



How to Find, Enroll and Drop from Learning

Tools for Our Employees:

Employee Self Service (ESS) via ELM:

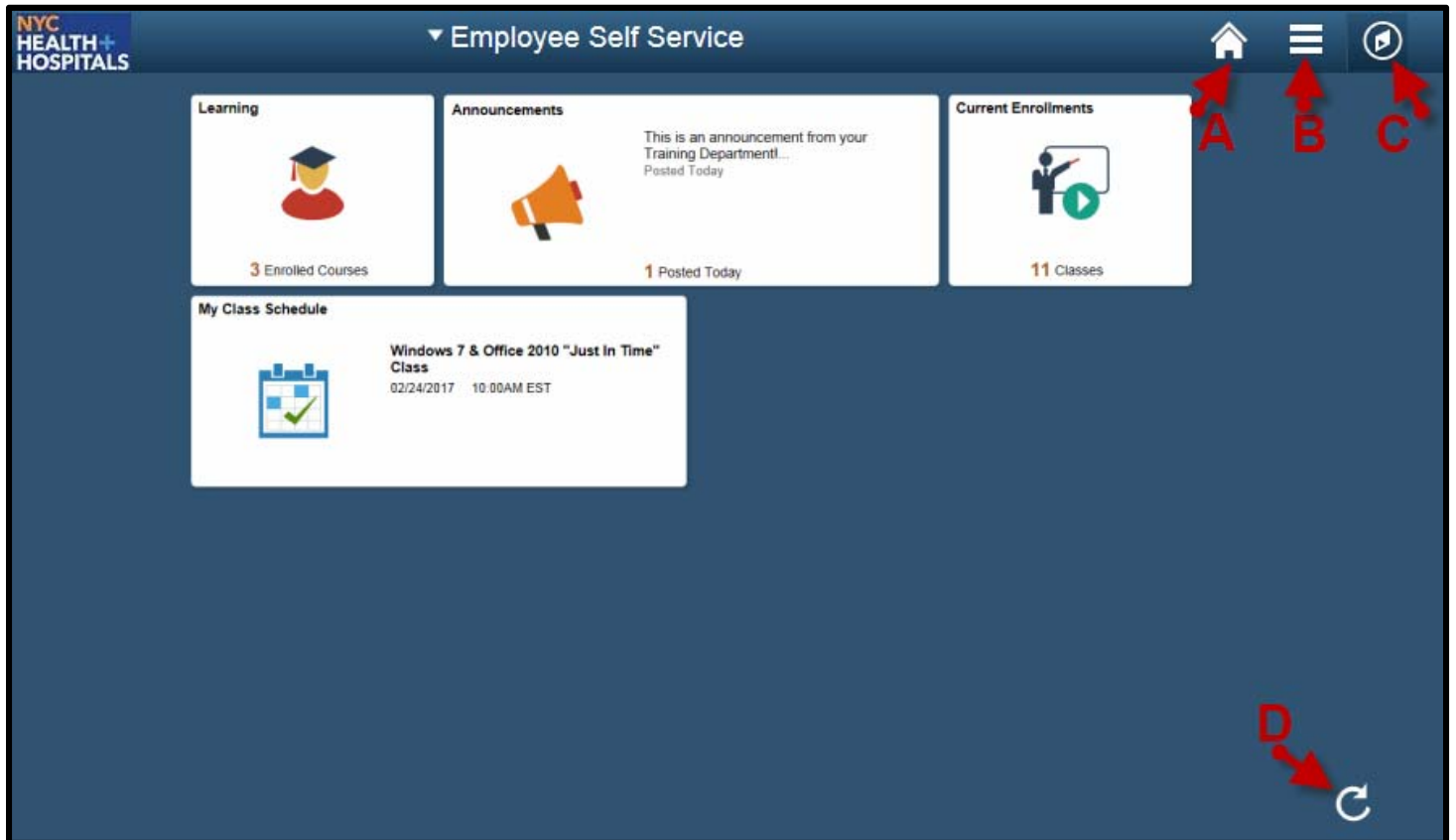
Employee Self Service is an online module within PeopleSoft where employees have access to their data. Our learning application called **Enterprise Learning Management (ELM)**, allows you to access your PeopleSoft training record, launch online learning, and search your electronic learning catalog for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

