State Employee Resource Quick Step Guide

Indiana State Personnel Department

Navigate to the **State Employee Resources** page at: **https://www.in.gov/core/info_employees.html**
Here you will find many State of Indiana resources for the new and existing Employee. This guide will walk you through a few of these resources you will need to know how to access as a State of Indiana Employee.

The site will ask you to select a preference for the Homepage select; **State Employee Home.**

For PeopleSoft HR and Self Service Password Management; **you will access the links under Account Management. *Page 2 of this guide.***

To enroll, access courses, and complete online training for the state of Indiana select **PeopleSoft Learning Management (ELM)** under the **Training & Support** section. ***Page 3 and 4 of this guide.***
You will also find additional training resources for the State employee by clicking the **INSPD Learning & Development** link.
If you are experiencing an issue with enrollments or the Learning Management System please submit an **IOT Customer Service ticket** here. ***Page 5 of this guide.***

To log into either PeopleSoft HR or ELM you will 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. You will need to provide IOT with your full name and PeopleSoft ID number.

PeopleSoft HR: Updating Emergency Contact and Personal Contact Information:

1. From the https://www.in.gov/core/info_employees.html page click the **PeopleSoft HR** link under **Account Management**. Then enter your User ID and Password.

2. Update all personal information including preferred email address to ensure you receive notifications.

3. Preferred email will need to be updated in two locations: **Personal Information & My System Profile**

   a. **Personal Information:** Select **Main Menu**>**Self Service**>**Personal Information**>**Information Summary**

      i. Update preferred email address and make sure the box is checked next to this address.

   b. **My System Profile**: Select **Main Menu>My System Profile**

      i. Page Titled: General Profile Information.

         1. Scroll to the bottom of the page and look for your email box:

         2. Under Primary E-mail account, you enter the email address you would like all notifications to be sent to. You may use your state email if you would like.

Account Management: SSPM/Self Service Password Management:

From the https://www.in.gov/core/info_employees.html page click the **Self Service Password Management** link under **Account Management**.

1. Complete instructions for using the password management tool are available on the site just below the **"Register for Password Management"** button.

2. You may also access SSPM from any web browser on your desktop or mobile device by simply navigating to https://password.IN.gov

3. Should you experience any issue with the process, or just have questions or concerns please call the IOT HelpDesk at 317-234-HELP (4357) or 1-800-382-1095.

**Indiana State
Personnel Department**
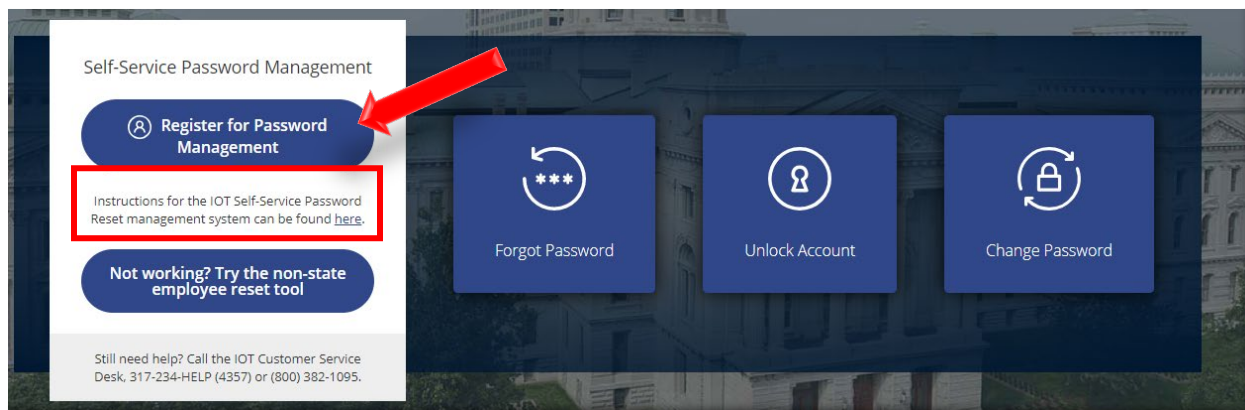
PeopleSoft ELM: Accessing and completing a web-based training previously enrolled in:

