

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", a "Sign In" button, and a disclaimer about system access. There are also links for "Forgot Password" and "Contact Info".

State of Ohio User ID Sign In

User ID:

Password:

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.

[Forgot Password](#) [Contact Info](#)

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

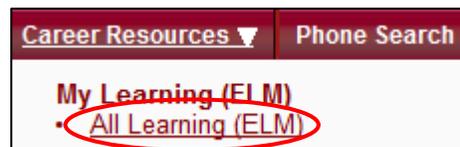
NOTE: This is also your ePay Password.

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)**.



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:

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)

- 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 | | |
| AP 201 Voucher Processing (FIN-AP-201) | Instructor Led | Enroll |
| 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 07/10/2013 in James A. Rhodes State Office Tower at a price of 0 USD | | |
| This Activity Session starts at 9:00 AM and concludes at 12:30 PM . 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.

| Browse Catalog | |
|---------------------------------------|---|
| Categories | |
| OAKS | Courses related to the Ohio Administrative Knowledge System |
| Agency Specific | Courses related to agencies specific training |
| Policy Training | Courses related to policy training |
| Employee Development | Courses related to employee development of skills and knowledge |
| Technical Development | Courses related to technical applications or skills for employees |
| Business Intelligence | Courses related to Business Intelligence |
| Statewide Training | Courses for State Employees that are not agency specific |

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

| Catalog Items | | Previous | Next |
|--|------------------------|----------|----------------------|
| Business Intelligence Overview (DAS-BI-101) (DAS-BI-101) 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. | Select | | |
| Standard BI Cognos Reports and Report Books - ELM (DAS-BI-161) (DAS-BI-161) 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. | Select | | |
| OAKS BI for HIGHER ED (DAS-BI-105) (DAS-BI-105) 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. | Select | | |

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.

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.

| | | | |
|--|---|----------------------|-----------|
| Activity Name: | Business Intelligence Overview (DAS-BI-101) | 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: | -- |
| Launch | | | |
| Search Catalog Browse Catalog My Learning Request New Learning | | | |

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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 | View Details | Enroll Add to Plan |

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

18. 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: | -- |

[Overview](#) [Objectives Met](#) [Schedule](#) [Prerequisites](#) [Notes and Attachments](#)

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 | Columbus, OH |

* 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.

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.

| *Filter Name: All learning - any status, type or date Go | | | | | | |
|--|----------------|----------|----------|--------|--------|--|
| My Learning Customize Find View All First 1-7 of 7 Last | | | | | | |
| Title | Type | Status | Date | Action | Launch | |
| Standard BI Cognos Reports and Report Books - GL (DAS-BI-141) | Instructor Led | Enrolled | 08/14/12 | Drop | | |

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.

| My Learning Customize Find View All First 1-6 of 6 Last | | | | | | |
|--|-----------|----------|----------|--------|--------|--|
| Title | Type | Status | Date | Action | Launch | |
| Cognos Navigation | Web Based | Enrolled | 06/23/10 | | Launch | |

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.

*Filter Name:

| My Learning | | Customize Find View All | First 1-4 of 4 Last | | |
|---|----------------|---|-----------------------|---------------------------------------|---------------------------------------|
| Title | Type | Status | Date | Action | Launch |
| Securing the Human Training | Web Based | Enrolled | 02/26/13 | | <input type="button" value="Launch"/> |
| ELM Agency Administrator Training | Instructor Led | Planned | 05/24/13 | <input type="button" value="Enroll"/> | |
| Business Intelligence Overview (DAS-BI-101) | Web Based | <input checked="" type="checkbox"/> Completed | 06/10/13 | | <input type="button" value="Launch"/> |
| ELM Agency Administrator Training | Instructor Led | Dropped | 05/30/13 | | |

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

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