



Calculate Education Training Hours From your ELM All Learning Page

1. Log into myohio.gov with your OAKS ID and password:

A screenshot of the "User Signon" page. The page has a dark red header with the text "User Signon" in white. Below the header is a light gray box containing two input fields: "User ID:" and "Password:". A red rectangular box highlights these two fields. To the right of the input fields is a circular "Sign In" button with a white border and a dark red background. Below the input fields is a paragraph of text: "myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." At the bottom of the form are two links: "[Forgot Password](#)" and "[Contact Info](#)".

2. Navigate to Career Resources > My Learning (ELM) > All Learning (ELM)





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- Use the **Filter Name** drop down and **select** Completed learning for this calendar year and click the **Go** Button:

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name: All learning - any status, type or date (selected)
All Planned, Requested, and Offered
All Supplemental Learning Progress
All learning - any status, type or date
Completed External and Internal Learning
Completed learning for this calendar year (highlighted)
Completed learning for this fiscal year
Learning for last 90 days, not dropped or deleted

*Education Type: [dropdown menu]

Title	Education Type	Status	Date	Action
Equal Employment Opportunity Training	Web Based	In-Progress	03/20/13	Drop Launch
ePerformance - Using ePerformance for Performance Management (Refresher)WBT	Web Based	Enrolled	04/05/13	Launch

- Use the **Education Type** drop down to select the Education Type and **click** the **Go** button:

*Filter Name: Completed learning for this calendar year

Education Type: CEU (selected)

Title	Education Type	Education Units	Type	Status	Date	Action
Education Unit And Education Type Test	None	25.00	Web Based	Completed	03/22/13	Launch
Test	MEU	5.00	OAKS Supplemental Learning	Completed	03/22/13	Modify
test 2	MEU	5.00	OAKS Supplemental Learning	Completed	03/22/13	Modify
Education Unit And Education Type Testing	None		Instructor Led	Completed	03/22/13	
testing to reassign	Training	5.00	OAKS Supplemental Learning	Completed	03/22/13	Modify



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5. Total Count will populate:

*Filter Name: Completed learning for this calendar year

*Education Type: CEU **Total Count: 51.00**

Title	Education Type	Education Units	Type	Status	Date	Action	Launch
Education Unit And Education Type Testing	CEU	25.00	Web Based	<input checked="" type="checkbox"/> Completed	03/22/13		<input type="button" value="Launch"/>
Test	Training	5.00	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	03/22/13	<input type="button" value="Modify"/>	
test 2	MEU	5.00	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	03/22/13	<input type="button" value="Modify"/>	
Education Unit And Education Type Testing	None		Instructor Led	<input checked="" type="checkbox"/> Completed	03/22/13		
testing to reassign	Training	5.00	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	03/22/13	<input type="button" value="Modify"/>	

6. Select the **Education Type** header to sort the Education Types alphabetically to view other completed courses that have education types:

*Filter Name: Completed learning for this calendar year

*Education Type: CEU **Total Count: 51.00**

Title	Education Type	Education Units	Type	Status	Date	Action	Launch
DRC - Career Development		20.00	Instructor Led	<input checked="" type="checkbox"/> Completed	05/18/12		
ITL Training Foundation Certification		24.00	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	11/21/12	<input type="button" value="Modify"/>	
DRCIN - PREA (Inmate Sexual Assault) Mandate		0.50	Web Based	<input checked="" type="checkbox"/> Completed	06/30/11		
DRC - ABCs of a Multi-Generational Workforce		8.00	Instructor Led	<input checked="" type="checkbox"/> Completed	04/05/13		
Education Unit And Education Type Testing	CEU	15.00	Web Based	<input checked="" type="checkbox"/> Completed	03/22/13		<input type="button" value="Launch"/>
Test 3	CEU	5.00	Test Education HR/Type	<input checked="" type="checkbox"/> Completed	03/26/13	<input type="button" value="Modify"/>	
ePerformance - Performance Management Tool for Everyone(WBT)	CEU	3.00	Web Based	<input checked="" type="checkbox"/> Completed	03/28/13		<input type="button" value="Launch"/>
ePerformance - Performance Management Tool for Everyone(WBT)	CEU	3.00	Web Based	<input checked="" type="checkbox"/> Completed	02/08/13		<input type="button" value="Launch"/>
Education Unit And Education Type Testing	CEU	25.00	Web Based	<input checked="" type="checkbox"/> Completed	03/22/13		<input type="button" value="Launch"/>
Test 4	CLE	17.00	Test Education HR/Type	<input checked="" type="checkbox"/> Completed	03/26/13	<input type="button" value="Modify"/>	



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7. Total Count for the CEU education type should match what is on your Learning Transcript:

Title	Education Type	Education Units	Type	Status	Date	Action	Launch
DRC - Career Development		40.00	Instructor Led	Completed	05/18/12		
ITL Training Foundation Certification		24.00	OAKS Supplemental Learning	Completed	11/21/12	Modify	
DRCIN - PREA (Inmate Sexual Assault) Mandate		0.50	Web Based	Completed	06/30/11		
DRC - ABCs of a Multi-Generational Workforce		8.00	Instructor Led	Completed	04/05/13		
Education Unit And Education Type Testing	CEU	15.00	Web Based	Completed	03/22/13		Launch
Test 3	CEU	5.00	Test Education HR/Type	Completed	03/26/13	Modify	
ePerformance - Performance Management Tool for Everyone(WBT)	CEU	3.00	Web Based	Completed	03/28/13		Launch
ePerformance - Performance Management Tool for Everyone(WBT)	CEU	3.00	Web Based	Completed	02/08/13		Launch
Education Unit And Education Type Testing	CEU	25.00	Web Based	Completed	03/22/13		Launch
Test 4	CLE	17.00	Test Education HR/Type	Completed	03/26/13	Modify	

8. To view the totals for the **fiscal year**, use the **Filter Name** drop down and click **Completed learning for this fiscal year** and click the **Go** Button and follow same steps 4 through 5 as above:

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name: Completed learning for this fiscal year **Go**

*Education Type: My Learning

Title	Education Type	Type	Status	Date	Action	Launch
Testing Supple Learning	Completed learning for this fiscal year					Launch
Equal Employment Opportunity Training	Web Based	In-Progress		03/20/13	Drop	Launch
ePerformance - Using ePerformance for Performance Management (Refresher)WBT	Web Based	Enrolled		04/05/13		Launch