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

**Signing In to ELM**


   1. Enter your State of Ohio User ID in **User ID**.
   
   2. Enter your OAKS password in **Password**.
   
      **NOTE**: This is also your ePay Password.
   
   3. Click the **Sign In** button.

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

**Navigating to ELM**

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

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

5. Using the navigation to the left, under My Learning Tasks, select the Search ELM Catalog link.

6. 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.

7. Click the Search Activities button.

8. The courses that meet your search criteria will be displayed.
Browsing the Catalog

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

9. Using the navigation to the left, under My Learning Tasks, select the **Browse ELM Catalog** link.

10. 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.

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

12. Using the navigation to the left, under My Learning Tasks, select the **Search ELM Catalog** link.

13. In the **Search the Catalog** field, enter the Course Title of the course that you are searching for.

14. Click the **Search Activities** button.

15. On the search results page, identify an activity that’s date, time and location works for you (Instructor lead training only) and select **Enroll**.

16. Click the **Submit Enrollment** button to enroll in the course.

17. If it is a web-based training click **Launch** to begin the course. Otherwise you have successfully enrolled in training.
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.

18. Select the Schedule link.

19. Click on the link under Location.
Dropping a Course

Drop a learning activity that you enrolled yourself in.

19. Using the navigation to the left, under My Learning Tasks, select the *All Learning (ELM)*.

20. Locate the activity that you are enrolled into and click the *Drop* button.

21. 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.

22. Select *All Learning (ELM)* from the navigation on the left.

23. Locate the web-based training and click the *Launch* button or select the activity title and then click the *Launch* button.

Checking Activity Status

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

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
<th>Date</th>
<th>Action</th>
<th>Launch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing the Human Training</td>
<td>Web Based</td>
<td>Enrolled</td>
<td>02/26/13</td>
<td>Launch</td>
<td></td>
</tr>
<tr>
<td>ELM Agency/Administrator Training</td>
<td>Instructor Led</td>
<td>Planned</td>
<td>05/24/13</td>
<td>Enroll</td>
<td></td>
</tr>
<tr>
<td>Business Intelligence Overview (DAS-BI-101)</td>
<td>Web Based</td>
<td>Completed</td>
<td>06/10/13</td>
<td>Launch</td>
<td></td>
</tr>
<tr>
<td>ELM Agency/Administrator Training</td>
<td>Instructor Led</td>
<td>Dropped</td>
<td>05/30/13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
- Phone: 1 (877) OHIO-SS1