How to Find, Enroll and Drop from Learning

Tools for Our Employees:

Employee Self Service (ESS) via ELM:

Employee Self Service is an online module within PeopleSoft where employees have access to their data. Our learning application called **Enterprise Learning Management (ELM)**, allows you to access your PeopleSoft training record, launch online learning, and search your electronic learning catalog for prospective courses.

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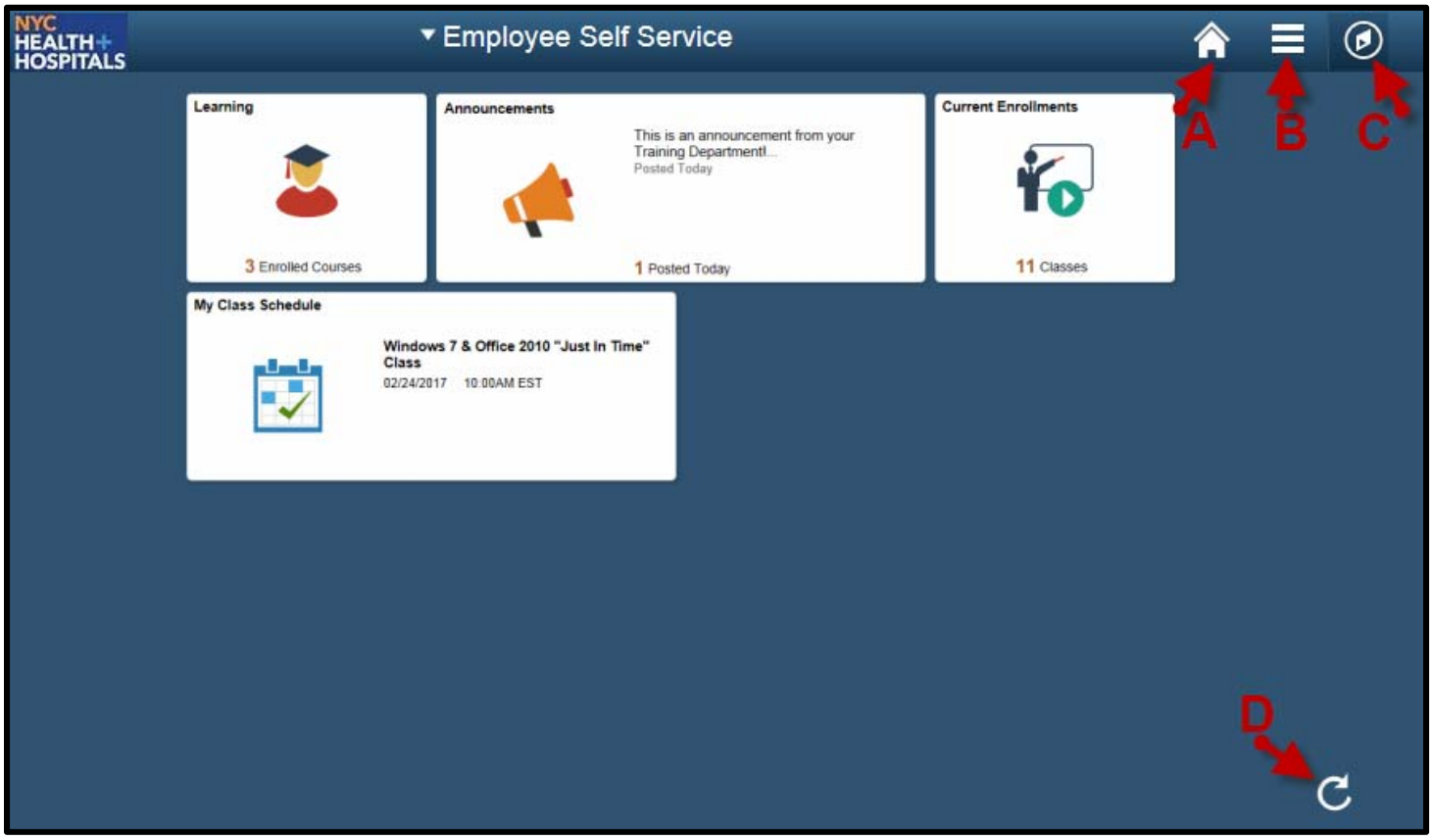
Navigating the ESS Fluid Home Screen

This aide serves as an overview of your ESS Fluid Home Screen via the Enterprise Learning Management (ELM) application.



Icons & Functions Defined:

A. Home Icon – Allows you to navigate back to the ESS Main Screen from your current page.

B. Actions List Icon – Allows you to add shortcuts for frequent navigations **or** sign out.

C. Nav Bar Icon – Displays a Menu for *Recent Places*, *My Favorites*, and *Navigator.*

1. **Recent Places**- Displays a summary of the last couple of pages you have accessed.
2. **My Favorites** – Displays the pages you have saved as your favorites.
3. **Navigator** – Displays the classic menu for the *"Self Service"* and *"My Learning Home"* Folders.

D. Refresh Icon – Refreshes your screen to upload the most current information.

Navigating the ESS Home Screen (Cont'd.)

Tiles & Functions Defined:

A. Learning Tile - Access your Learning To-Do List, Training Announcements, and Your Training Records.

B. Announcements Tile - Access any important messages from your Training Administrators.

C. Current Enrollments Tile- Access a training list of those courses you need to complete. *(Web Based Trainings are mobile device compatible)*

D. My Class Schedule – Access training information for any upcoming classroom training sessions.

Navigating the ESS Home Screen (Cont'd.)

