

Understanding ELM Security Roles

ELM has multiple security roles that enable end-user access to the system. This job aid describes the high-level description of each the main roles that apply to a State of Ohio agency using ELM.

Role	ELM Functionality	ELM Security Role Name
Learner (Every active employee has this role.)	<ul style="list-style-type: none"> Search and register for training Launch Web-based training View their training transcript on-line Add supplemental learning to transcript (Agency specific) 	OH_ELM_Learner
Manager (Every active employee who has at least 1 direct report has this role.)	<ul style="list-style-type: none"> Approve direct reports enrollments and supplemental learning Enroll direct reports into training or add courses to their training plan View direct reports transcripts Add supplemental learning to a direct reports transcript 	OH_ELM_Manager
Agency Administrator (Appropriate for Trainers and individuals who provide Tier 2 support)	<ul style="list-style-type: none"> Creates activities for training, programs or certifications Upload and test web content (only identified e-learning developer) Administers registration (enroll, approve, and/or drop learners) Maintain grades/attendance Run training reports Maintain the integrity of the agency's and data (submits facility addition and learner group requests) Provide Tier 2 support utilizing CRM 	OH_ELM_Agency_Administrator
Catalog Item Creator	<ul style="list-style-type: none"> Creates catalog items 	OH_ELM_Catalog_Creator
Instructor	<ul style="list-style-type: none"> View their scheduled activities (classes) Maintain grades/attendance Run activity roster sign-in report 	OH_ELM_Instructor
Enroll Learner	<ul style="list-style-type: none"> Enroll learners Maintain grades/attendance Maintain activity registration 	OH_ELM_Enroll_Learners

Note: In some cases an end-user may need a combination of these roles to function in ELM per agency business needs. For example, an end-user may need the Agency Administrator role and the Catalog Creator role to enable them to create catalog items along with all of the other Agency Administrator tasks.