How to Take IARA's Online Training Courses In ELM

ELM, the Enterprise Learning Management System managed by Indiana State Personnel, operates in the Internet Explorer web browser.

If you use another browser, display and navigation errors are likely, and <u>the trainings may not be not marked as complete</u>.

Logging In

1. **Make sure you are using Microsoft Internet Explorer as your web browser.**

2. **Make sure your pop-up blockers are turned off.** Generally, this is located under the Tools menu item.

3. **Navigate to <u>https://elm.gmis.in.gov/psp/lmprd/?cmd=login</u>**

4. Enter your **User ID** and **Password** into the appropriate fields.

    a. Your User ID for ELM is the same one you use for Peoplesoft HR when you're logging in to fill out your timesheet: the 1st letter of your 1st name, followed by the last 6 digits of your employee ID number.

    b. Your ELM password is the same network password that you use for regular computer login every day.

Enrolling and Completing the Classes:

1. Click the compass icon in the upper right corner of the screen:

2. On the menu that slides out from the right, click Navigator:

3. Select **Self Service > Learning > Find Learning**

4. Type (or paste) the class code for the class you'd like to take into the **Search by keyword** box:

    a. For Class 1: Records Management Basics, enter **IARA_WBT_0001**
    b. For Class 2: Reading and Understanding Records Retention Schedules, enter **IARA_WBT_0002**
    c. For Class 3: Creating and Updating Records Retention Schedules, enter **IARA_WBT_0003**

5. Click the **enroll** button.

    The first time you take them, these classes must be taken in order. If you haven't completed Class 1, the system won't allow you to enroll in either of the other two, and if you haven't completed Class 2, it won't allow you to enroll in Class 3. Once you've completed all three classes, you can go back to any of them at any time, in any order.

6. Select **Submit Enrollment**

7. Click **Launch** in the bottom-left corner of the screen, then when the Table of Contents screen appears, click **Launch** again.

8. If your pop-up blockers are properly turned off, the class should launch in a separate pop-up window. (Or in a separate tab, if you've set your browser to open pop-ups that way.)

9. None of these courses are graded; you'll just be registered as having taken them. To complete each class and receive credit for it, just make sure that you click through all the slides (including any quizzes) to the Thank You screen at the end.

    a. Use the blue arrow buttons or Submit Answer/Next Question buttons on the screen:

    b. If you can see the built-in navigation buttons on the Adobe Presenter player, you're in the wrong browser. Open Internet Explorer and go back to the top of page 1!

10. When you reach the Thank You screen, just close that pop-up window (or tab), and you're done!

To check that the course has been registered as completed:

1. Back at the Navigator menu, select **Self Service > Learning > My Learning**

2. A list of all the classes you've taken will appear, with the most recent ones at the top. If the Status column says "Completed" then everything's fine.

Title	Type	Status	Date	Launch	Print
Records Management Basics	Computer-Based Training	Completed	12/06/2018		

To review the course content at a later date:

Rather than re-playing the course in ELM, IARA suggests that you visit https://www.in.gov/iara/3347.htm#desktop to download a reference copy. These can be played at any time, even offline, and they'll always contain the most up-to-date version of the information.

If you have questions about the CONTENT of the courses, please contact IARA's Records Management Division at rmd@iara.in.gov or 317-232-3285.

If you have questions or problems with logging in, enrolling, navigation in ELM, or receiving credit for the courses you've taken, please contact INSPD Learning & Development Systems Support Team: SPDTraining@spd.in.gov

{Modified by IARA from Indiana State Personnel's general Learner Self-Service Quick-Step Guide}

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