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Navigating the ESS Fluid Home Screen

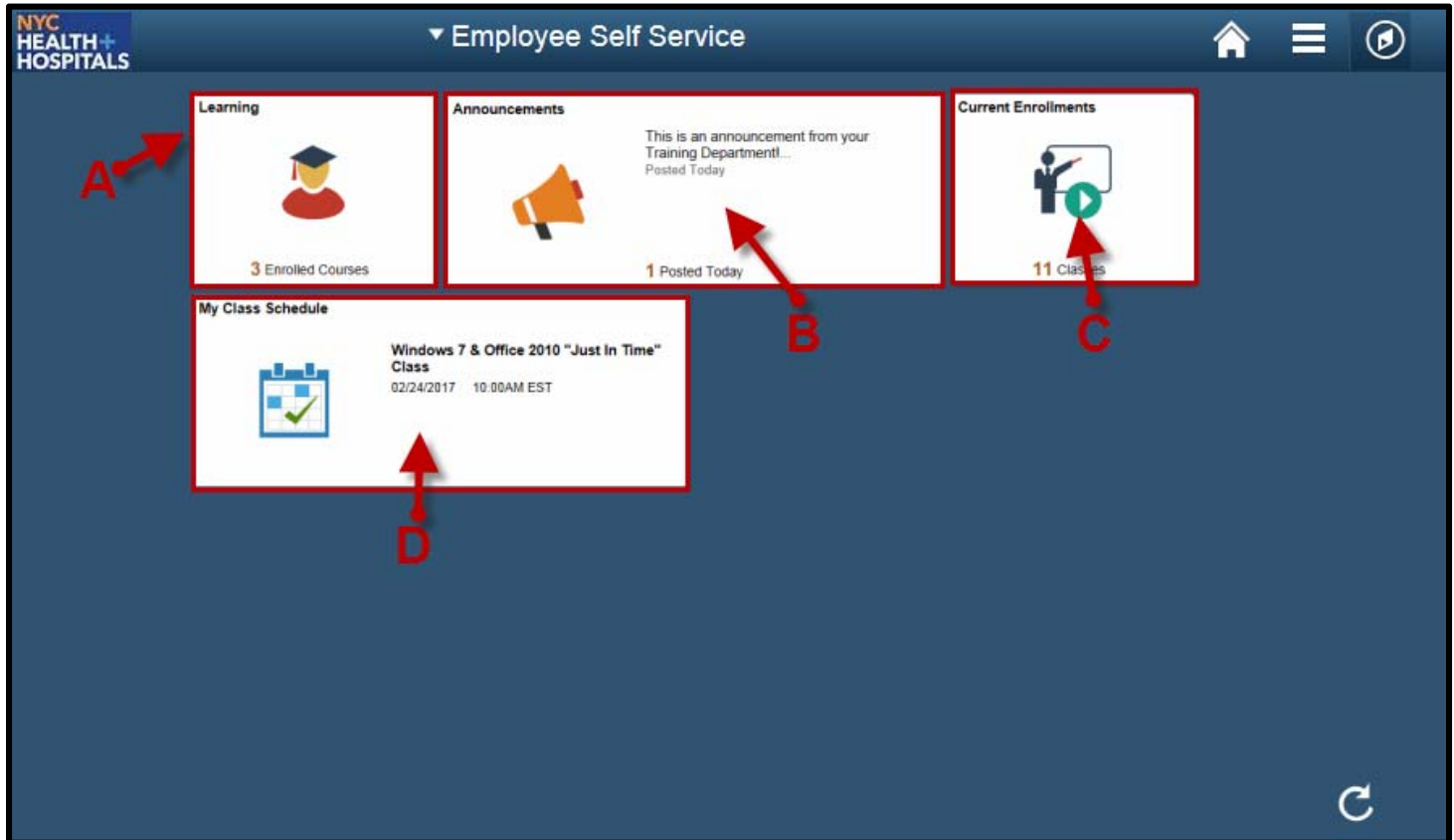
This aide serves as an overview of your ESS Fluid Home Screen via the Enterprise Learning Management (ELM) application.







