## Logging into ELM:

Navigate to
https://www.in.gov/core/info_employees.html

**TRAINING & SUPPORT**

PeopleSoft Learning Management (ELM)

Under **Training & Support**, select PeopleSoft Learning Management (ELM).

**To access the online training, it is important to <u>turn off</u> your pop-up blockers.**

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

- A user ID is comprised of the first letter of the first name (capitalized) & the last six digits of your PeopleSoft ID number.

- Learners may use their network password, also known as their computer login, as their PeopleSoft password.

**ORACLE**
**PEOPLESOFT**

User ID
A123456

Password

Select a Language
English

Sign In

☐ Enable Accessibility Mode
PeopleSoft 9.2 ELM User Guides
Time and Labor Help
PeopleSoft e-Learning Tutorials
Report an Issue

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 visit www.in.gov/iot and use the **IOT Self-Service Password Management** application.

## Locating & Completing the Acknowledgement of Drug and Alcohol Testing

1. Click on The **Nav-Bar** Icon

2. A dropdown will appear. Select **Navigator**
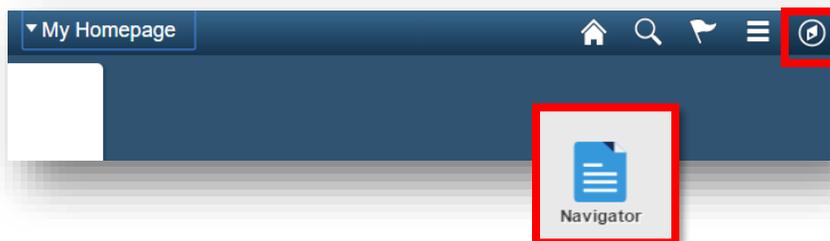
▼ My Homepage

Navigator

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

**P a g e | 1**

**3.** Select **Self Service** ➡ **Learning** ➡ **My Learning**



> ➤ **From here you can view all of your trainings and *change your view***
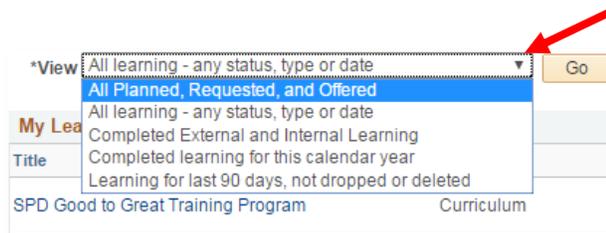


**4.** Arrange your learning classes by clicking the links at the top of the "My Learning" listings.
**Click the <u>Title</u> header to alphabetize your classes or click the <u>Date</u> header twice to sort to the most recently enrolled classes. (Example below):**
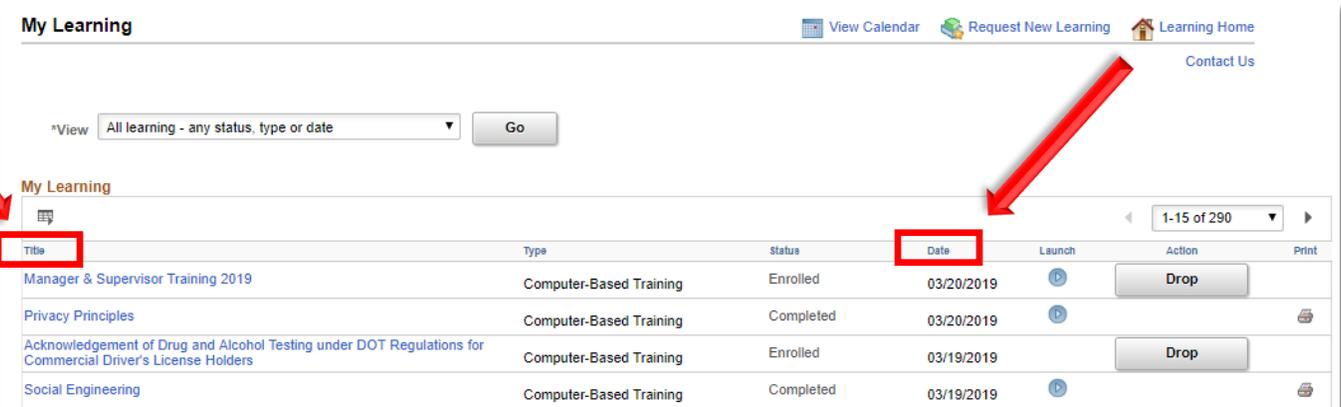


