Family Medical Leave of Absence (FMLA) Webinar Self-Enrollment Quick Step Guide

Indiana State Personnel Department

Navigate to https://hr855.gmis.in.gov/lmprd/signon.html

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 the PeopleSoft password.
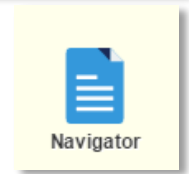For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

PeopleSoft ELM: Family Medical Leave of Absence Webinar Self-Service Quick Step Guide
The following directions will guide you on how to self-enroll into the FMLA Webinar
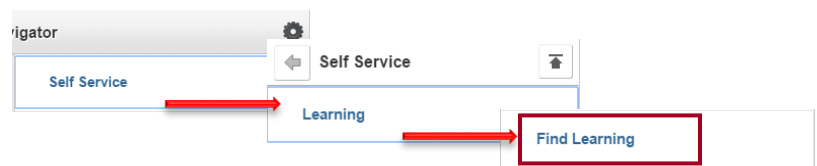
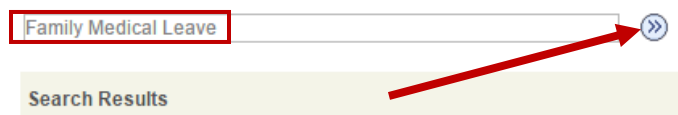1. Click the **Nav-Bar** icon on the far right hand corner of the screen.
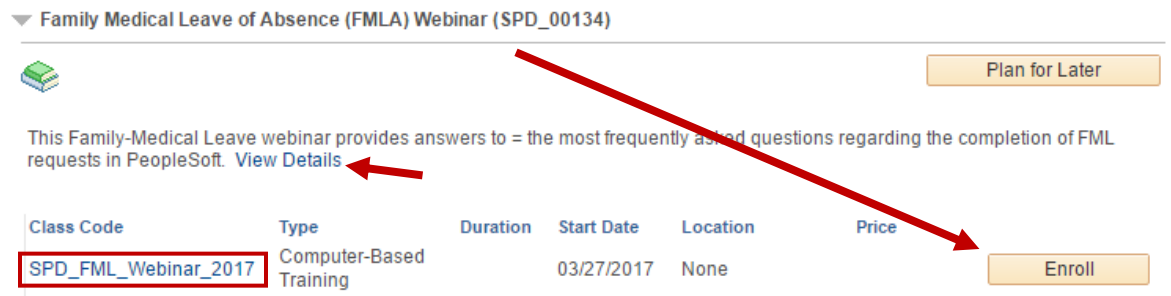
2. Select **Navigator.**

3. Select **Self Service > Learning > Find Learning.**

4. Use the search bar at the top of the page to search for "**(title)**" and click the **forward arrows.**
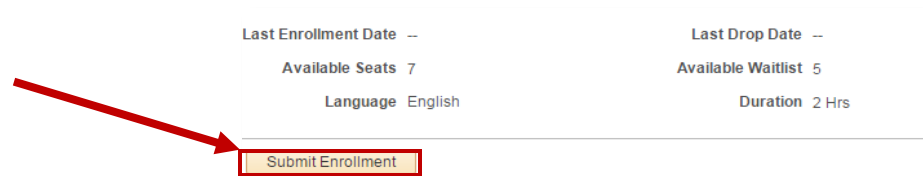
5. Once you have located the training, click the **enroll** button.

Click the **View Details** button to view additional information about the course.

6. Click **Submit Enrollment.**

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