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.

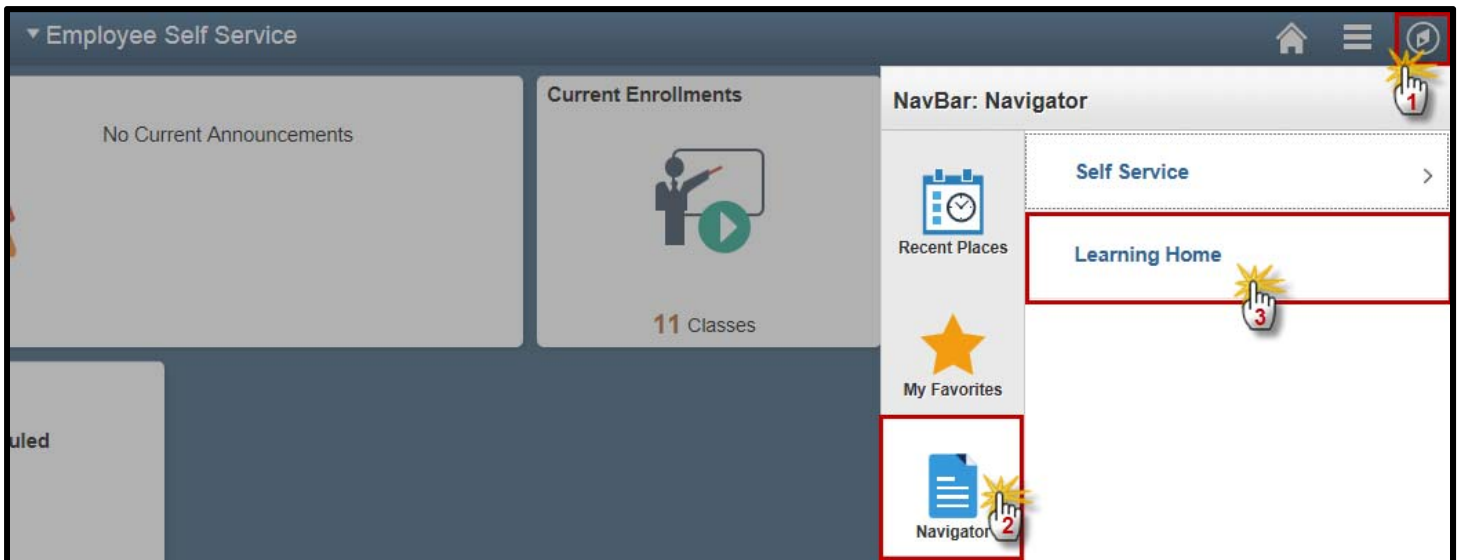
Navigating the ESS Home Screen (Cont'd.)

Other Useful Icons:

