

OUR NEW Larimer County Learning Center!!!!

On the County Network



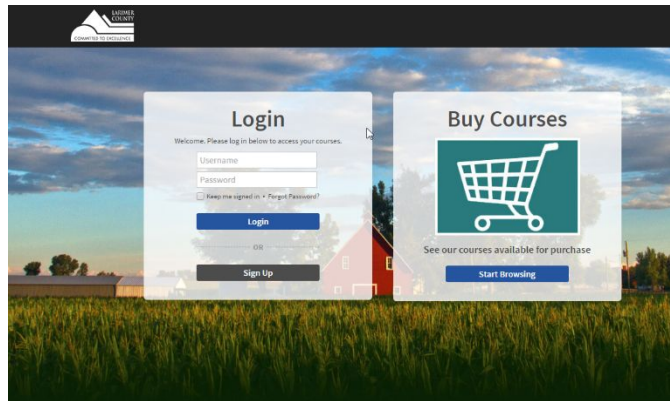
Click on the Learning Center link under Training or go to **OKTA**: <https://Larimer.okta.com> and select **Absorb**

External Access

Website: <https://larimer.myabsorb.com>

User Name: ADP EmplID

Password: Larimer1



Definitions:

Course: The class name. There are instructor led courses and online courses.

Session: The specific date that the course is being offered

The Dashboard

Transcript: View your transcript – Please note that your historical transcript will not be available, just current and future classes. A few classes that were prerequisites – Crucial Conversation and Atlas Budget Training – have been added into the system, so that you will be allowed to register for the classes that require that prereq.



My Courses: Courses you are enrolled in at this time or that you can re-enroll in.



Message Board: Copies of the emails you have received from the system (re: registrations as well as any system updates.)



Resources: Any resources that has been added to the *LC Learning Center*. In the future this may include articles, books, documents, and the like.

Catalog: A searchable catalog of all of the courses offered through the *LC Learning Center*.

- There are different categories based on which department the class is coming from. Clicking on the category will display all the classes offered by that department.

o Courses are searchable.

o If you use the search field, you will need to click on **Dashboard**  from the Main menu in the upper right corner or on the **Larimer County**  icon to return to the Dashboard.

- To view the details/description, click on the down arrow   on the left hand side of the course.
- In order to find when a session for that course is being offered, click on the name of the course.
- If there is a cost to your department for the course, the cost is listed in the course description. The shopping cart with display \$0.00. The \$0 is how much you need to pay right now to sign up for the course.

Calendar: Currently shows classes that you are enrolled in.

Larimer County Logo: Logo in the upper left corner returns you to the dashboard page

Complete Menu – All items on the dashboard as well as others listed here

Access the full menu of options by clicking the dropdown in the upper right corner, next to your name.



Dashboard: Returns you to the homepage dashboard.

Other Training: Allows you to enter classes that you have completed outside of the County.

Edit Profile: Change your password. This only changes your password if you are accessing the LC Learning Center from outside OKTA. The address for this access is: <https://Larimer.myabsorb.com>

Logout: Log out of Absorb