Other Useful Icons:

Root Icon – Contextual Icon that appears to navigate back to the **first** folder in this section.

Back Icon – Contextual Icon that appears to navigate back to the **most recent** folder in this section.

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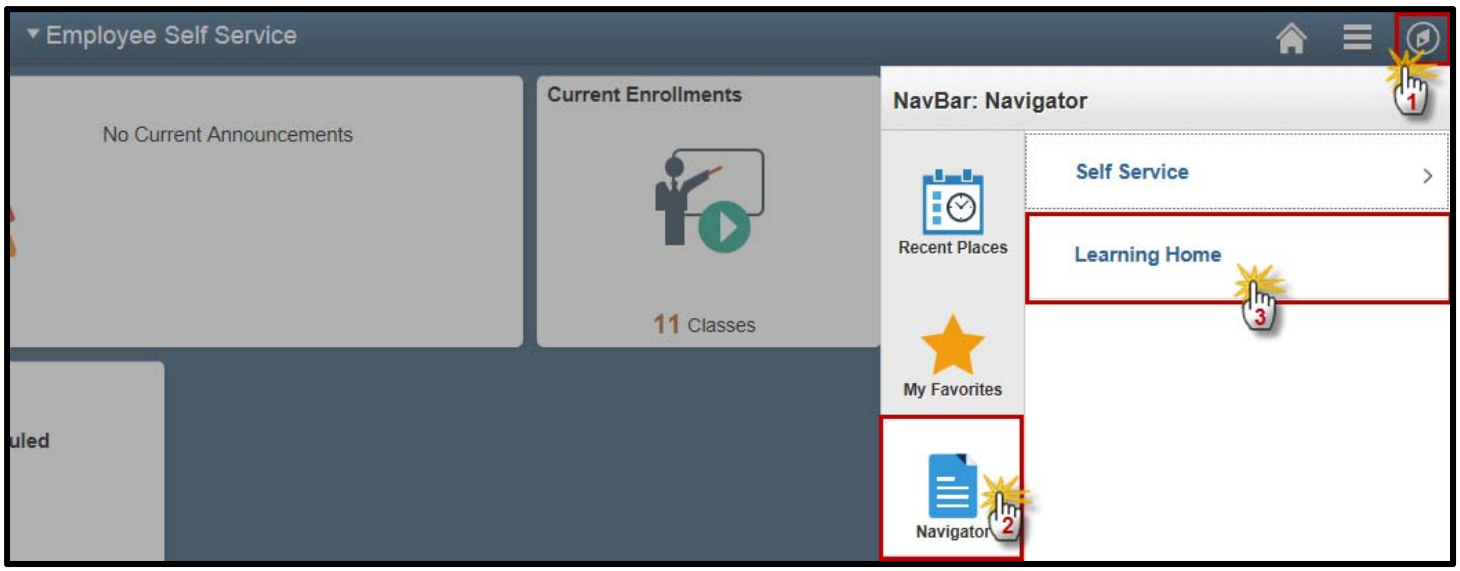
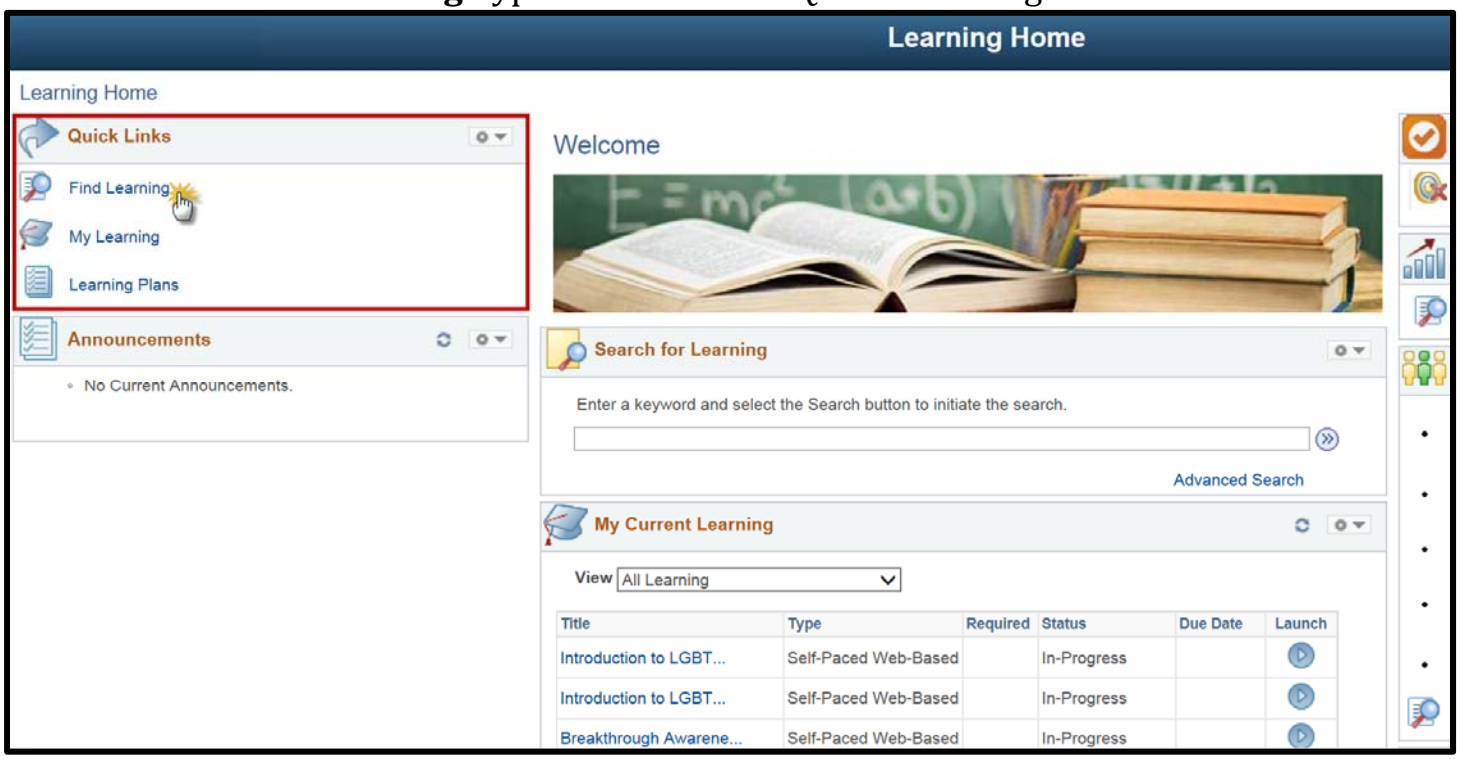
How to Find and Enroll in Classes