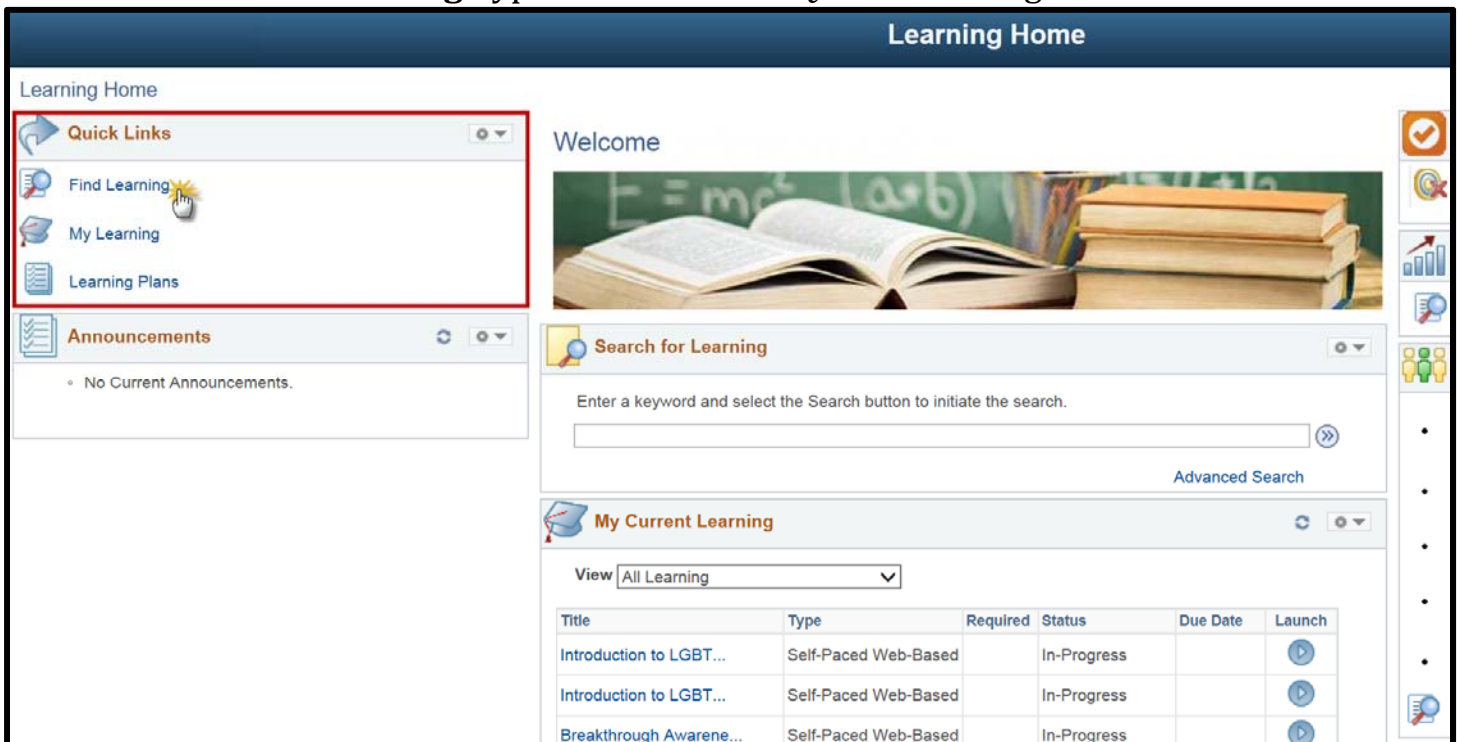
-  **Root Icon** – Contextual Icon that appears to navigate back to the **first** folder in this section.
-  **Back Icon** – Contextual Icon that appears to navigate back to the **most recent** folder in this section.

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.



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.

Learning Home Find Learning

Find Learning Request New Learning Learning Home

Basic Search | Advanced Search

Filter by

Location
United States (455)
No Country (105)

Category
EPIC (664)
NYCHHC University (151)
No Category (71)

Learning Type
Scheduled Internal Clas..(484)
No Learning Type (351)
Self-Paced Web-Based (33)
Certification (9)
Scheduled Web-Based (4)
More...

Upcoming Events
Next 90 Days (452)
Next 60 Days (449)
Next 30 Days (118)
Anytime (108)
Next 7 Days (13)

Search Results View All First 1 - 15 of 200 Last

⚠ There were 885 results found. Only the first 400 will be displayed.

Expand Collapse

6S (HHC BKT020)

Plan for Later

Event that concentrains on:Sort, Set in order,Scrub, Safety, Standardize, and sustain. View Details

There are no classes currently scheduled for this course.

9.2 TEST2 (9.2 TEST2)

Plan for Later

9.2 TEST2 View Details

There are no classes currently scheduled for this course.

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.

