

2019 Workplace Harassment Computer Based Training Quick-Step Guide

The Workplace Harassment training is required for State employees to complete annually.



Indiana State
Personnel Department

For additional information regarding the State of Indiana's Workplace Harassment Policy, please visit <http://www.in.gov/spd/2417.htm>.

Logging into ELM:

Navigate to https://www.in.gov/core/info_employees.html & select PeopleSoft Learning Management (ELM)

***PLEASE NOTE - You must turn off pop-up blockers and use Firefox web browser to log in and launch the training.**
<https://www.mozilla.org/en-US/firefox/new/>

TRAINING & SUPPORT

PeopleSoft Learning Management (ELM)

INSPD Learning & Development

Submit an IOT Customer Service Ticket

Secure File Transfer

Enter your **User ID** and **Password** into the appropriate field.

- A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.
- Learners may use their network password, also known as their computer login, as their PeopleSoft password.

If you do not know your PeopleSoft ID number, please contact your supervisor or HR staff for assistance.

If you do not know your account password, please contact the IOT Helpdesk: 1-800-382-1095

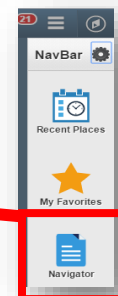
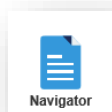
Locating & Completing the Workplace Harassment Refresher Training

- You have been automatically enrolled into the Workplace Harassment computer based training:
 - Preventing Workplace & Sexual Harassment 2019 (SPD_2019_WSHR)

1. Click on The Nav-Bar Icon located in the top right corner of the web-page

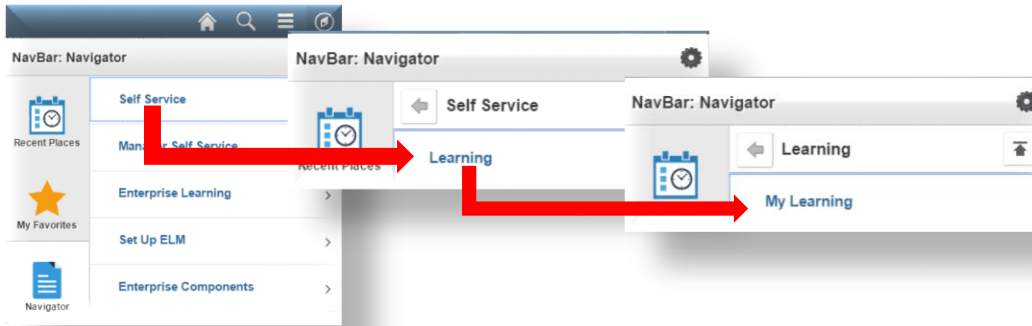


2. Select Navigator



If you have any questions pertaining to this information, please contact INSPD Learning & Development: SPDTraining@spd.in.gov

3. Select Self Service ➔ Learning ➔ My Learning



From here, you can view all of your trainings. You can alphabetize the trainings by title, or arrange by type, status or date by clicking the links at the top of the training listing. If you do not see this training, please contact SPD Training. [Preventing Workplace & Sexual Harassment 2019](#)

My Learning

Type	Status	Date	Launch	Action	Print
Preventing Workplace & Sexual Harassment 2019	Computer-Based Training	Enrolled	04/22/2019		Drop

4. Locate the class in the My Learning section and select the launch icon.

My Learning

Title	Type	Status	Date	Launch	Action	Print
Preventing Workplace & Sexual Harassment 2019	Computer-Based Training	Enrolled	04/22/2019		Drop	

5. On the next page, click the Launch link.

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Title	Status	Score	Launch
Preventing Workplace & Sexual Harassment 2019	Not Attempted		Launch

***Reminder-If you encounter technical errors in the course, please use Firefox web browser to correct the issues.**

6. This training will automatically advance, stopping at each quiz question and continue once the question has been answered correctly. Learners may click on a section to review it at any time.

a. Closed captioning is available by clicking on this button.



7. Once the training is complete, the module will automatically close. Once the module is closed, the training will still show **Not Attempted** or **In-Progress** until you **Return to Class Progress**. It will then show **Complete** and you may close out of ELM.

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Title	Status	Score	Launch
Preventing Workplace & Sexual Harassment 2019	Not Attempted		Launch

1	Preventing Workplace & Sexual Harassment 2019	Required	Web-based
	Progress	Completed	

[Return To Class Progress](#)

Please Note: Completed training may take 24-48 hours to reflect "complete" status. If your status does not reflect "complete" after 24-48 hours, please contact SPD Learning & Development.