

Frequently Asked Questions

1. What is SDLearn?

SDLearn is a Learning Management System (LMS) for state employees and agencies to use. An LMS is an online integrated software used for creating, delivering, tracking, and reporting educational courses and outcomes. It can be used to support traditional face-to-face instruction, as well blended and virtual learning environments.

2. What is Content Anytime?

Content Anytime is the name of the content catalog purchased to allow employees access to over 2,500 curated trainings 24/7. The Content Anytime catalog of courses lives within and is accessible through SDLearn.

3. Why are we getting a new LMS?

The new LMS allows employees the opportunity to learn and develop new skills in a manner that will fit into their busy schedules. It also allows for all required trainings to be housed in one location. You will also register for all BHR in-person and/or virtual instructor led trainings on SDLearn.

4. What can it be used for?

You can use SDLearn for all of your learning and developing needs. You can register for virtual and in-person instructor lead courses. SDLearn also brings over 2,500 online courses available 24/7 to state employees. All cybersecurity and compliance trainings will be through SDLearn as well as agency specific courses.

5. How will this benefit me?

You will have access to a multitude of courses 24/7. You will be able to know the classes you have taken or need to take as they will be in one location now. Single Sign On makes you not have to remember as many passwords anymore. Easier to get in and get the training done.

6. Who has access to SDLearn?

Agencies with full access to SDLearn and Content Anytime:

BFM, BOA, BIT, BHR, DANR, DHS, DLR, DOC, DOE, DOH, DOT, DPS, DSS, GFP, GOED, GOV, MIL, REV, PUC, TOUR, and VETS.

Agencies and offices currently without access:

Attorney General's Office, Legislative Audit, Investment Council, LRC, School and Public Lands, Secretary of State's Office, State Auditor's Office, State Treasurer's Office, SDRS, and Unified Judicial System.

For those without access to SDLearn, please email BHRTraining@state.sd.us to register for BHR training courses. **A list of training courses is available on the BHR website.**

7. How do I log in?

State Employees under the executive branch will log in by clicking the navy button labeled State of South Dakota Single Sign-On.

8. What do I do if I am having trouble logging into SDLearn?

You must have your work email listed as the primary address in Employee Space to access SDLearn. Making this change is quite easy.

1. Log in to your Employee Space. Look for Personal Information under your profile and make sure your state email is listed and that "YES" is marked for both Primary and Preferred contact.

2. SDLearn updates overnight. If you have made a change, it will be correct in SDLearn the following day.

9. How do I register for an online class?

Registering is easy. Search for the topic you are interested in and find the course you want to take. Once you are ready, hit launch.

10. Can you save or bookmark a particular training for later?

Yes, you can save an online training for later. Simply push launch and then close out the training. The online course will appear on your Learner Home Page under Continue Learning.

11. How do I register for a BHR in-person or virtual class?

There are two ways to find the training calendar:

- 1) Click on View Upcoming Classes button on the SDLearn welcome page.
- 2) Click the menu button and then the Learn drop down. Then find and click on the Training Calendar button.

Both options will bring you to the training calendar where all BHR courses are listed. Click on the course you are interested in, then click Request.

Reminder: If there is a cost to the class, you will need to have your supervisor approve the request before your registration is final.

12. Do I need the approval of my supervisor to register for training through SDLearn?

Only training courses that have a cost associated with them will require the approval of your supervisor.

13. How will employees register for classes that have a cost associated?

To sign up for a class with a cost you will need to push the Request button. This will automatically send an email notification to your supervisor, informing them of the employee's request.

To expedite your request, we recommend letting your supervisor know you have requested training and reminding them that they need to approve or disapprove the request.

14. How do supervisors approve training requests?

After an employee submits a training request, supervisors will be notified via email of the request. They will need to log into SDLearn and click the Approve Training Request button on the Welcome page.

This will open a page where supervisors will either hit the green check mark to approve or the red "X" to reject. An employee will receive an email letting them know if their requested training was approved or not. If approved, the employee will receive an email acknowledging their registration.

15. What do I do if I have a technical question about the system?

Technical questions can first be attempted to be solved by clicking the Help button under the menu tab. If you continue to have questions, please email LMSHelp@state.sd.us.