



# Quick Step Guide to Complete Online Training



Chrome is the preferred web browser for the Learning Mgt System.  
Navigate to <https://elm.gmis.in.gov/psp/lmprd/?cmd=login>  
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 network password issues please use the Self-Service Password Management tool at <https://password.in.gov>. If you experience issues with this tool, please contact your supervisor for assistance; if they are unable to assist please have them contact the IOT Customer Service Desk at 317-234-4357 or 1-800-382-1095.

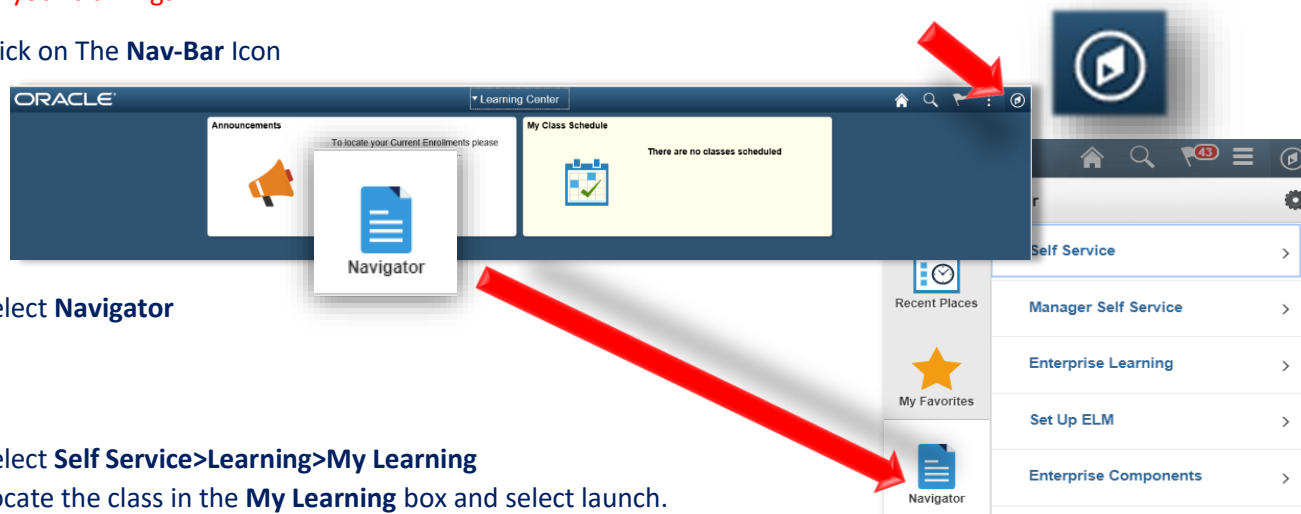
## PeopleSoft ELM: Online Training Self Service Quick Step Guide

The following directions will guide you on how to enroll, access courses, and complete online training for the state of Indiana. It is important to read and follow the instructions carefully. To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

### Accessing and completing a web-based training previously enrolled in:

*\*Please Note the **Current Enrollments** tile has been removed from the Learning Center and you must follow the steps below to access your trainings.*

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



2. Select **Navigator**

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

4. Locate the class in the **My Learning** box and select launch.

Title	Type	Status	Date	Launch	Action
SPD Good to Great Training Program	Curriculum	In-Progress	10/05/2016		
E-Orientation	Computer-Based Training	In-Progress	04/18/2016		Drop

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

Title	Status	Score	Launch
Benefits Presentation	Not Attempted		<a href="#">Launch</a>

***The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.***

6. Follow the instructions on the screen to complete the training. **If you would like to enlarge the screen you can select F11.** Be sure to navigate all the way to the very last slide of the training.

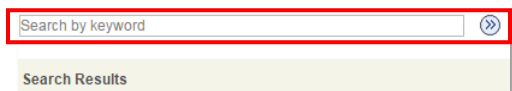
To verify your completion of the training, follow the steps in the **"Accessing Learning History:"** section of this guide.

If you have any questions pertaining to this information, please contact INSPD Learning & Development Systems Support Team:  
[SPDTraining@spd.in.gov](mailto:SPDTraining@spd.in.gov)

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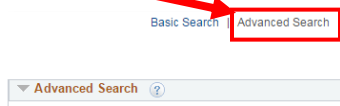
## Self-enrolling into training:

1. Select **Self Service>Learning>Find Learning**
2. You can search for learning by using the search box at the top of the page, narrowing down results by using filters or by using the **advanced search** feature



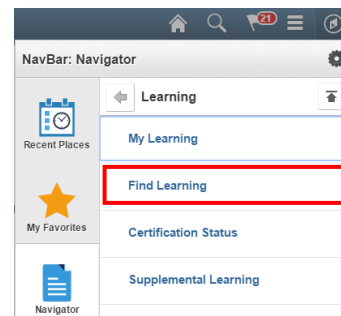
Search by keyword

Search Results



Basic Search | **Advanced Search**

Advanced Search ?