1. Log into PeopleSoft ELM by navigating to elm.nychhc.org. Click on the **Nav-Bar Icon** then click on the **Navigator Icon**, then click on **Learning Home.**



2. Click on the **Find Learning** hyperlink under the *Quick Links* Pagelet.



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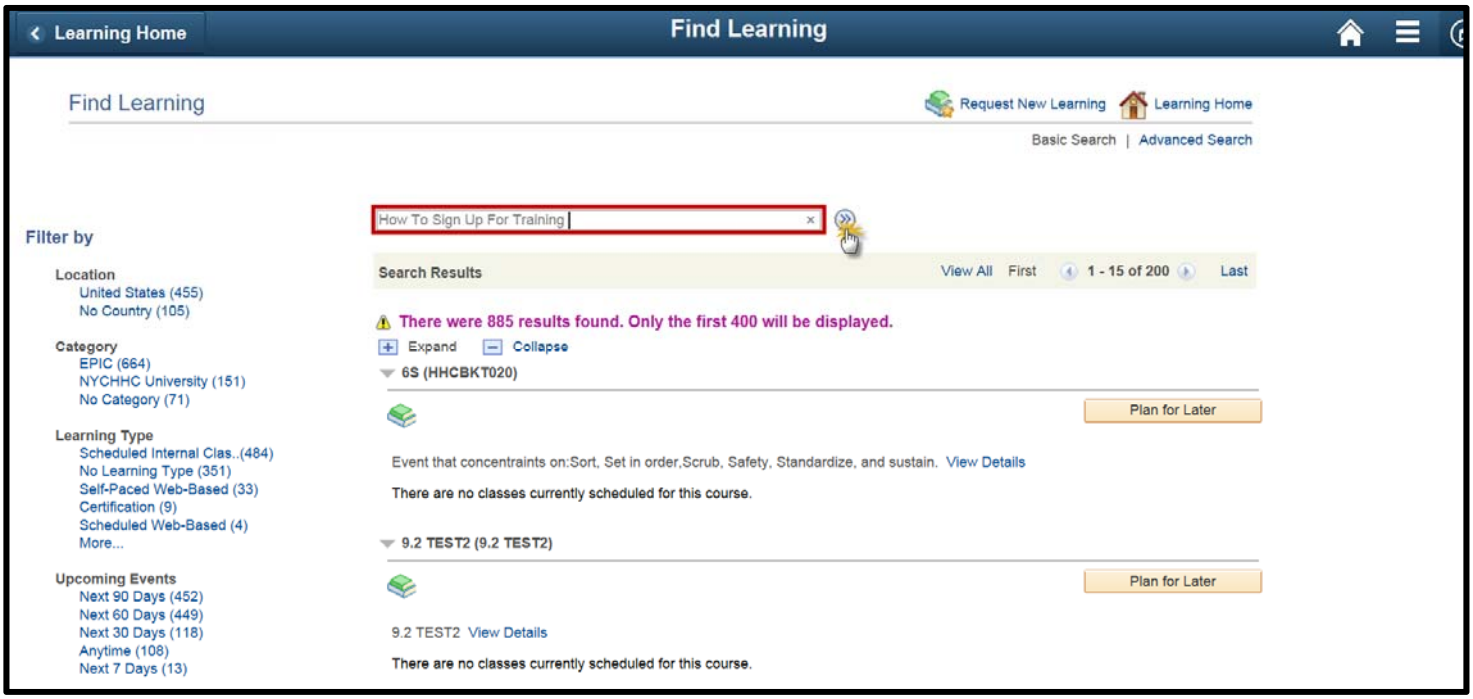
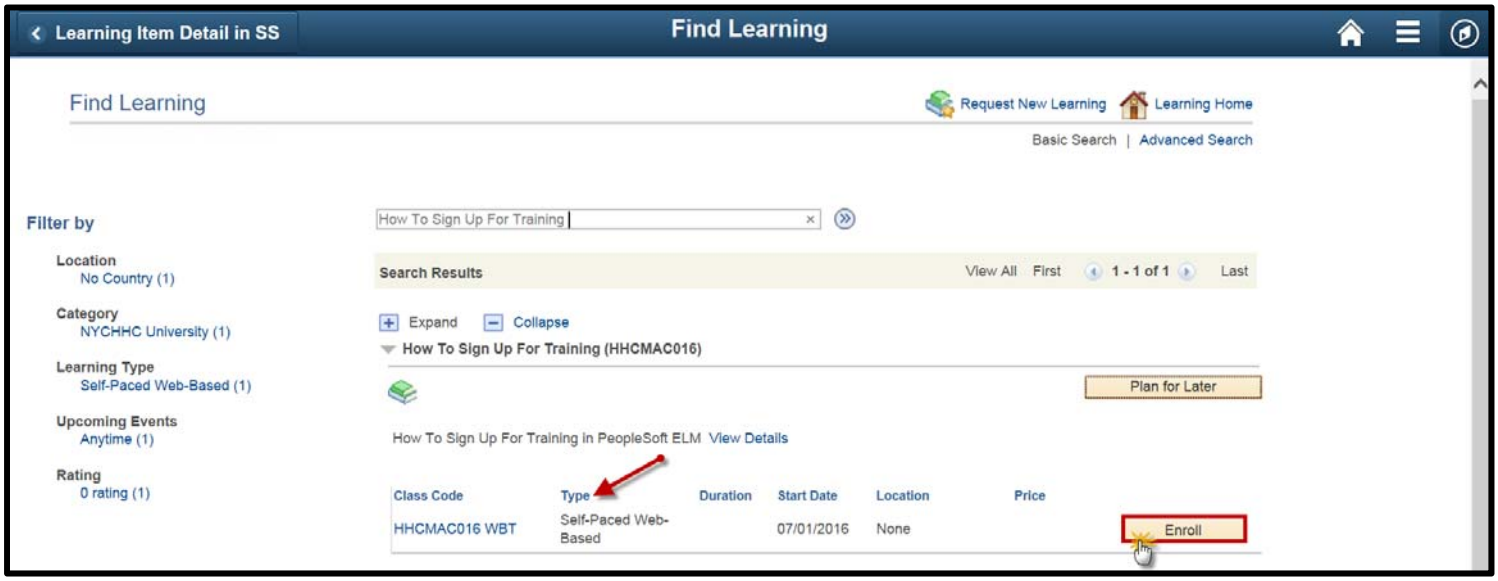
How to Find and Enroll in Classes (cont'd)

