State of Indiana ELM Online Training Self Service Quick Step Guide

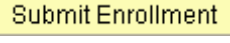The following directions will guide you as you attempt to enroll in and complete online training for the State of Indiana (SOI). It is important to read and follow the instructions carefully. If at any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP (4357) or (800) 382-1095.

To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

Self Enrollment:

1.	Log onto the **PeopleSoft ELM** account using the PeopleSoft link: https://hr.gmis.in.gov/psp/lmprd/EMPLOYEE/EMPL/?cmd=login&languageCd=ENG& A user id is comprised of the first letter of the learner's first name (use a capital letter) plus the last 6 digits of the PeopleSoft id number. The PeopleSoft id number may be found on the back of the Indiana Government Center Access Control Badge, below the bar code. If the learner does not work on the IGC campus, the learner needs to contact their HR representative to obtain the PeopleSoft id number. Learners may use their network password as the PeopleSoft password.
2.	Click the **Employee Self Service** ▷ Employee Self Service link.
3.	Click the **Learning** Learning link.
4.	Click the **Browse Catalog** – Browse Catalog link.
5.	Click on the **Category** link selecting the agency offering the training. For example, if the training is the *SPD – Family Medical Leave Act* offered by the State Personnel Department, click on the State Personnel Department **State Personnel Department** link.
6.	Click on the link for the online activity (course) to be taken. For example, if the training is the *SPD – Family Medical Leave Act (SPD 00002),* click the **SPD-Family Medical Leave Act (SPD_00002)** link
7.	Locate the correct activity (course) and click the yellow **Enroll** Enroll button on the right side of the screen.
8.	Click the **Submit Enrollment** Submit Enrollment button.
9.	Click the **Learning Home** Learning Home link.

Accessing Course Enrollments & Completing the Course:

1.	Click the **Employee Self Service** ▷ Employee Self Service link.
2.	Click the **Learning** ▷ Learning link.
3.	Click the **Current Learning** – Current Learning link.
4.	Click the activity (course) link. For example, if the training is the *SPD – Family Medical Leave Act,* the activity link would be the SPD – Family Medical Leave Act **SPD-Family Medical Leave Act (SPD_00002)** link. If you receive a security warning, select the **Yes** option.
5.	Scroll to the bottom of the page and click the **Launch** Launch link.
6.	Click the **Launch** Launch link again and complete the training.
7.	When finished, click the **Return to Activity Progress** Return To Activity Progress link.
8.	Scroll to the bottom of the page and click the **Return to Previous Page** Return to Previous Page link.
9.	When finished, go to Learning History to print a completion page or click the **Sign-Out** Sign out link to log out.

Accessing Learning History:

1.	Click the **Employee Self Service** ▷ Employee Self Service link.
2.	Click the **Learning** ▷ Learning link.
3.	Click the **Learning History** − Learning History link.
4.	In the **Completed Activities** box, click the **View:** drop-down menu ▾ button to select a value. Options include: • **All Activities** – all online activities for the learner. • **Not Completed** – activities to be completed by the learner. • **Completed** – activities completed by the learner (use this option to print a completion page). • **Waived** – this option is only to be used by supervisors and training administrators.
5.	In the **Completed Activities** box, change the date range in the **Completed Between:** boxes to the time frame in which to view the status of online activities. For example, to view all online activities for the year 2007, the first date box would be set to 01/01/07. The second date box would be set to 12/31/07.
6.	Click the **Refresh Table** ↻ icon or Refresh Table link to refresh the online activities date range.
7.	Click the activity (course) link to be opened for viewing.
8.	From the **Activity Progress** page, learners can view activities (course) information, enrollment status, and grades/attendance information. To print an activity completion page, click the **Grades and Attendance** Grades and Attendance link. Then, in the upper left hand corner of the screen, select **File** > **Print** to print the completion page. (Changing the Page Setup option to landscape will capture the entire page.)
9.	When finished, click the **Return to Previous Page** Return to Previous Page link to view additional activities, or click the **Sign-Out** Sign out link to log out.

These instructions may be utilized to also access and complete the IOT - Information Resource Use Agreement Training (IOT_00001) or other online training when available.