

Enrolling a Learner

This job aid is intended to illustrate how to enroll a learner into an ELM activity.

1. From the left navigation menu in ELM, navigate to **Enterprise Learning > Learner Tasks > Enroll Learners**.



2. The **Enroll Learners – Find Requester** page appears. In order to enroll Learners, you will have to first enter your name in the **Requester's First Name** and **Requester's Last Name** field and click the **Search** button.

Enroll Learners - Find Requester

Search for the individual requesting enrollment by entering criteria into at least one field. Find the name of the requester in the search results and "Select" to go to the next step in the enrollment process. To view information about the requester, select the Name hyperlink.

Requester Search			
Requester's First Name:	<input type="text" value="Don"/>	Organization Type:	<input type="text" value="All"/>
Requester's Last Name:	<input type="text" value="Dewitt"/>	Business Unit:	<input type="text"/>
Requester's AC Name:	<input type="text"/>	Organization Name:	<input type="text"/>
Employee ID:	<input type="text"/>		
Job Title:	<input type="text"/>		

Enrolling a Learner



3. Click the **Select** button next to your name in the search list that appears:

Select Requester				Customize Find View All 	First  1 of 1  Last
<u>Employee ID</u>	<u>Name</u>	<u>Job Title</u>	<u>Organization</u>		
10013295	DONALD DEWITT	Trg Acad/P	CORRECTIONS TRAINING ACADEMY		Select

Enrolling a Learner

- Next, search for the activity you are creating enrollment for on the **Enroll Learners – Search for Learning** page. Enter the **Title** of the activity and click the **Search** button.

Enroll Learners - Search for Learning
 By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Search for the requested activity or program by entering criteria into at least one field. Find the name of the activity or program in the search results and select the "Enroll" button to go to the next step in the enrollment process.

Enter the **Title** of the activity you are searching for.

Search for Learning

Title: Type:

Item Code: Location:

Activity Code: Language Code:

Description: Start Date: From: Through:

Category:

Objective:

Instructor:

Search Reset

Click the magnifying glass to search for the Activity Code. This can help to narrow your search.

- Click the **Enroll** button next to the **Name** in the search list that appears:

Select learning for enrollment					
Code	Name	Type	Start Date	Language	Enroll
DRC-CR-101DRC00605520130211602	DRC - Access 2003	Instructor Led	02/11/2013	English	Enroll

Enrolling a Learner

- On the **Enroll Learners – Find Learners** page, you can search for a learner by a number of types of information, including **Name** and/or **Employee ID (State of Ohio User ID)**. When you have entered your search criteria, click the **Search** button.

Enroll Learners - Find Learners

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Search for an individual to enroll by entering the individual's name in the Learner field, specify last name,first name. To find a group of individuals search by the manager, organization, or group. For example, searching by a manager's name will yield a list of all of his or her direct reports.

Activity Name:	DRC - Access 2003	Type:	Instructor Led
Activity Code:	DRC-CR-101DRC00605520130211602	Contact:	HOWARD SMITH
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	02/11/2013	End Date:	02/11/2013
Last Enrollment Date:	02/11/2013	Last Drop Date:	02/11/2013
Available Seats:	11	Available Waitlist:	50
Language:	English	Duration:	8 Hrs

Learner Search Details

Learner: <input type="text"/>	🔍	Business Unit: <input type="text"/>	🔍
Employee ID: <input type="text" value="10128669"/>	🔍	Job Code Descr: <input type="text"/>	🔍
Manager: <input type="text"/>	🔍	Position Descr: <input type="text"/>	🔍
Learner Group: <input type="text"/>	🔍	Organization Type: <input type="text" value="All"/>	▼
Hire Date:	From: <input type="text"/>	Organization Name: <input type="text"/>	🔍
	Through: <input type="text"/>		

Search
Reset

[Search for Learning](#)
 [Add Criteria Based Learner Group](#)
 [Add Query Based Learner Group](#)

Searching by Employee ID (State of Ohio User ID) is the best way to search for a learner.

Enrolling a Learner

The learner appears on the on the **Enroll Learners – Select Learners** page.

Enroll Learners - Select Learners

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Select the learner(s) you want to enroll and specify the payment details. If payment is required and displayed, to split the payment add a row to the Payment Details grid and specify the relative percentages in the Split % field. Select the "Enroll" button to enroll the learner(s) in the activity.