3. Type the name *or* code for training in the **Search** field, then click the **Go** Icon.



4. If there are available training sessions, they will display below with an active **Enroll** button. Be mindful of the "type" field, which shows the type of training available. (*i.e. instructor led, web based or blended trainings)* Click "**Enroll"** to initiate the enrollment process for this class.



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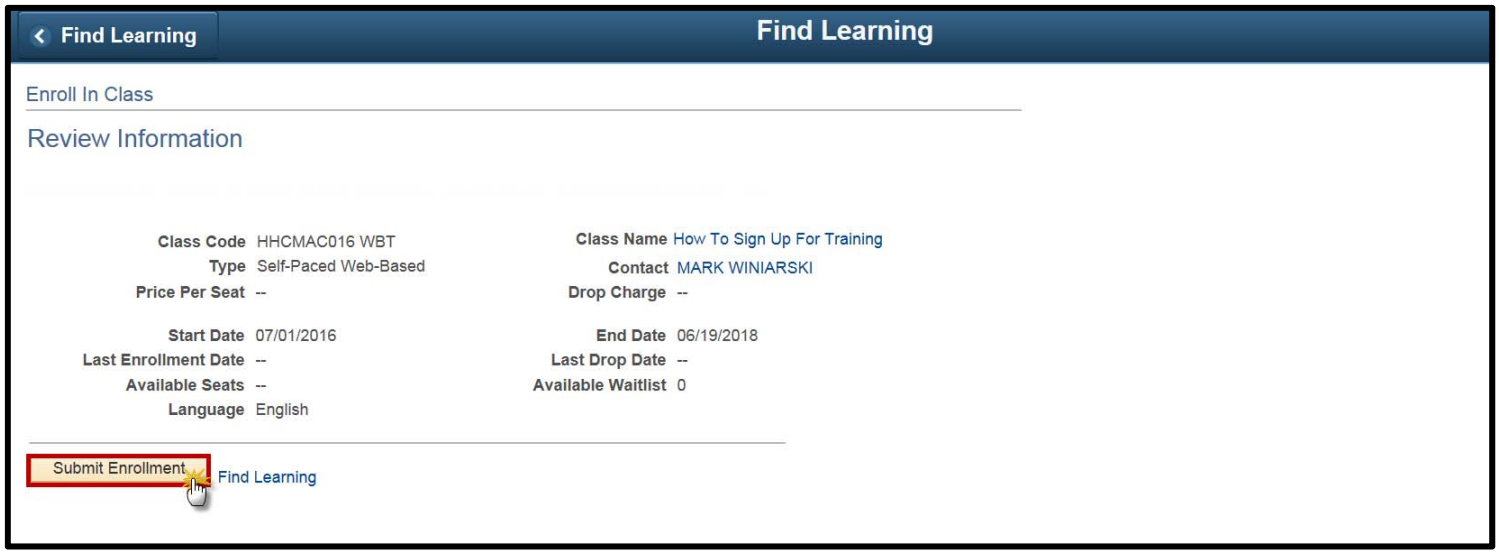
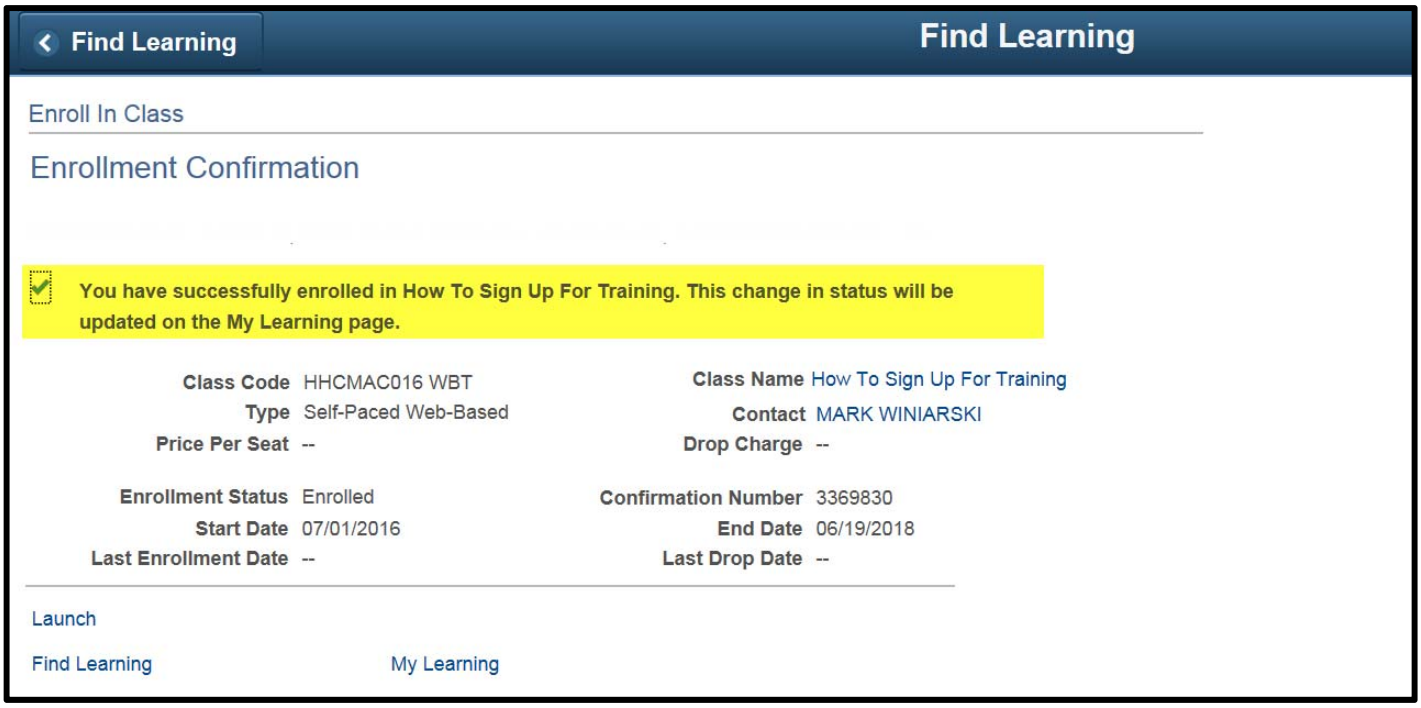
How to Find and Enroll in Classes (Cont'd)