You are looking for the class title **"Acknowledgement of Drug and Alcohol Testing (Non-DOT) for Employees in Testing Designated or Other Positions"** (DCS, DOC and INDOT employees)
OR
**"Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders"** (DOC and INDOT employees)

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

**5.** Once the correct title has been located click on the Acknowledgment class title.

> ➢ *There will be no launch button here*

| Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders | Computer-Based Training | Enrolled | 03/19/2019 | Drop |
|---|---|---|---|---|

**6.** This will take you to the **Class Syllabus** page where you will see **two Assignments** to complete. First, click on the **Policy Statement link**:

### Class Progress

| | | | |
|---|---|---|---|
| Progress | Enrolled | Grade | Not Graded |
| Passing Status | Pending | Comments 😊 | |

**Class Syllabus**
To receive credit for this class you must complete all required tasks

1   Drug and Alcohol Testing Policy Statement
Required   Assignment
**Progress**   Not Attempted

2   Drug and Alcohol Testing Policy Acknowledgement Form
Required   Assignment
**Progress**   Not Attempted

| Drop | Recommend Learning |
|---|---|

**7.** This will take you to a second page where you will click the **Assignment URL** link to review the actual Policy. **Once you have reviewed the policy in its entirety; you must manually move your Progress to Complete and click SAVE.**

Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders
Review your class progress, grade, score, and attendance record.

Component Name   Drug and Alcohol Testing Policy Statement   Type   Assignment
Class Name   Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders
Description

**Completion Details**

| Attendance | Passing | Grade | Score | Progress |
|---|---|---|---|---|
| - | - | - | - | Not Attempte ▼ |

**Progress**

Not Attempte ▼

| Completed |
| In-Progress |
| Not Attempted |
| Not Completed |

y%20for%20CDL%20Holders.pdf

**Links**

| Name | Assignment URL |
|---|---|
| DRUG AND ALCOHOL TESTING POLICY STATEMENT | https://www.in.gov/spd/files/Drug%20and%20Alcohol%20Testing%20Policy%20for%20CDL%20Holders.pdf |

**Comments**

Comments

| Save |
|---|

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

8. Next click **Return to Previous Page** at the top of the Class **Progress Page**

**Class Progress**     Return to Previous Page    Learning Home

9. You will then click the second launch link for the **Policy Acknowledgement Form**

**Class Progress**

| | |
|---|---|
| Progress | Enrolled |
| Passing Status | Pending |

Grade   Not Graded
Comments 😊

**Class Syllabus**
To receive credit for this class you must complete all required tasks.

1  Drug and Alcohol Testing Policy Statement
    Required    Assignment
    Progress    Not Attempted

2  Drug and Alcohol Testing Policy Acknowledgement Form
    Required    Assignment
    Progress    Not Attempted

| Drop | Recommend Learning |
|---|---|

10. **You will then launch the Assignment URL that will pull up the Policy Form.**
    **Once you have viewed this form in its entirety you must mark yourself as complete by using the dropdown under Progress and hit SAVE.**
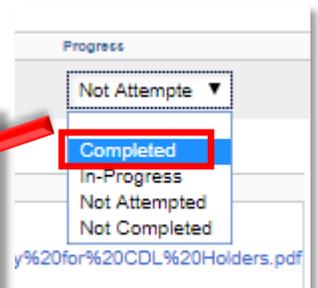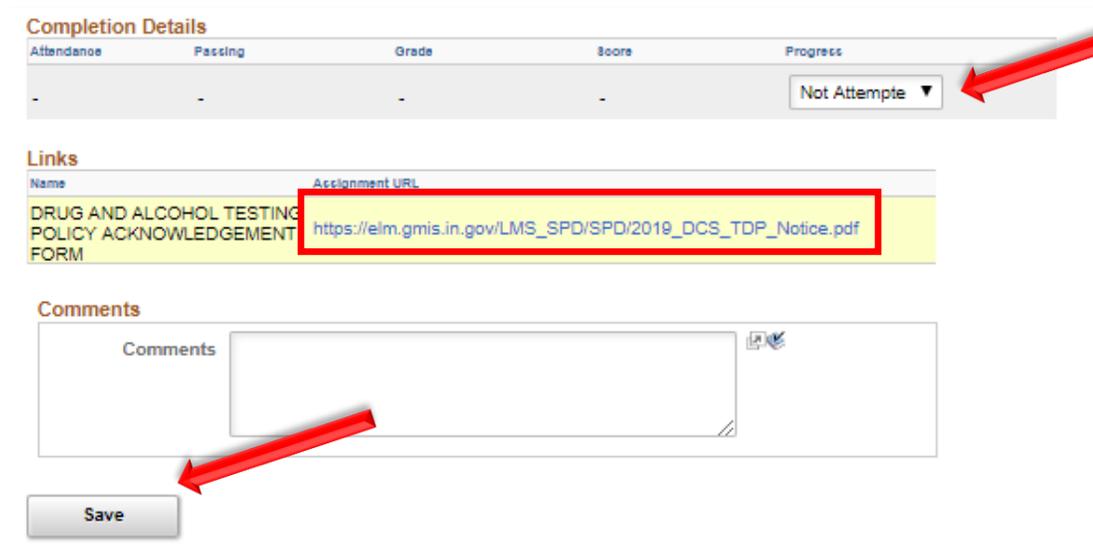
**Completion Details**

