

## ELM Learner Basics



This job aid is intended to answer the most common learner questions about using ELM.

## Signing In to ELM

1. Go to <http://myohio.gov> to sign into the My Ohio portal.

A screenshot of the "State of Ohio User ID Sign In" form. It features two input fields for "User ID:" and "Password:". To the right of these fields is a red circular "Sign In" button. Below the input fields is a disclaimer: "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, there are two links: "Forgot Password" and "Contact Info".

2. Enter your State of Ohio User ID in **User ID**.
3. Enter your OAKS password in **Password**.

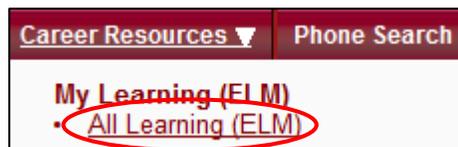
**NOTE:** This is also your ePay Password.

4. Click the **Sign In** button.

**NOTE:** For password resets, contact the OAKS Help Desk at [oaks.helpdesk@oaks.state.oh.us](mailto:oaks.helpdesk@oaks.state.oh.us), or call 1-888-644-6625 or 614-644-6625.

## Navigating to ELM

5. From the main portal page select **Career Resources > My Learning > All Learning (ELM)**.



## ELM Learner Basics

### Searching the Catalog

Use the Search functionality if you know the name of the course(s) you would like to enroll.

- Using the navigation to the left, under My Learning Tasks, select the **Search ELM Catalog** link.
- In the **Search the Catalog** field, enter the Course Title of the course that you would like to search for.

NOTE: You can search by course code, type of training, location and additional criteria by selecting **Advanced Search**.

### Search Catalog

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:  Search Activities

[Advanced Search](#)   [Browse Catalog](#)   [Request New Learning](#)
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- Click the **Search Activities** button.
- The courses that meet your search criteria will be displayed.

**Search Results:**
[Previous](#)   [Next](#)

**Results 1 - 2 of 2 for Voucher Processing**

<a href="#">AP 201 Voucher Processing (FIN-AP-201)</a>	Instructor Led	<a href="#">Enroll</a>
This course is designed to give you the knowledge and skills to perform various tasks related to voucher processing, including creating and approving vouchers.		
This activity Starts on <b>07/10/2013</b> in <a href="#">James A. Rhodes State Office Tower</a> at a price of <b>0 USD</b>		
This Activity Session starts at <b>9:00 AM</b> and concludes at <b>12:30 PM</b> . There may be more sessions. Please click on the location link above to view this information.		

## ELM Learner Basics

# Browsing the Catalog

If you don't know the name of the course(s) to enroll in, or if you would like to see all of the courses available in a specific category or subject, use the browse functionality.

- Using the navigation to the left, under My Learning Tasks, select the ***Browse ELM Catalog*** link.
- On the Browse Catalog page, click the ***Category*** that is applicable to the course that you would like to enroll in.

NOTE: The same course can be listed under multiple categories.

<b>Browse Catalog</b>	
<b>Categories</b>	
<a href="#">OAKS</a>	Courses related to the Ohio Administrative Knowledge System
<a href="#">Agency Specific</a>	Courses related to agencies specific training
<a href="#">Policy Training</a>	Courses related to policy training
<a href="#">Employee Development</a>	Courses related to employee development of skills and knowledge
<a href="#">Technical Development</a>	Courses related to technical applications or skills for employees
<a href="#">Business Intelligence</a>	Courses related to Business Intelligence
<a href="#">Statewide Training</a>	Courses for State Employees that are not agency specific

- A list of the available activities for that category displays.

Catalog Items	Previous	<a href="#">Next</a>
<a href="#">Business Intelligence Overview (DAS-BI-101) (DAS-BI-101)</a>		<a href="#">Select</a>
Overview of the Business Intelligence solution, the state's new reporting strategy, the reporting decision tree (a.k.a. what tool to go to for your transactional or analytical reporting needs), and reporting roles.		
<a href="#">Standard BI Cognos Reports and Report Books - ELM (DAS-BI-161) (DAS-BI-161)</a>		<a href="#">Select</a>
A hands-on course that will provide you the opportunity to review Report Books and run several Standard Reports. You will also learn how to create report views and schedule a report.		
<a href="#">OAKS BI for HIGHER ED (DAS-BI-105) (DAS-BI-105)</a>		<a href="#">Select</a>
This course is a customized hands-on Cognos training for HIGHER ED GL users. It will introduce them to BI, enable them to navigate the new BI Cognos instance, and teach them to run and schedule Standard reports and use the data dictionary.		