5. If all the information in the *Review Screen* is correct, click the "**Submit Enrollment**" button.



6. You will receive the confirmation screen below. You will see the update in your *My Learning* page.



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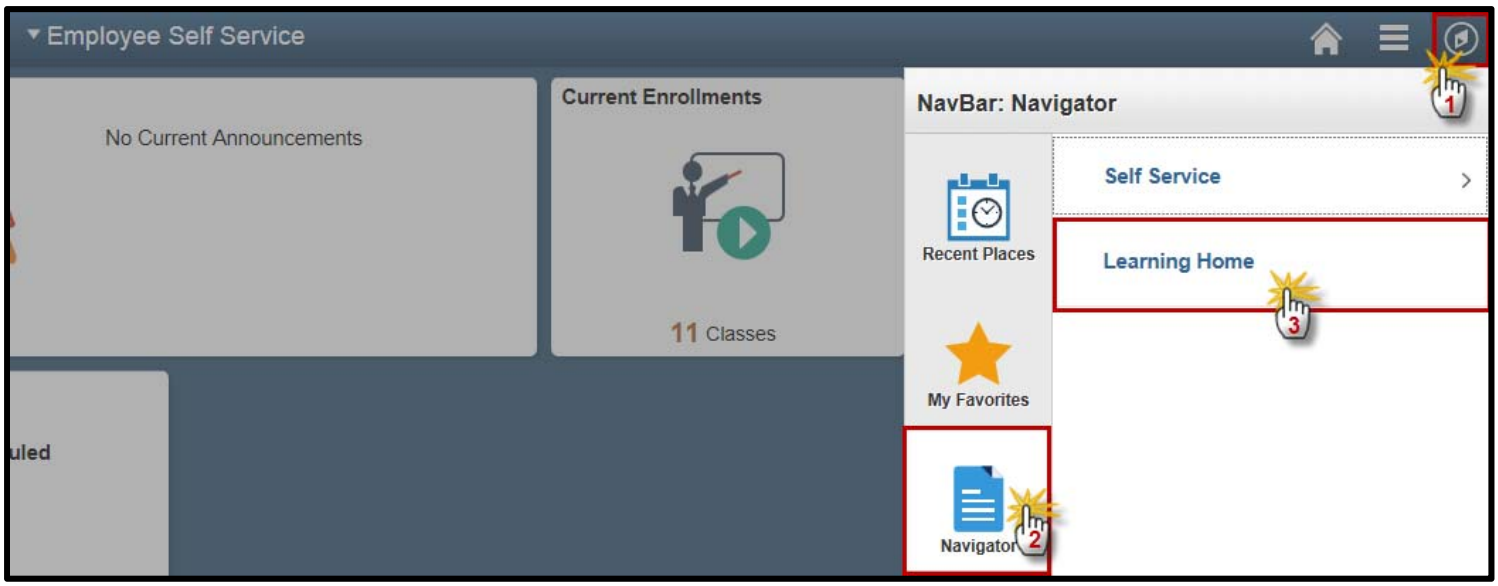
