Quick Step Guide to Self-Enroll into the 2020 Pre-Retirement Planning Seminar

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 PS ID/PeopleSoft ID number. (Your supervisor will be able to provide your PS ID.)**

Learners may use their network password, also known as their computer login, as the PeopleSoft password. *For assistance with your password, visit* https://www.in.gov/password/ *or contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.*

PeopleSoft ELM: Online Training Self Service Quick Step Guide

The following directions will guide you on how complete the E-Orientation course you are already enrolled into 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.
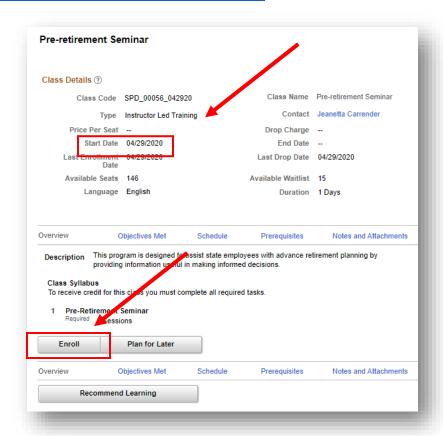

Self-enrolling into the Pre-Retirement Planning Seminars:

1. **Log into PeopleSoft ELM here: https://elm.gmis.in.gov/psp/lmprd/?cmd=login**

2. **Once logged in click the corresponding link below to the seminar date you would like to register for:**

   Wednesday April 29, 2020- Location: Indianapolis, In IGCS-Auditorium
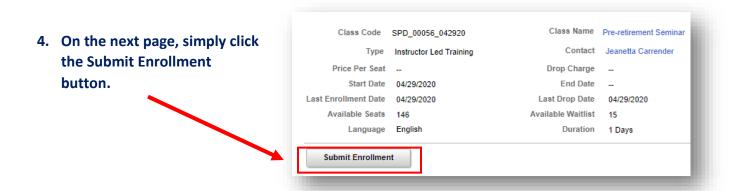
   Wednesday October 28, 2020- Location: Indianapolis, In IGCS-Auditorium

3. **Once on the Class Details Page, verify seminar date you wish you to attend and click the enroll button.**

4. **On the next page, simply click the Submit Enrollment button.**

Class Code	SPD_00056_042920	Class Name	Pre-retirement Seminar
Type	Instructor Led Training	Contact	Jeanetta Carrender
Price Per Seat	--	Drop Charge	--
Start Date	04/29/2020	End Date	--
Last Enrollment Date	04/29/2020	Last Drop Date	04/29/2020
Available Seats	146	Available Waitlist	15
Language	English	Duration	1 Days

Submit Enrollment

*Please Note Supervisor approval is required to attend this course. PeopleSoft will send an email notification to your supervisor instructing them to log into ELM to approve your request. Upon authorization, the learner will receive an email notification of approval to attend. **You Supervisor may access the Manager/Supervisor ELM Self Service Quick Step Guide to complete this task.**