



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

July 16, 2007

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Jon Fullinwider
Chief Information Officer

Subject: **LOS ANGELES COUNTY LEARNING NET**

We are very pleased to announce the implementation of the new **Los Angeles County Learning Net**, our Countywide learning management system. As you know, in December 2005, the Board of Supervisors approved funding for the acquisition of a Countywide learning management system: a web-based system to track training of all types, facilitate online training delivery, and assist employees and their supervisors in managing their career development. The system will replace all departmental training tracking systems formerly used by County departments, and is currently in various phases of rollout to all County departments.

At this time, all County employees have limited access to the Los Angeles County Learning Net, including access to online courses developed for Countywide use. Employees can log onto the system, review their personal training records for courses taken through the Los Angeles County Learning Academy, review course catalog information, and can sign-on and take specific courses online which are approved for their assignments. Departments that have completed the rollout will have full access to the Learning Net, including the ability to load courses on the system and allow online approval of training requests. We have been working with your training and information technology staff to implement the system in each of your departments. Attached is a fact sheet of the features of the learning management system, along with logon and system usage instructions.

All Department Heads
July 16, 2007
Page 2 of 2

Currently the following online courses are available through the Learning Net:

- New Employee Orientation
- Security Awareness Training (sponsored by the Chief Information Office)
- Reasonable Suspicion Training (sponsored by the Chief Executive Office)
- Learning with Saba Enterprise 5x (beginner learning for the Learning Net)
- Managing Your Team's Learning with Saba Enterprise 5x (supervisor/manager training for the Learning Net)

By July 30, 2007, additional online courses acquired through the SEIU Local 721 Labor-Management Training Fund will be made available for Local 721 employees. The subject matter areas include Business Workplace Skills, Information Technology and Desktop Computing, including Microsoft Office. This will be a great opportunity for employees to become familiar with the system and its features for taking a course online.

Within the next few weeks you will receive an announcement regarding Computer Security Awareness Training, information on policies surrounding governance of the Learning Net, and information on various administrative issues. Additional announcements will be forthcoming notifying you of progress of the system implementation.

We look forward to the full implementation of the Learning Net. If you have any questions, please feel free to contact Jim Johnson at (213) 738-3144 or email at jjohnson@hr.lacounty.gov.

MJH:JWF
TJH:LT:jj

Attachment

c: Administrative Deputies
Personnel Officers
Training Coordinators



Los Angeles County Learning Net

Step-by-Step Learner Instructions

Logging onto the LMS

1. To log onto the LMS, you must be able to access the Internet or the County's Intranet.
 - To access the site, direct your browser (Internet Explorer, Netscape Navigator, or Mozilla Firefox) to <https://lacounty.onsaba.net>, **OR**
 - Direct your browser to the *L.A. County Online Intranet* homepage found at <http://web.co.la.ca.us/lacounty/>. Click on **The L.A. County Learning Net** link.
2. Log onto the system by entering your Username and Password. Your Username is **lowercase 'e'** followed by your County employee number. Your Password the first time you log on is your date of birth in the mmddyyyy format. The Password cannot have leading zeroes or slashes.

Example: If your employee number is 123456 and your date of birth is January 1, 2007, you would log onto the system with the following username and password:

Username: e123456
Password: 112007

- Note: You will be prompted to change your password the first time you log onto the system. Please make sure to take note of what you use as your password for the system. ***If you forget your password, please contact your departmental training coordinator to have it reset.***

Searching and Launching a Web-Based Offering

1. Log onto The Learning Net.
2. Locate the **Catalog Search** window on the right side of the screen.
3. Enter search criteria to locate the offering. For example: If you are looking for a class on how to use The Learning Net, type in 'Saba' in the **Search String** field.
4. Click the **Search Learning Catalog** button.
5. Click the **Launch** link in the Register column to the right of the offering.
6. If your screen is not optimized to take the course, you may receive a window titled "**Resolution not Optimized**". Follow the instructions in the window to optimize your screen and enter the course.
7. You may complete the course, or exit to come back at a later time. Most courses will allow you to continue where you left off.
8. When you complete the course, take notice of the **Content and Results** window. Note that your **Overall Completion Status** will say "Successful". If you do not complete the course, the **Overall Completion Status** will read "Not Evaluated."