Don't see the catalog item you are looking for? Click the **Next** link.

## Enrolling in a Training

You can search or browse for a course to enroll in. In this example, we will search and enroll in a course.

- Using the navigation to the left, under My Learning Tasks, select the **Search ELM Catalog** link.
- In the **Search the Catalog** field, enter the Course Title of the course that you are searching for.
- Click the **Search Activities** button.
- On the search results page, identify an activity that's date, time and location works for you (Instructor lead training only) and select **Enroll**.
- Click the **Submit Enrollment** button to enroll in the course.
- If it is a web-based training click **Launch** to begin the course. Otherwise you have successfully enrolled in training.

Activity Name:	<a href="#">Business Intelligence Overview (DAS-BI-101)</a>	Type:	Web Based
Activity Code:	DAS-BI-101DASWEBTRA20110701234	Contact:	==
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	1052553
Start Date:	07/01/2011	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
<a href="#">Launch</a>			
<a href="#">Search Catalog</a> <a href="#">Browse Catalog</a> <a href="#">My Learning</a> <a href="#">Request New Learning</a>			

# ELM Learner Basics

## Viewing Session Location

To view the location that an instructor-led training session is held:

18. After searching for a course, select the **View Details** link for the activity that you would like to enroll.

Activity Options for Standard BI Cognos Reports and Report Books - GL (DAS-BI-141)							
Activity Code	Type	Start Date	Start Time	End Time	Price		Add to Plan
DAS-BI-141DAS06819020120906654	Instructor Led	09/06/2012	9:00AM	11:30AM	0.00 USD	<a href="#">View Details</a>	Enroll Add to Plan

[Add Item To Plan](#)    [Return to Previous Page](#)    [Contact Us](#)

19. Select the **Schedule** link.

Standard BI Cognos Reports and Report Books - GL (DAS-BI-141)			
Activity Name:	Standard BI Cognos Reports and Report Books - GL (DAS-BI-141)	Type:	Instructor Led
Activity Code:	DAS-BI-141DAS06819020120906654	Contact:	=
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	1052865
Start Date:	09/06/2012	End Date:	09/06/2012
Last Enrollment Date:	09/04/2012	Last Drop Date:	--

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19. Click on the link under **Location**.

Scheduled Sessions					
Day	Date	Start Time	End Time	Instructor	Location
Thursday *	09/06/2012	9:00AM	11:30AM	Michael Frost	<a href="#">Columbus, OH</a>

\* Required Sessions

[Enroll](#)    [Add To Plan](#)

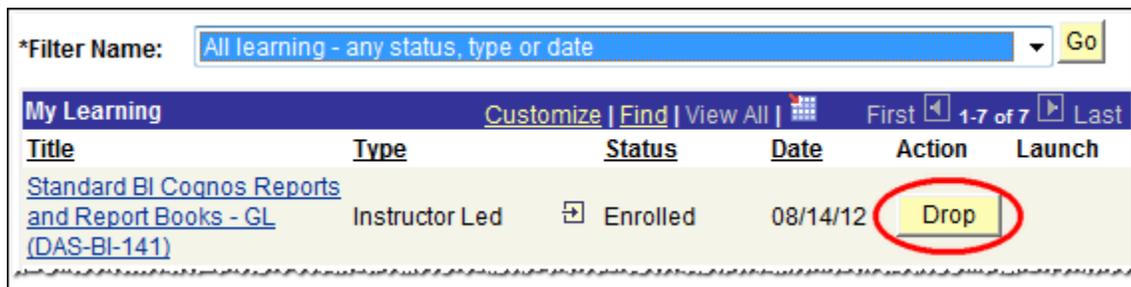
Facility Details	
Facility:	State Library of Ohio
Room Name:	Training Room
Room Number:	TRAINING ROOM
Building Name:	State Library of Ohio
Floor Number:	1
Maximum Occupancy:	13
Address:	274 E. First Street, Suite 100 Columbus, OH 43201 Franklin County USA

## ELM Learner Basics

### Dropping a Course

Drop a learning activity that you enrolled yourself in.