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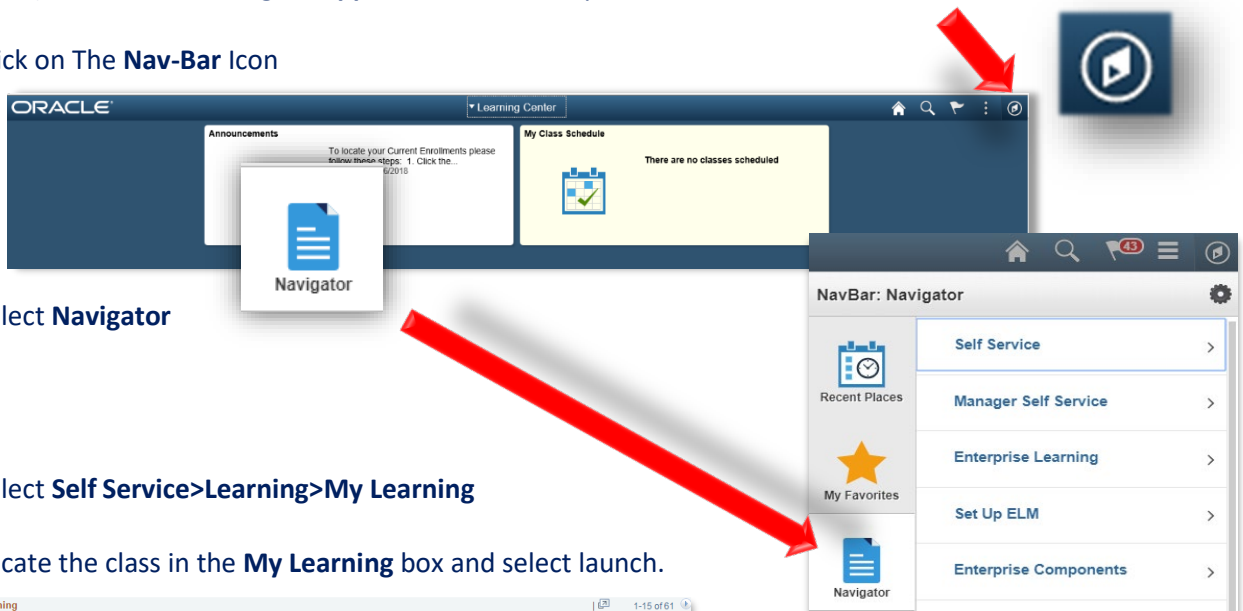
If you do experience launch or training errors please try the Chrome web browser

To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

1. From the https://www.in.gov/core/info_employees.html select **PeopleSoft Learning Management (ELM)** under the **Training & Support** section. Enter your User ID and Password

2. Click on The **Nav-Bar** Icon

3. Select **Navigator**

4. Select **Self Service>Learning>My Learning**

5. Locate the class in the **My Learning** box and select launch.

6. 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.

7. 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 self-enroll into training courses or report an error within the Learning Management System, please follow the steps on the page 4 and 5 of this guide.

Page 3

Self-enrolling into training:

1. From the https://www.in.gov/core/info_employees.html page click select **PeopleSoft Learning Management (ELM)** under the **Training & Support** section. Enter your User ID and Password.
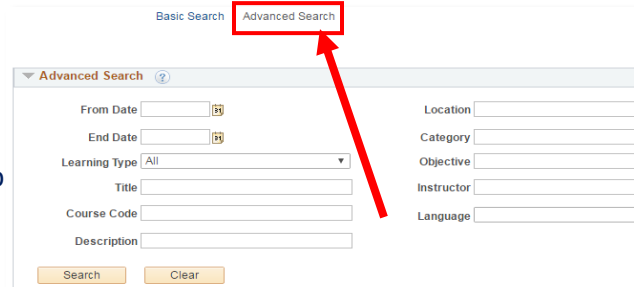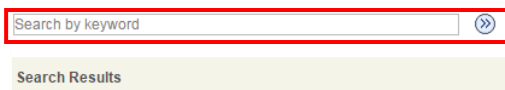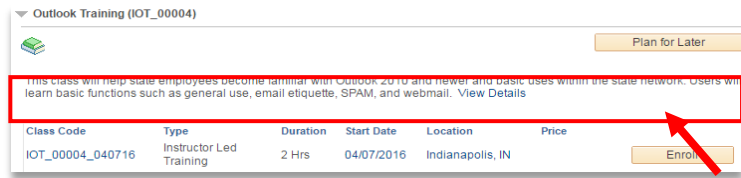
2. Click on The **Nav-Bar** Icon

3. Select **Navigator**

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

5. 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
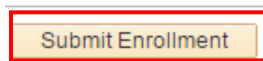
6. Once you have located the training you would like to complete, select **enroll**

   At the end of the description, view more details about the course by clicking **view details**
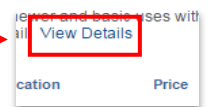
7. Select **Submit Enrollment**

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.

Reporting an issue with accessing and completing a web-based training or locating a course for self-enrollment:

1. From the https://www.in.gov/core/info_employees.html page click the **IOT Customer Service ticket link** under the **Training & Support** section.

2. When you describe your issue, please include as much info as possible including full-name; PeopleSoft ID number, class title, and any screen shots, if applicable.
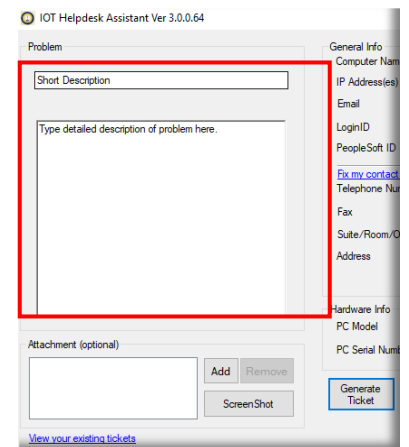
LinkedIn Learning: Logging In

Only agencies supported by Indiana State Personnel Department are eligible for LinkedIn Learning. Please consult with your Human Resources if you are not sure of your eligibility.

