Quick Step Guide to Complete Online Training

Internet Explorer is the preferred web browser for the Learning Mgt System. If you do experience launch or training errors please try the Chrome web browser.

Navigate to https://elm.gmis.in.gov/psp/lmprd/?cmd=login
Enter your User ID and Password into the appropriate field.

A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.

Learners may use their network password, also known as their computer login, as the PeopleSoft password.

For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

PeopleSoft ELM: Online Training Self Service Quick Step Guide
The following directions will guide you on how to enroll, access courses, and complete online training for the state of Indiana. It is important to read and follow the instructions carefully. To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

Accessing and completing a web-based training previously enrolled in:

*Please Note the Current Enrollments tile has been removed from the Learning Center and you must follow the steps below to access your trainings.

1. Click on The Nav-Bar Icon

2. Select Navigator

3. Select Self Service>Learning>My Learning

4. Locate the class in the My Learning box and select launch.

5. On the next page, click the Launch link.

The training will launch in a new window. If the training does not launch, make sure that your browser’s pop-up blocker is disabled and try again.

6. Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11. Be sure to navigate all the way to the very last slide of the training.

To verify your completion of the training, follow the steps in the “Accessing Learning History:” section of this guide.

If you have any questions pertaining to this information, please contact INSPD Learning & Development Systems Support Team:

SPDTraining@spd.in.gov
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Self-enrolling into training:

1. Select Self Service>Learning>Find Learning
2. You can search for learning by using the search box at the top of the page, narrowing down results by using filters or by using the advanced search feature

3. Once you have located the training you would like to complete, click the enroll button

To view more details about this course, click the view details button at the end of the description

4. Select Submit Enrollment

Web-based training that does not require approval will be available to launch by clicking the Launch link in the bottom-left corner of the screen or by following the steps in the “Accessing and completing a web-based training previously enrolled in:” section of this guide.

PeopleSoft will send an email notification to the supervisor of the learner for courses requiring supervisor authorization. Upon authorization, the learner will receive an email notification of approval to take the course.

Accessing Learning History:

1. Select Self Service>Learning>My Learning

From here you can view all of your trainings. You can arrange the trainings by title, type, status or date by clicking the links.

You can also change your view by selecting one from the drop down menu.

You may click on any class title in your list to view the Class Progress page. Here learners can re-launch course content, view activities (course) information, view enrollment status and access or print grades/attendance information.

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