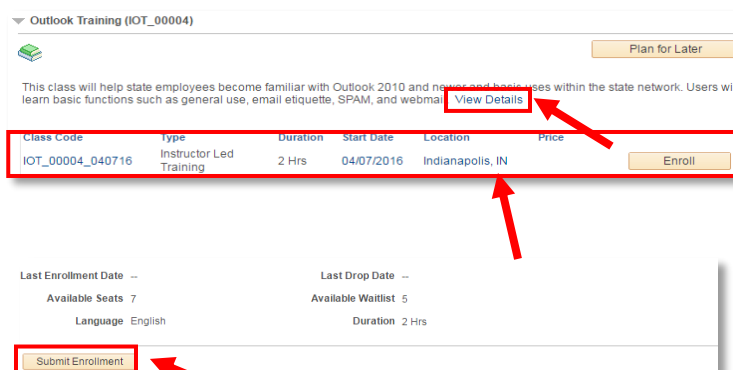


NavBar: Navigator

- Learning
  - My Learning
  - Find Learning**
  - Certification Status
  - Supplemental Learning

3. Once you have located the training you would like to complete, click the **enroll** button

To view more details about this course, click the **view details** button at the end of the description



Outlook Training (IOT\_00004)

This class will help state employees become familiar with Outlook, 2010 and newer web-based businesses within the state network. Users will learn basic functions such as general use, email etiquette, SPAM, and webmail.

Class Code	Type	Duration	Start Date	Location	Price
IOT_00004_040716	Instructor Led Training	2 Hrs	04/07/2016	Indianapolis, IN	

Enroll

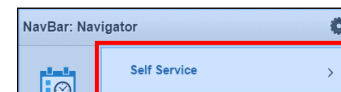
Submit Enrollment

4. Select **Submit Enrollment**

Web-based training that does not require approval will be available to launch by clicking the **Launch** link in the bottom-left corner of the screen or by following the steps in the **“Accessing and completing a web-based training previously enrolled in:”** section of this guide. PeopleSoft will send an email notification to the supervisor of the learner for courses requiring supervisor authorization. Upon authorization, the learner will receive an email notification of approval to take the course.

## Accessing Learning History:

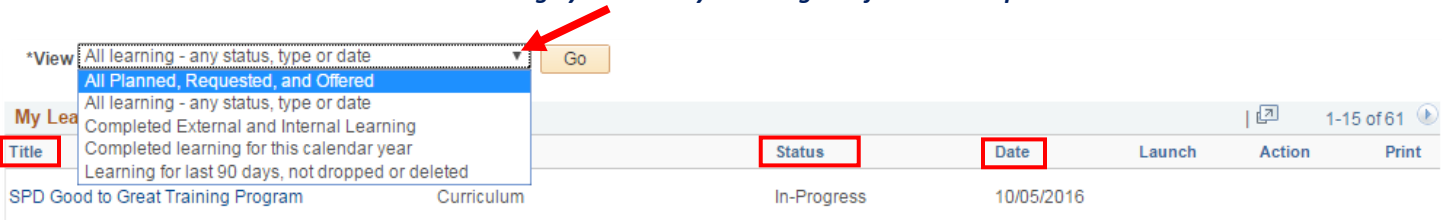
1. Select **Self Service>Learning>My Learning**



NavBar: Navigator

- Self Service

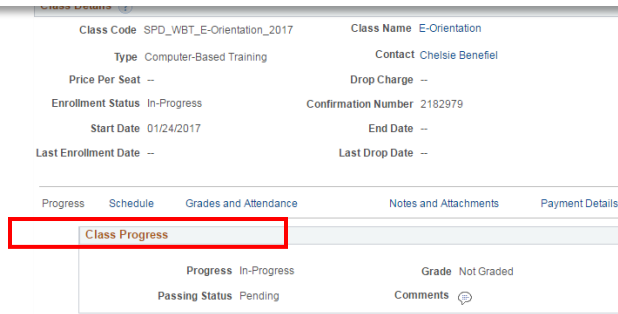
From here you can view all of your trainings. You can arrange the trainings by title, type, status or date by clicking the links. *You can also change your view by selecting one from the drop down menu.*



\*View: All learning - any status, type or date  
All Planned, Requested, and Offered  
All learning - any status, type or date  
Completed External and Internal Learning  
Completed learning for this calendar year  
Learning for last 90 days, not dropped or deleted

Title	Status	Date	Launch	Action	Print
SPD Good to Great Training Program Curriculum	In-Progress	10/05/2016			

You may click on any class title in your list to view the **Class Progress** page. Here learners can **re-launch course content**, view **activities (course) information**, view **enrollment status** and access or print **grades/attendance information**.



Class Code SPD\_WBT\_E-Orientation\_2017 Class Name E-Orientation

Type Computer-Based Training Contact Chelsie Benefiel

Price Per Seat -- Drop Charge --

Enrollment Status In-Progress Confirmation Number 2182979

Start Date 01/24/2017 End Date --

Last Enrollment Date -- Last Drop Date --

Progress Schedule Grades and Attendance Notes and Attachments Payment Details

**Class Progress**

Progress In-Progress Grade Not Graded

Passing Status Pending Comments

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