Udemy Learning

Guide to Getting Started

Los Angeles County University (LACU) is proud to offer County employees access to *Udemy for Business*, an online library of over 3,000 on-demand training courses on topics that can help employees be more effective on the job and better prepared to achieve their career goals.

This offering is another significant milestone in the advancement of the County's employee development program. It represents a substantial move forward in achieving LACU's vision of "*Learning Reimagined*," which includes broadened opportunities to innovate employee learning and development through use of online platforms. Udemy reinforces this transformation as it enables our workforce to advance customer service, project management, data science, leadership, and management skills in service to the Board of Supervisors, your departments, and the public.
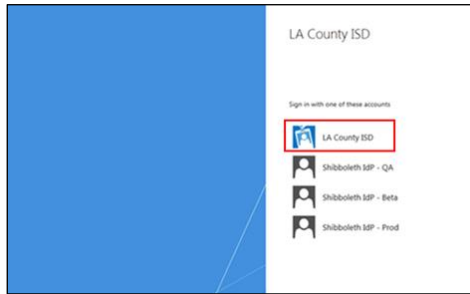
This two-page *Guide to Getting Started* outlines **Learning Tips**, **Log-In Instructions**, and **Technical Requirements**. If you have any questions, please contact us at UdemyLearning@hr.lacounty.gov.
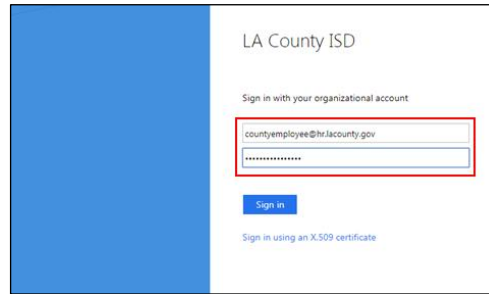
Udemy Learning Tips

1. **Commit!** To successfully learn online, you need to dedicate your time and concentration. You must fully commit to your learning process, just as you would for a regular in-person course. Take notes, complete exercises, and read support materials.

2. **Enroll!** This is because the *Udemy for Business* catalog is regularly updated, and courses may be revised or completely removed without advance notice to users. However, once you are enrolled in or assigned a course, you maintain access to that course for the duration of your *Udemy for Business* license.

3. **Watch!** We have created a custom video tutorial on how to navigate Udemy. The video is available at http://employee.hr.lacounty.gov/udemy-learning.
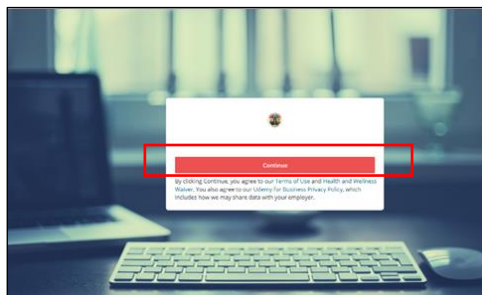
Log-In Instructions

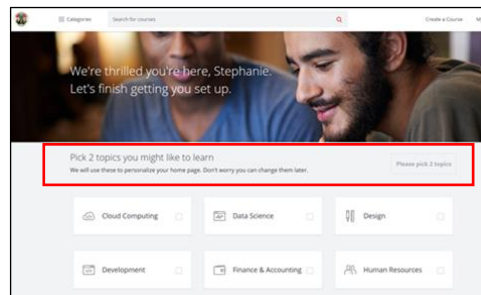1. Go to **lacounty.udemy.com** > Click **LA County ISD**

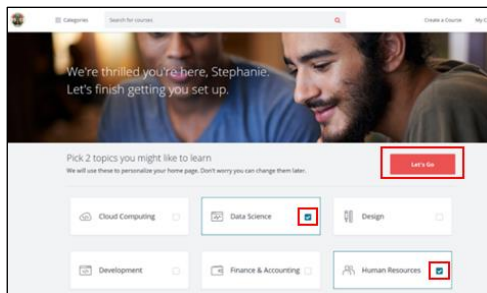2. Enter your work email and password > Click **Sign In**

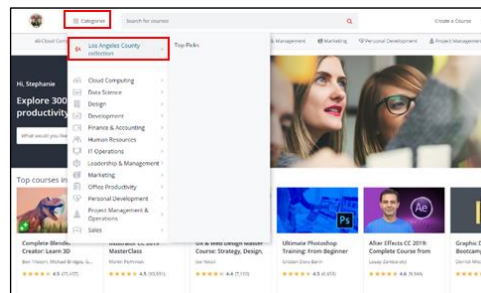3. Read the terms and conditions > Click **Continue**

4. Read the prompt about topics to learn

5. Pick two topics > Click **Let's Go**

6. Click **Categories** > Click **Los Angeles County collection** > Begin exploring our catalog!

Technical Requirements

Below are the minimum system requirements to view a course on a Mac or Windows computer:

- Adobe Flash Player 10.0.22+ plug-in
- Firefox 1.1+, Internet Explorer 10+, Safari 1.0+, Google Chrome, Opera, or Edge Broadband connection with 500+ Kbps
- 4 GB memory

We highly recommend using **Google Chrome** to access *Udemy for Business*. You can download Chrome for free online; however, please ensure that you follow your department's IT policies and/or contact your departmental IT for download assistance. For earlier browser versions, you may need the Adobe Flash Player browser plugin.

If you have technical issues with the *Udemy for Business* website (e.g., video playback, assignment uploads), please contact ufbsupport@udemy.com for support.