20. Using the navigation to the left, under My Learning Tasks, select the **All Learning (ELM)**.
21. Locate the activity that you are enrolled into and click the **Drop** button.



*Filter Name: All learning - any status, type or date <span style="float: right;">Go</span>						
My Learning <span style="float: right;">Customize   Find   View All   First 1-7 of 7 Last</span>						
Title	Type	Status	Date	Action	Launch	
<a href="#">Standard BI Cognos Reports and Report Books - GL (DAS-BI-141)</a>	Instructor Led	Enrolled	08/14/12	Drop		

22. On the Drop Activity/Program page, click the **Drop** button.

## Launching Web-Based Training

For web-based trainings, you can launch the web-based training (WBT) from your All Learning Page.

23. Select **All Learning (ELM)** from the navigation on the left.
24. Locate the web-based training and click the **Launch** button or select the activity title and then click the **Launch** button.



My Learning <span style="float: right;">Customize   Find   View All   First 1-6 of 6 Last</span>						
Title	Type	Status	Date	Action	Launch	
<a href="#">Cognos Navigation</a>	Web Based	Enrolled	06/23/10		Launch	

## Checking Activity Status

To check your activity status on the **All Learning** page:

25. From the Career Resources menu on myOhio.gov, click on **All Learning (ELM)**.

26. On the All Learning page, check the activity or program's **Status** column.

**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:

\*Education Type:  Total Count: 14.00

My Learning							
Title	Education Type	Education Units	Type	Status	Date	Action	Launch
<a href="#">Securing the Human Training</a>	Training	1.00	Web Based	<input checked="" type="checkbox"/> Completed	11/13/13		<input type="button" value="Launch"/>
<a href="#">DAS Ethics Training EO2013-03K</a>	Training	1.00	Web Based	<input checked="" type="checkbox"/> Completed	11/01/13		<input type="button" value="Launch"/>
<a href="#">ePerformance - Goals vs. Competencies (WBT)</a>	None		Web Based	<input checked="" type="checkbox"/> Completed	10/28/13		<input type="button" value="Launch"/>
<a href="#">Human Trafficking Awareness</a>	Training	1.00	Web Based	<input checked="" type="checkbox"/> Completed	10/25/13		<input type="button" value="Launch"/>
<a href="#">BWC Active Shooter Training</a>	Training	2.50	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	10/22/13		<input type="button" value="Modify"/>
<a href="#">Annual Floor Warden Training</a>	Training	1.50	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	06/06/13		<input type="button" value="Modify"/>

27. The Education Type can now be used with each Filter Name drop down. Select the Education Type from the dropdown and then select the Filter Name from the dropdown and click the Go button. This will give you a total count for the Education Type selected.

## Recertify for Training in ELM

Learners can review their current and expired certifications. For each certification, learners can view certification name, current status (whether certified or expired), expiration date, recertification date, and certification history. Learners also have the option to recertify by registering for a qualified recertification program.

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28. After logging into myohio.gov, from the main portal page select [Career Resources > My Learning > All Learning \(ELM\)](#).
29. On the left side in the My Learning Tasks pagelet, click on the Certification Status Link.



30. You will see the Certification Status screen. The View will default to All Certifications. You can use the drop down to view specific status



31. Click the Recertify link for the certification you need to be recertified for:

### Certification Status

To filter the list of certifications select a status in the View options field.

**Certifications**

View: All Certifications Go

Program Name	<input type="checkbox"/>	Status	Status Date	Recertify
<a href="#">OBM Test Academy (Nested Programs) Section 1</a>	<input checked="" type="checkbox"/>	Complete	2014-05-01	Recertify

[Search Catalog](#)    [Browse Catalog](#)

## ELM Learner Basics

32. Click the Register button on the Available Recertification page

### Available Recertifications

Register for any of the following to regain certification status in OBM Test Academy (Nested Programs) Section 1.