Activity Name:	DRC - Access 2003	Type:	Instructor Led
Activity Code:	DRC-CR-101DRC00605520130211602	Contact:	HOWARD SMITH
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	02/11/2013	End Date:	02/11/2013
Last Enrollment Date:	02/11/2013	Last Drop Date:	02/11/2013
Available Seats:	11	Available Waitlist:	50
Language:	English	Duration:	8 Hrs

[Search for More Learners](#)

[Continue Enrollment](#)

Approval Required

Approval Required: Yes **Approve Enrollment Now:**

Select	Employee ID	Name	Job Title	Hire Date
<input type="checkbox"/>	10128669	RACHEL FAULKNER	Non-Empl	02/24/2013

[Select All](#) [Deselect All](#) [Search for More Learners](#)

[Continue Enrollment](#)

If **Approval is Required**, and you wish to approve, click the **Approve Enrollment Now** check box. Leave unchecked if you would like the manager to approve.

Click the **Select** check box next to the learner's name to select it.

Enrolling a Learner

- If you wish to enroll additional learners click the Search for More Learners and repeat the steps above. See [Enrolling Multiple Learners](#) job aid for more information on adding multiple learners. When you have finished adding all learners, click the [Continue Enrollment](#) button.

Enroll Learners - Select Learners

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Select the learner(s) you want to enroll and specify the payment details. If payment is required and displayed, to split the payment add a row to the Payment Details grid and specify the relative percentages in the Split % field. Select the "Enroll" button to enroll the learner(s) in the activity.

Activity Name:	DRC - Access 2003	Type:	Instructor Led
Activity Code:	DRC-CR-101DRC00605520130211602	Contact:	HOWARD SMITH
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	02/11/2013	End Date:	02/11/2013
Last Enrollment Date:	02/11/2013	Last Drop Date:	02/11/2013
Available Seats:	11	Available Waitlist:	50
Language:	English	Duration:	8 Hrs

Search for More Learners
Click the [Search for More Learners](#) to enroll additional learners.

Continue Enrollment

Current Learners to Enroll	Customize Find	First	1 of 1	Last
EmplID	Name	*Job Title	Hire Date	
1 10128669	RACHEL FAULKNER	Non-Empl	02/24/2013	

Approval Required

Approval Required: Yes Approve Enrollment Now

Select Learners	Customize Find View All	First	1 of 1	Last
Select	Employee ID	Name	Job Title	Hire Date
<input checked="" type="checkbox"/>	10128669	RACHEL FAULKNER	Non-Empl	02/24/2013

[Select All](#)
 [Clear All](#)
[Search for More Learners](#)

Continue Enrollment
Click [Continue Enrollment](#), when all learners have been added to [Current Learners to Enroll](#) list.

Enrolling a Learner

- 8. On the **Enroll Learners – Payment Details** page, click the **Submit Enrollment** button.

Enroll Learners - Payment Details

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Select the payment you want to enroll and specify the payment details. For chargeback, if split payment is required, add a row to the payment scroll and specify the relative percentages in the split% field.
Select the "Submit Enrollment" button to enroll the learner(s) in the activity.

Submit Enrollment [Return To Previous Page](#)

Ignore the **Fees Information** section.

Fees Information			
Price Per Seat:	<input type="text" value="0.00"/>	USD	Training Units: <input type="text" value="0.000"/>
Drop Charge:	<input type="text" value="0.00"/>	USD	Drop Units: <input type="text" value="0.000"/>

Enrolling a Learner

9. On the **Enroll Learners – Enrollment Confirmation** page, it indicates if the enrollment was successful and the enrollment status for each learner.

Enroll Learners - Enrollment Confirmation

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

For successful enrollments, each individual's Learning Plans is updated. To enroll new learners in an activity, find a new activity or find a new requester, select the links at the bottom of the page.

Activity Name:	DRC - Access 2003	Type:	Instructor Led
Activity Code:	DRC-CR- 101DRC00605520130211602	Contact:	HOWARD SMITH
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	02/11/2013	End Date:	02/11/2013
Last Enrollment Date:	02/11/2013	Last Drop Date:	02/11/2013
Available Seats:	10	Available Waitlist:	50
Language:	English	Duration:	8 Hrs

Fees Information			
Price Per Seat:	USD	Training Units:	
Drop Charge:	USD	Drop Units:	

Approval Required	
Approval Required:	Yes

Enrollment Successful					
Employee ID	Name	Job Title	Hire Date	Confirmation	Status
10128669	RACHEL FAULKNER	Non-Empl	02/24/2013	1307451	Enrolled

[Enroll New Learners](#) [Go To Activity Roster](#) [Search for Learning](#) [Find New Requester](#)