| Attendance | Passing | Grade | Score | Progress |
|---|---|---|---|---|
| - | - | - | - | Not Attempte ▼ |

Progress
Not Attempte ▼
- Completed
- In-Progress
- Not Attempted
- Not Completed

...y%20for%20CDL%20Holders.pdf

**Links**

| Name | Assignment URL |
|---|---|
| DRUG AND ALCOHOL TESTING POLICY ACKNOWLEDGEMENT FORM | https://elm.gmis.in.gov/LMS_SPD/SPD/2019_DCS_TDP_Notice.pdf |

**Comments**

Comments

| Save |
|---|

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

11. Another page will open showing a **Learner Agreement**. Fill in the circle next to **"I agree to these terms"** and hit **Submit**.
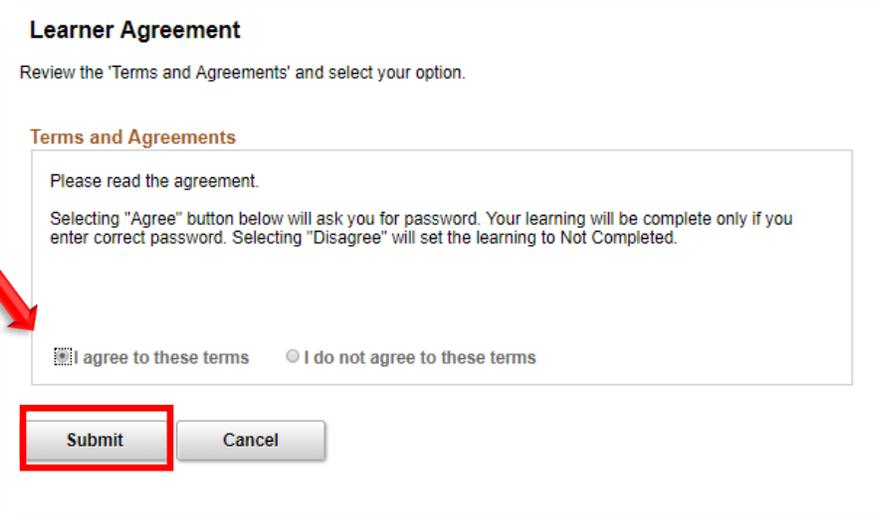


12. Once you have hit the **Submit** button**,** a pop-up box will appear with your User ID populated. Fill in your **PeopleSoft Password** and **click Continue.**
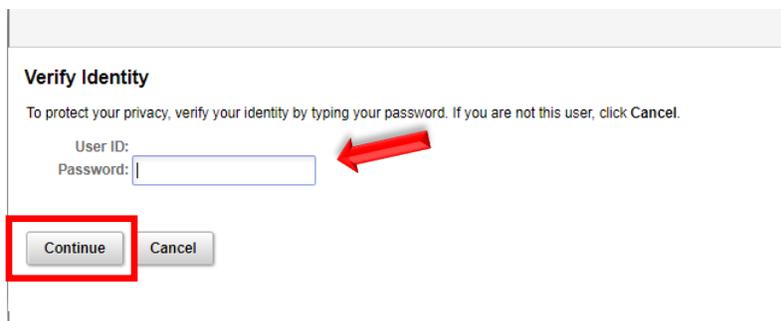


13. After completing the steps you may return to your **My Learning** page and print off a **Certificate** of your completion by clicking on the **printer icon** to the right of the completion date.



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