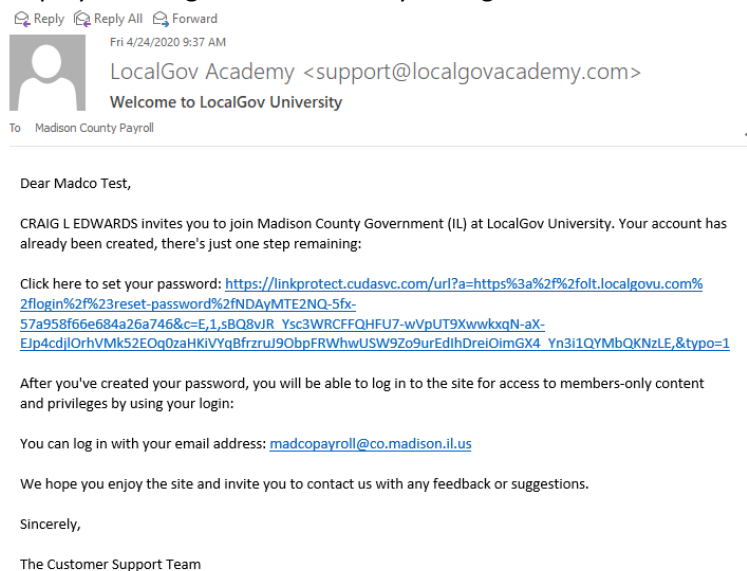


How-To Guide For LocalGovU

Employees will get an email with your login information. Use the link in the email to set your password.



You do not need to change any of the information in the “My Experience” page. Click Continue. We run a weekly update that will automatically override any changes you make. If you feel information is incorrect, it will need to be changed within the HRIS Paycom system.

My experience

Welcome to LocalGov University. Tell us about your experience by choosing from one of the options below and enter your organization to get started.

I Currently Serve in the Government Other or Retired

You can add more work experience information to your profile here. Or, simply use the "Continue" button to go on to the next step. You can always edit this later via the My Profile area of the website.

Madison County Government (IL) Remove
157 N MAIN ST #159, EDWARDSVILLE, Illinois, 62025-1970, US
<input checked="" type="checkbox"/> Organization administrator can edit your basic profile information
HRIS Test Edit
County Board
unknown - present
+ Add Position
+ Add Organization
✓ Continue

At the Home page, hover your mouse over the My Dashboard, and then select Learning Assignments.

The screenshot shows the top navigation bar with 'LEXIPOL LocalGov' and a 'My Dashboard' menu item. Below the navigation is a banner for 'Madison County Government (IL) Bulletin: Welcome to the LocalGov University!' with the county seal. The main content area is titled 'Online Courses' and has two tabs: 'Featured' and 'Most Recent'. Three featured courses are displayed as cards:

- Anti-Harassment in the Workplace**: 1 hour Full Length Course, 189 views
- Ethical Behavior for Local Government**: 1 hour Full Length Course, 136 views
- Handling Difficult Customers for Local Government**: 1 hour Full Length Course, 84 views

In the Learning Assignments, click on the assignment(s) to view the courses you need to complete.

My Dashboard > Learning Assignments

The screenshot shows the 'Learning Assignments' page with 'Incomplete' and 'Completed' tabs. A 'Filter' button is visible. The main content is a table with the following columns: Type/Name, Period, and Status/Progress.

Type/Name	Period	Status/Progress
Assignment Required Annual Employee Learning Plan Manager: CRAIG L EDWARDS	04/22/2020 - 10/31/2020	Not Started
Annual Employee Training All of 5 courses		Not Started 0 of 5 courses
Anti-Harassment in the Workplace (01:00)		Not Started
Ethical Behavior for Local Government (01:00)		Not Started
Handling Difficult Customers for Local Government (01:00)		Not Started
Preventing Slips, Trips, and Falls (01:00)		Not Started
Active Shooter Preparation and Response for Schools (01:00)		Not Started

10 entries

For future access, go to <https://www.localgovu.com/> to login.

Your username will be the email address that received the initial invite. For most employees, it will be your county email address.

The screenshot shows the 'Sign In' form on the LocalGov University website. The navigation bar includes 'LEXIPOL LocalGov' and 'Home Help' links. The form has a 'Username or email' field containing 'madcopyroll@co.madison.il.us' and a 'Continue' button. Below the form is a link: 'Not registered yet? Register here for your account.'

If you forget your password, you will be able to click on “Forgot your Password?” to change it at any time.

Sign In

Username or email

madcopayroll@co.madison.il.us

Password

[Forgot your password?](#)

Keep me signed in (I'm not on a shared computer)

Login

[Create new account](#)