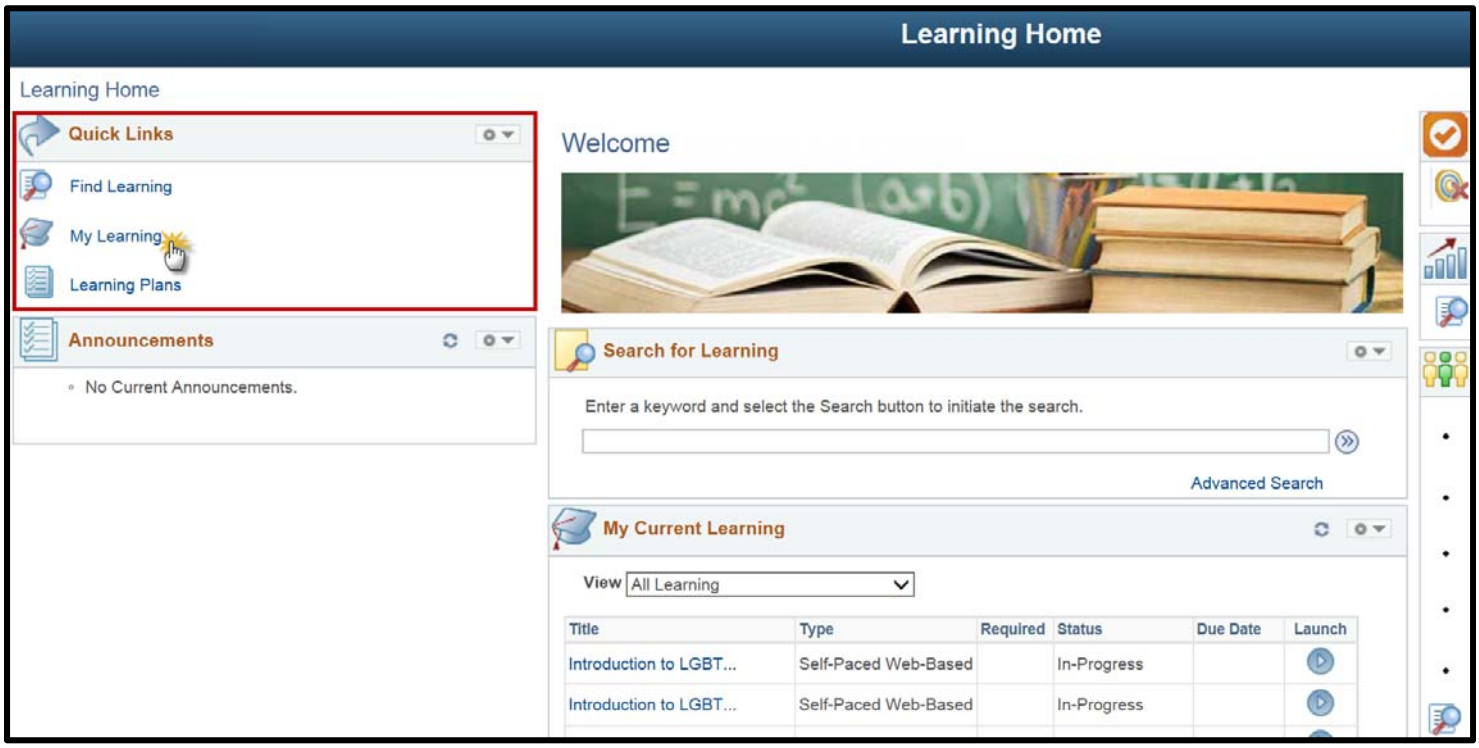
How to Drop from A Class

1. Log into PeopleSoft ELM by navigating to elm.nychhc.org. Click on the **Nav-Bar Icon** then click on the **Navigator Icon**, then click on **Learning Home.**