Recertifications	
Code	Name
OBM-Test-Academy (nest) recert	<a href="#">OBM Test Academy (Nested Programs) Section 2 (Recert)</a> <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">Register</span>

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33. Click the name of the course in the Missing Required Prerequisites portion

### Register For Certification

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### Review Information

Katherine Vanhooose, Business T, OAKS Management

<b>Program Name:</b>	<a href="#">OBM Test Academy (Nested Programs) Section 2 (Recert)</a>	<b>Type:</b>	Recertification
<b>Program Code:</b>	OBM-Test-Academy (nest) recert	<b>Contact:</b>	-
<b>Price Per Seat:</b>	0.00 USD	<b>Drop Charge:</b>	0.00 USD
<b>Schedule:</b>	All requirements must be completed within 360 days from date of registration.		
<b>Validity:</b>	This certificate will be valid for 360 days from date of completion.		
<b>Recertification Period:</b>	430 days		

Missing Required Prerequisites

- [OBM Test Academy \(Nested Programs\) Section 1](#)

Submit Registration
[Search Catalog](#)
[Browse Catalog](#)

34. On the Program Details page, click the Register Button at the bottom of the page

**Program Details**

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**OBM Test Academy (Nested Programs) Section 1**

<b>Program Name:</b>	OBM Test Academy (Nested Programs) Section 1	<b>Type:</b>	Certification
<b>Program Code:</b>	OBM Test Academy (Nest)	<b>Contact:</b>	⋮
<b>Price Per Seat:</b>	0.00 USD	<b>Drop Charge:</b>	0.00 USD
<b>Schedule:</b>	All requirements must be completed within 90 days from date of registration.		

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**Description**

Testing Nested Programs

▼ **Testing** [Hide Section Requirements](#)  
 TEsting

**To complete this section complete all activities.**

Section Activities		
<a href="#">AP 220 Single Voucher Processing</a>	Required	Historical Credit Not Allowed

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▼ **testing program** [Hide Section Requirements](#)  
 Please refer to section program for validity information.

**To complete this section complete all programs.**

Section Programs		
<a href="#">OBM Test Academy (Nested Programs) Section 2 (Recert</a>	Required	Historical Credit Not Allowed

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Register
Add to Plan
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## ELM Learner Basics

35. Click the Submit Registration button at the bottom of the Register for Notification page

### Register For Certification

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#### Review Information

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<b>Program Name:</b>	<a href="#">OBM Test Academy (Nested Programs) Section 1</a>	<b>Type:</b>	Certification
<b>Program Code:</b>	OBM Test Academy (Nest)	<b>Contact:</b>	-
<b>Price Per Seat:</b>	0.00 USD	<b>Drop Charge:</b>	0.00 USD
<b>Schedule:</b>	All requirements must be completed within 90 days from date of registration.		

[Submit Registration](#) [Search Catalog](#) [Browse Catalog](#)

36. You will receive the message You have successfully registered in the (NAME OF PROGRAM). You can view your registration details on your All Learning page

### Register For Certification

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#### Registration Confirmation

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✓ You have successfully registered in the OBM Test Academy (Nested Programs) Section 1 program. You can view your registration details on your All Learning page.

<b>Confirmation Number:</b>	1995628		
<b>Program Name:</b>	<a href="#">OBM Test Academy (Nested Programs) Section 1</a>	<b>Type:</b>	Certification
<b>Program Code:</b>	OBM Test Academy (Nest)	<b>Contact:</b>	-
<b>Price Per Seat:</b>	0.00 USD	<b>Drop Charge:</b>	0.00 USD
<b>Schedule:</b>	All requirements must be completed within 90 days from date of registration.		

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)

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37. Your All Learning page will show as being in Registered status for the Program

### 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:

\*Education Type  Total Count 0.00

My Learning							
Customize   Find   View 100   First 1-15 of 153 Last							
Title	Education Type	Education Units	Type	Status	Date	Action	Launch
<a href="#">OBM (nested) recertification Section 2</a>			Certification	<span>Registered</span>	08/19/14	<input type="button" value="Drop"/>	

For additional instructions on how to utilize ELM, enroll in the **Enterprise Learning Management System (ELM) Overview** and **Enterprise Learning Management System (ELM) Learner Self Service** web-based training offered through ELM.

To enroll, sign into ELM, select **Career Resources > All Learning (ELM)** and search for “ELM” using the Search Catalog function.

## Questions

If you need assistance with ELM, please contact the Ohio Shared Services Contact Center.

- Email: [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov)
- Phone: 1 (877) OHIO-SS1