To activate your LinkedIn Learning Account, click this link or copy and paste into your browser: https://www.linkedin.com/checkpoint/enterprise/login/2188380?application=learning&appInstanceId=26162714

If you are currently logged into your Microsoft Go365 account (Single Sign-On), you will be taken directly to this screen:
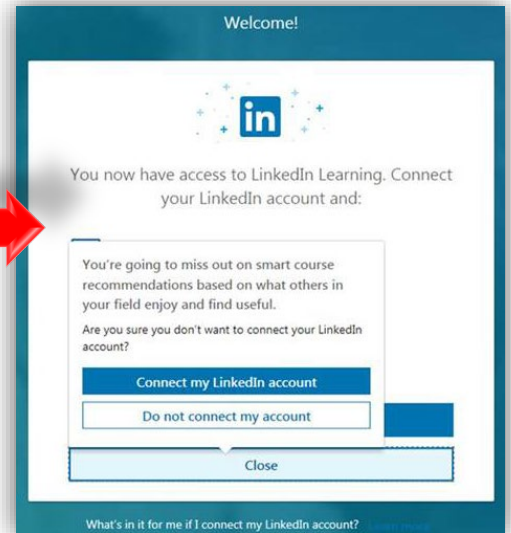
If you <u>are not</u> currently logged into your Microsoft Go365 account (single sign-on,) you will be redirected to IOT's sign-in.

Follow these steps to log in:
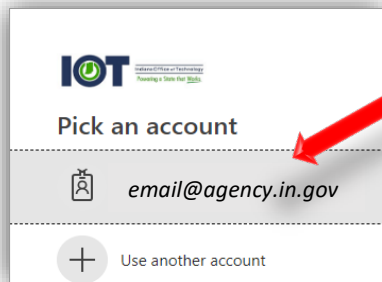
- If your account automatically populates, select and continue.

- If your account <u>does not</u> automatically populate and requires input of your email address, please enter your State issued email address and select **Next.**

Enter your network password. It's the same password used to log into your computer.
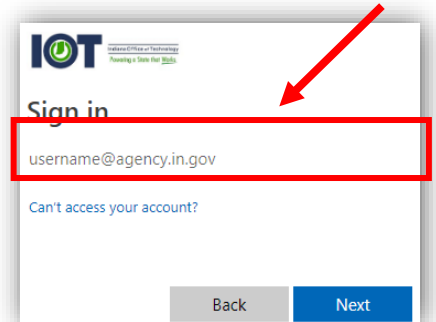
You will automatically be redirected to the LinkedIn Learning log in page.

If you are a remote user who is not signed on to the State network, you will be prompted for Multi-Factor Authentication (Phone Factor). (For users who have not set up their Phone Factor account and would like more information, please visit https://www.in.gov/iot/2770.htm to begin).

Choose Your Option Below to Either Connect with a LinkedIn Account or Connect without a LinkedIn Account:

- If you have a LinkedIn account and wish to connect it to your Learning profile:

1. Select **Connect my LinkedIn account**

2. Enter your email address and password associated with your account or, if you would like to create an account, select **Join Now** and follow the steps to create your new account. (*Note: This does not have to be your State issued email address. This information is based on your personal LinkedIn account)

3. Select **Sign in with LinkedIn**. This will redirect you to the LinkedIn Learning homepage.

4. Your account has now been setup via Single Sign-On. Whenever you log into your Microsoft Go365 account, you will automatically be logged into your LinkedIn Learning account when you visit the site!
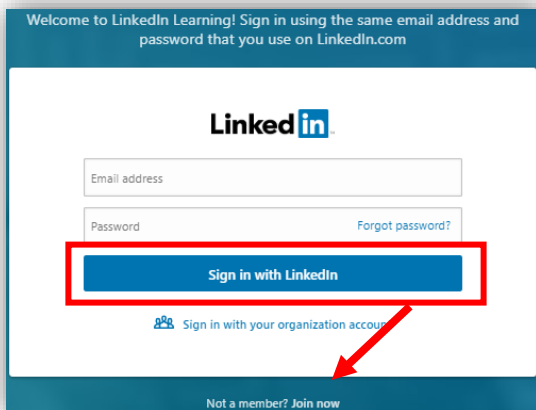
- If you do not have a LinkedIn account or do not want to connect the one you have with your Learning account:

1. Select **Close**. A pop-up will appear with two options. Select **do not connect my account**. This will redirect you to the LinkedIn Learning platform.

2. Follow the steps on this webpage.

3. Your LinkedIn Learning account has now been setup via Single Sign on. Whenever you are logged into your LinkedIn Learning account when you visit the site!

If you have questions regarding LinkedIn Learning, please contact INSPD Learning & Development for more information at SPDTraining@spd.in.gov