2. Click on the **My Learning** hyperlink under the *Quick Links* Pagelet to view your learning record.



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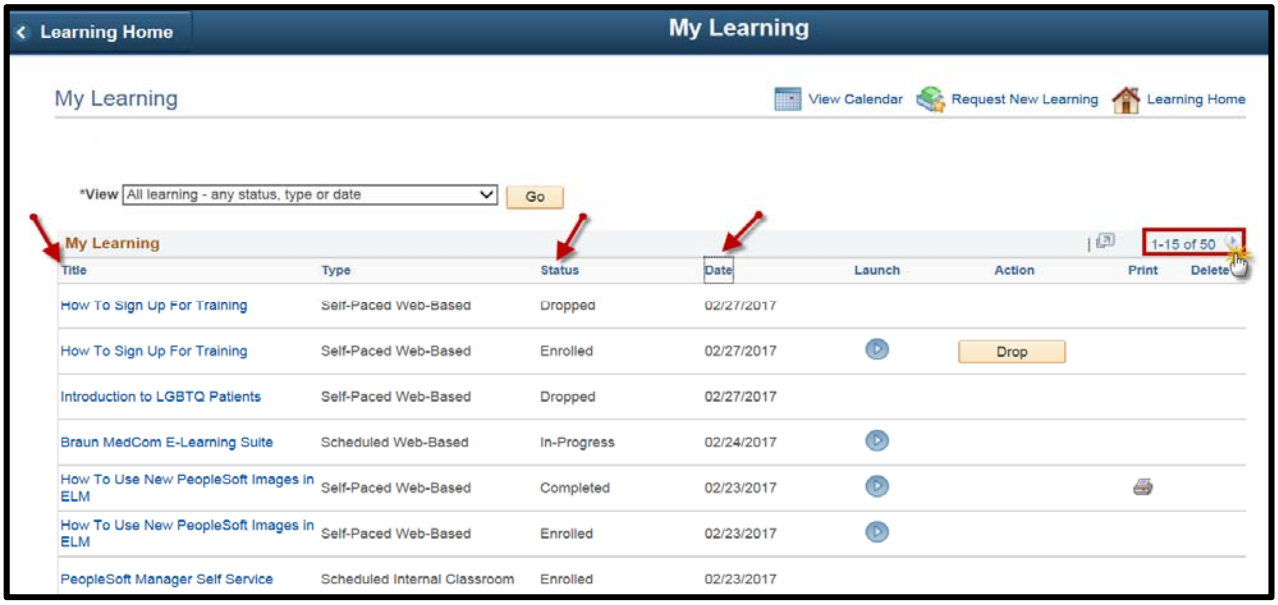
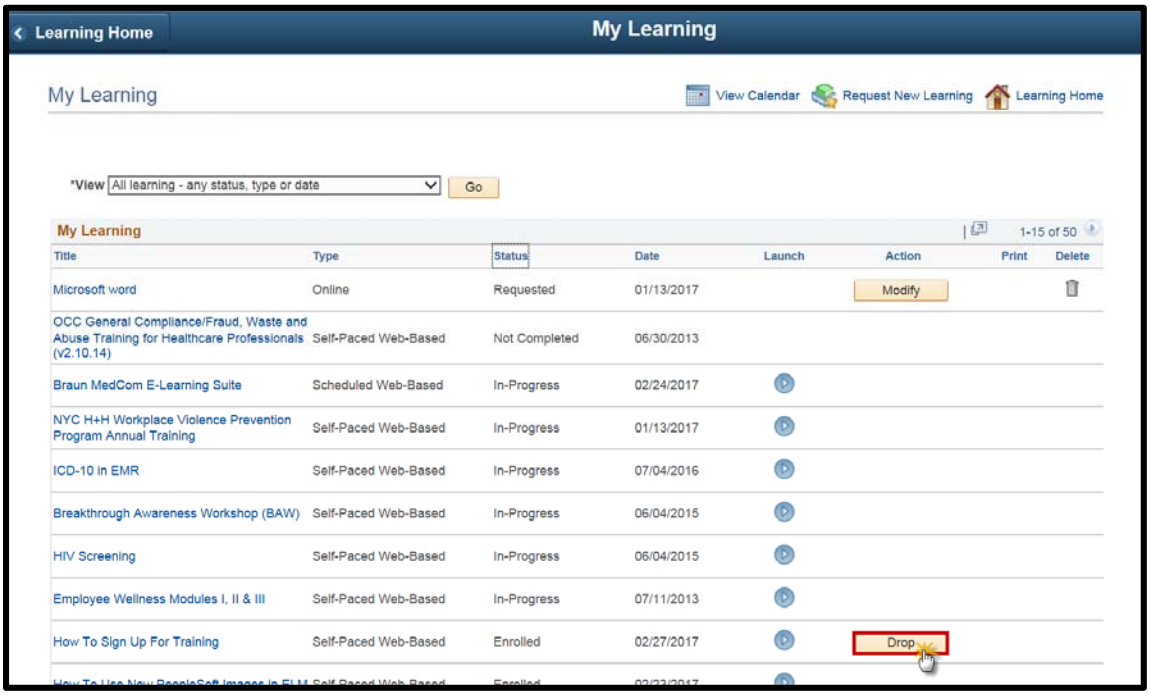
How to Drop from A Class (Cont'd)

3. In the **My Learning** page, you will see a list of all trainings. By clicking on the column header, you may sort by *Title*, *Status* or *Date*. The page navigation arrows on the right, allow you to view additional pages.



