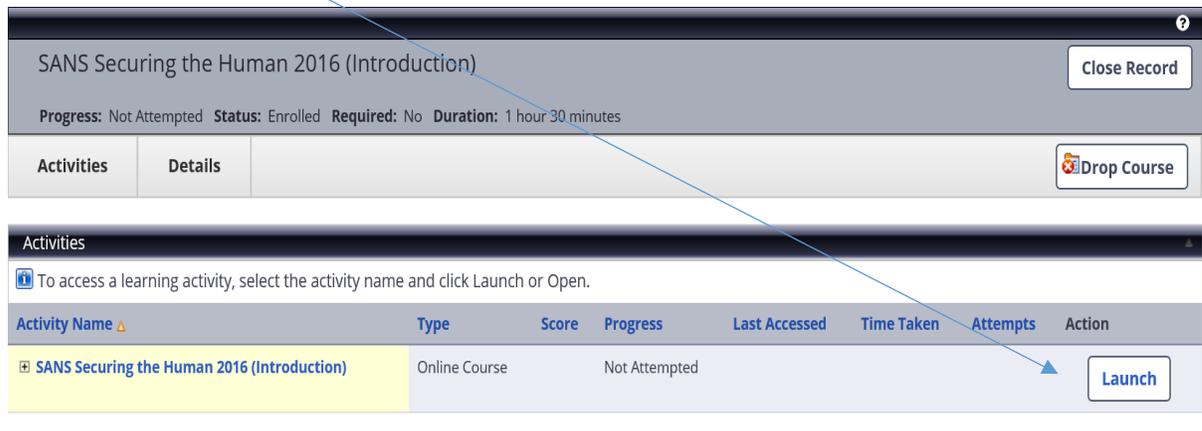
The screenshot displays the 'STATE OF NEW JERSEY CIVIL SERVICE COMMISSION e-Learning Solutions' interface. The top navigation bar includes 'My Home' and several utility icons: Organizer, Learning and Metrics, Resource Center, Settings and Preferences, End-user Tutorial, and Universal Search. A left sidebar contains icons for Learning and Metrics Home, My Required Learning, My Elective Learning, and Catalog. The main content area is titled 'Learning and Metrics Home' and features a search bar. Below the search bar are three sections: 'My Required Learning', 'My Elective Learning', and 'Instructor-Led Training Events'. The 'My Required Learning' section lists 'Backpack to Briefcase: Bring Out the Professional in You!' and 'Maestro Product Training: Learning Activities Manager'. The 'My Elective Learning' section lists 'SANS Securing the Human 2016 (Introduction)'. The 'Instructor-Led Training Events' section lists 'Event listing for the next 14 days'. A blue arrow points from the 'Catalog' icon in the sidebar to the 'SANS Securing the Human 2016 (Introduction)' course listing in the 'My Elective Learning' section.

5. To actually take the course, double click on the course name.

a. A separate window will appear with the course details, click on Enroll.



b. Click on the Launch button.



c. You have successfully launched your online training course in a new window.



6. Once you have completed the training course, you may view your score by clicking on the My Transcript icon, while in the Learning and Metrics interface.

The screenshot displays the 'Learning and Metrics Home' interface. At the top, there is a navigation bar with several icons: 'My Home', 'Organizer', 'Learning and Metrics', 'Resource Center', 'Settings and Preferences', 'End-user Tutorial', and 'Universal Search'. Below this is a sidebar with icons for 'Learning and Metrics Home', 'My Required Learning', 'My Elective Learning', 'Catalog', 'My Waiver Requests', 'Calendar', and 'My Transcript'. The main content area is titled 'Learning and Metrics Home' and contains two columns of course listings. The 'My Required Learning' column lists courses such as 'Backpack to Briefcase: Bring Out the Professional in You!', 'Maestro Product Training: Learning Activities Manager (Module 4/6)', 'Maestro Product Training: User Management (Module 2/6)', 'Maestro Product Training: Reporting (Module 6/6)', 'Maestro Product Training: Resource Center (Module 5/6)', and 'Maestro Product Training: Learning Content (Module 3/6)'. The 'My Elective Learning' column lists 'SANS Securing the Human 2016 (Introduction)'. A blue arrow points from the 'My Transcript' icon in the sidebar to the 'Learning and Metrics' icon in the top navigation bar.

If you are having trouble accessing or navigating LMS eLearning, please contact us at 609-777-2225 or email us at CLIPeLearning.Support@csc.nj.gov.