

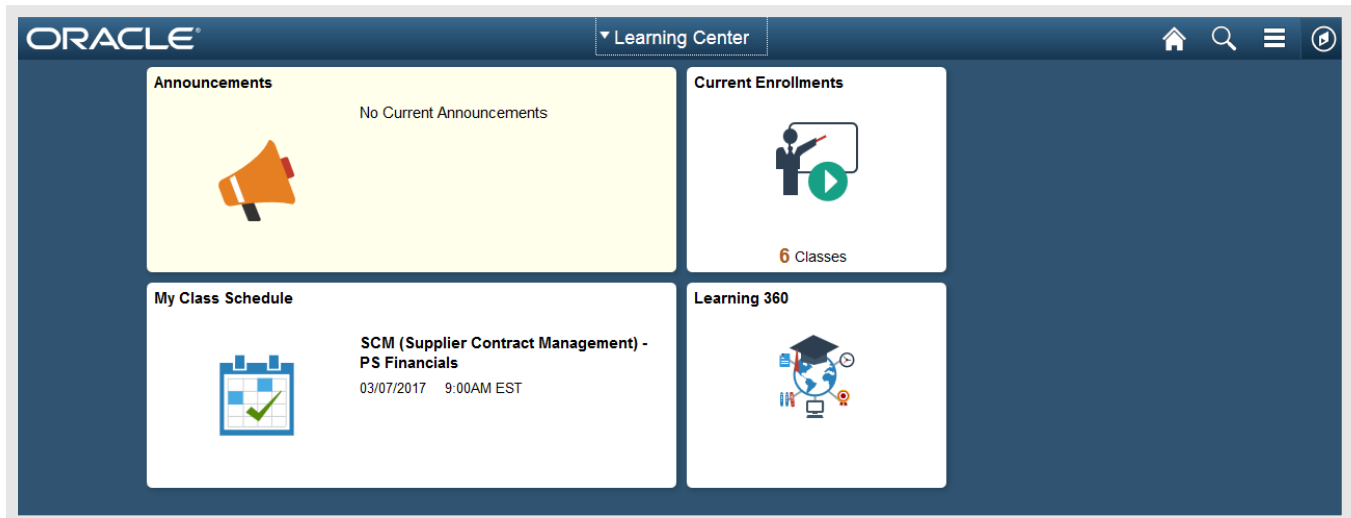
Quick Step Guide to Access IDOA Training Catalog

PeopleSoft ELM

Login: <https://elm.gmis.in.gov/psp/lmprd/?cmd=login>

Enter your User ID and Password. Your User ID is the first letter of your first name (capital letter) and the last six digits of your PeopleSoft ID number (example: M123456). The password is the same as your network password/computer login.

Your **Learning Center** home page will open



This guide will provide steps to find and enroll in IDOA training using the **Navigator**.

! Training can also be located using the Global Search (magnifying glass). We recommend using the following key words to locate IDOA training. Correct spelling of the key word affects the success of the search.

- IDOA
- SCM
- Card
- DPAP
- Requisition

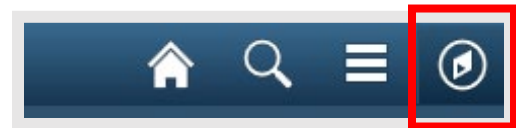


If assistance is needed, contact idoaelmtraining@idoa.in.gov.

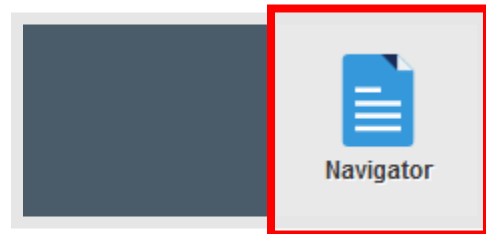
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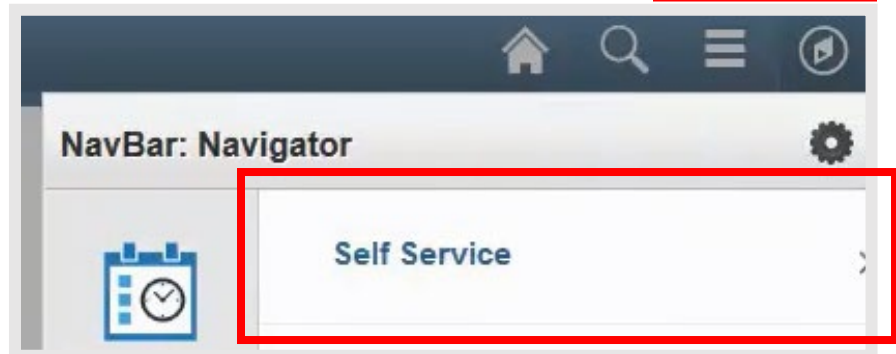
1. Click the **NavBar**