5. Click on the **Drop** button to drop from the class. ***If you are unable to drop the activity, please contact your manager and/or training department.***



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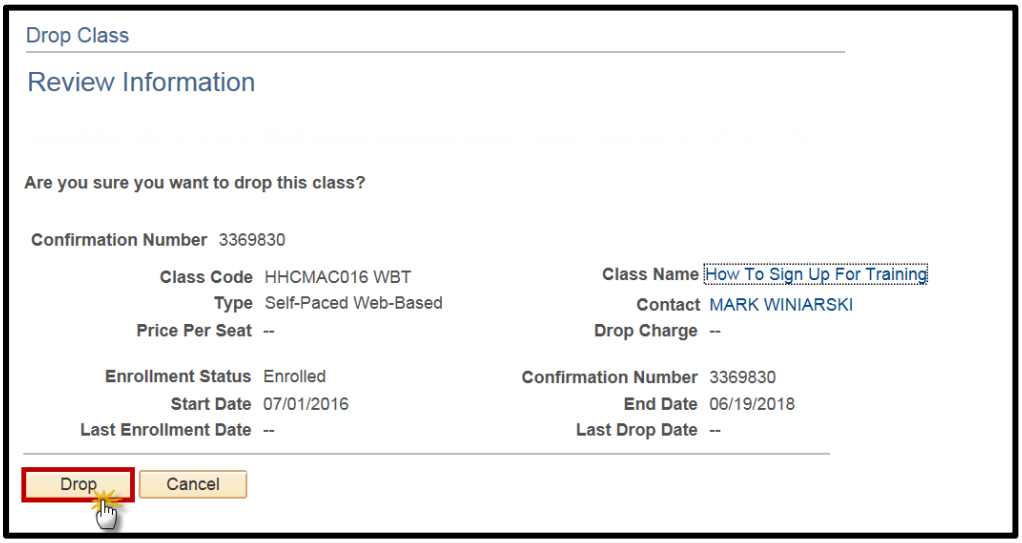
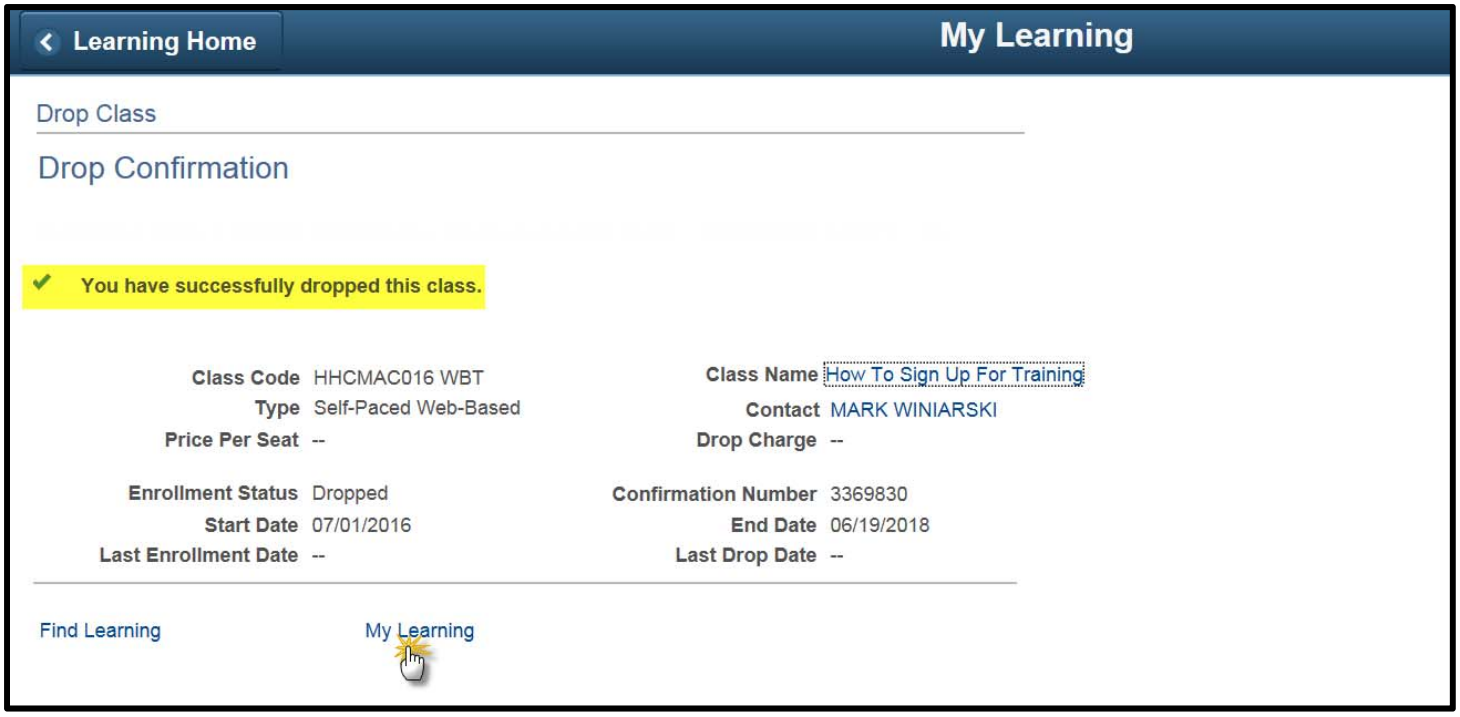
How to Drop from A Class (Cont'd)

6. Review your request on the *Drop Class* page. Click the **Drop** button to confirm.



7. A Drop Confirmation page will be displayed confirming your transaction as well as an e-mail. You will see the update in your *My Learning* page.



Contact your Manager and/or Training Department if you have any questions.