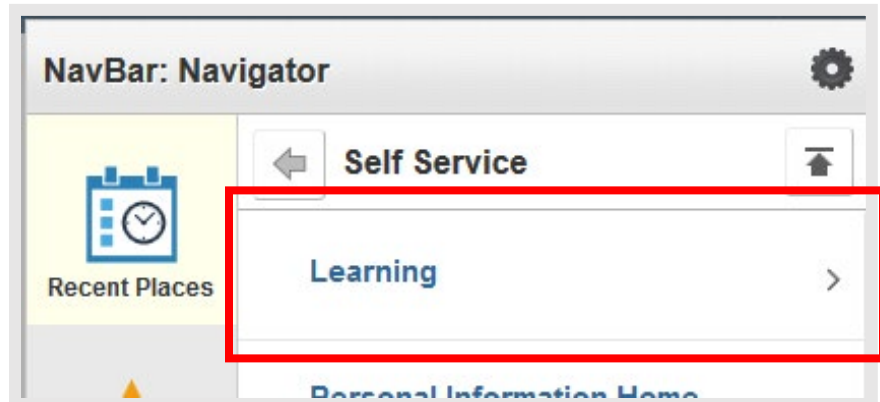
2. Click **Navigator**



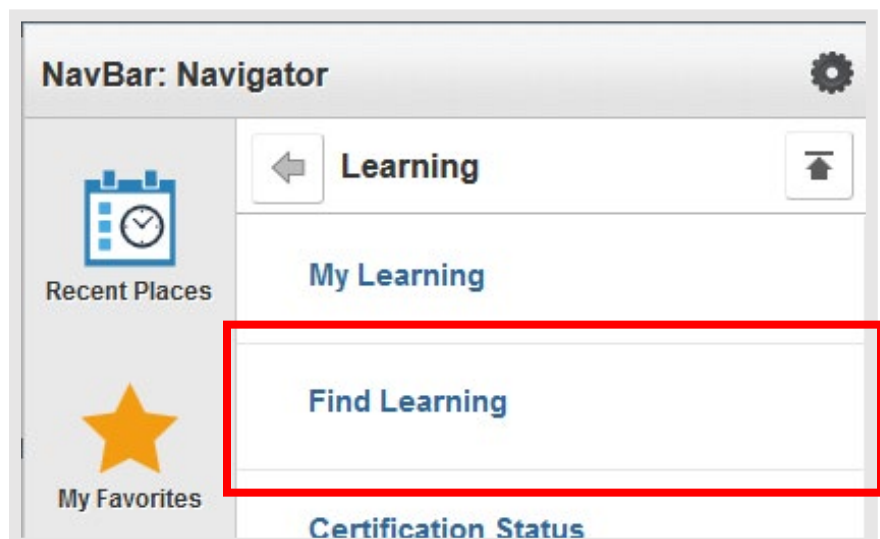
3. Click **Self Service**



4. Click **Learning**



5. Click **Find Learning**



The **Find Learning** page will open

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Training can also be found using the Search by Keyword box. Use search terms IDOA, SCM, Card, DPAP, or Requisition.

6. Click **Root Category**

Filter by

Location

- No Country (35)
- United States (11)

Category

- Root Category (56)**
- No Category (5)
- IOT_HIPPA (4)
- DOR Leadership & Training..(3)
- DWD_TILT_008 (1)
- More...

Search by keyword

Search Results

[+](#) Expand [-](#) Collapse

▼ **ADA: Americans with Disabilities**

This course will provide manage employee/supervisor responsibi

7. Click **Indiana Department of Ad...**

Filter by

Location

- No Country (33)
- United States (11)

Category

- State Personnel Departme..(27)
- Indiana Department of Ad..(15)**
- Department of Homeland Se..(5)
- Office of Technoloav (4)

Search by keyword

Root Category [X](#)

Search Results

[+](#) Expand [-](#) Coll

▼ **ADA: Americans with**

8. Locate the training you need to complete. Use the First and Last Arrows to search additional pages.

View All First [←](#) 1 - 13 of 13 [→](#) Last

9. Click **Enroll**

! If there is not currently a class scheduled on the calendar, then the class information and Enroll button will not be visible under the course name.

▼ **SCM Internal Signing - PS. Financials (IDOA_00012)**

[Plan for Later](#)

This training will cover an internal signer digitally signing a SCM contract prior to it being routed to the oversight agencies (IDOA, IOT, SBA and AG) for approval. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
IDOA_WBT_00012	Computer-Based Training		08/01/2016	None	

[Enroll](#)

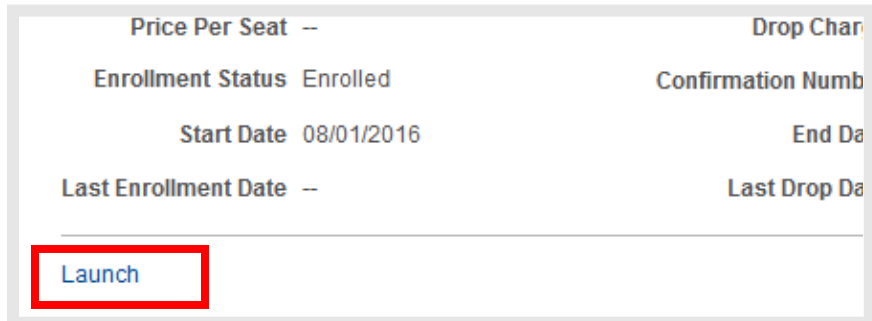
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10. Click **Submit Enrollment**



11. Click **Launch**
(if it is a computer based training)



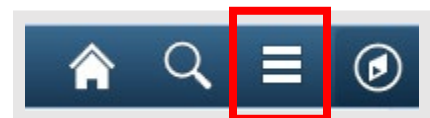
12. Click **Launch**
(if it is a computer based training)



Congratulations! You are now enrolled in an IDOA training. To review the courses that are on your training calendar view your [Current Enrollments](#) or [My Learning page](#).

To Sign Out

1. Click the **Actions List**



2. Click **Sign Out**