Learning Item Detail in SS Find Learning

Find Learning Request New Learning Learning Home

Basic Search | Advanced Search

Filter by

Location
No Country (1)

Category
NYCHHC University (1)

Learning Type
Self-Paced Web-Based (1)

Upcoming Events
Anytime (1)

Rating
0 rating (1)

Search Results View All First 1 - 1 of 1 Last

Expand Collapse

How To Sign Up For Training (HHC MAC016)

Plan for Later

How To Sign Up For Training In PeopleSoft ELM View Details

Class Code	Type	Duration	Start Date	Location	Price
HHC MAC016 WBT	Self-Paced Web-Based		07/01/2016	None	

Enroll

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.

Find Learning

Enroll In Class

Review Information

Class Code	HHCMAC016 WBT	Class Name	How To Sign Up For Training
Type	Self-Paced Web-Based	Contact	MARK WINIARSKI
Price Per Seat	--	Drop Charge	--
Start Date	07/01/2016	End Date	06/19/2018
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

Submit Enrollment Find Learning

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

Find Learning

Enroll In Class

Enrollment Confirmation

You have successfully enrolled in How To Sign Up For Training. This change in status will be updated on the My Learning page.

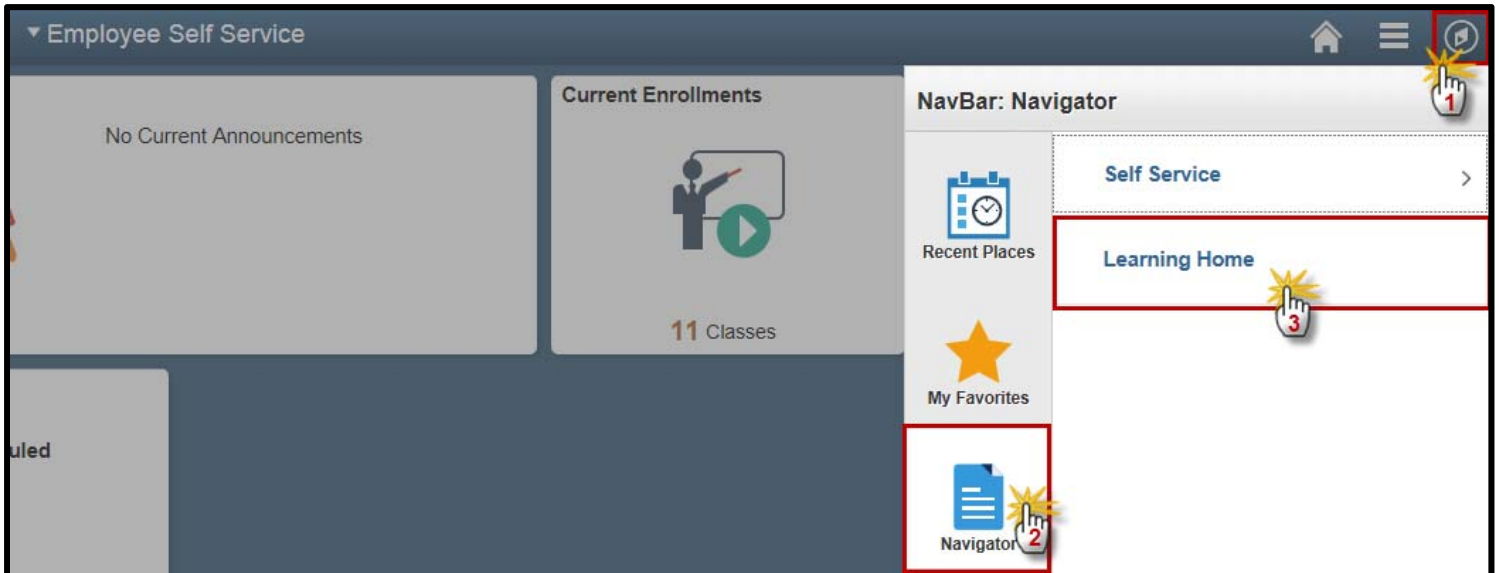
Class Code	HHCMAC016 WBT	Class Name	How To Sign Up For Training
Type	Self-Paced Web-Based	Contact	MARK WINIARSKI
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	3369830
Start Date	07/01/2016	End Date	06/19/2018
Last Enrollment Date	--	Last Drop Date	--

Launch

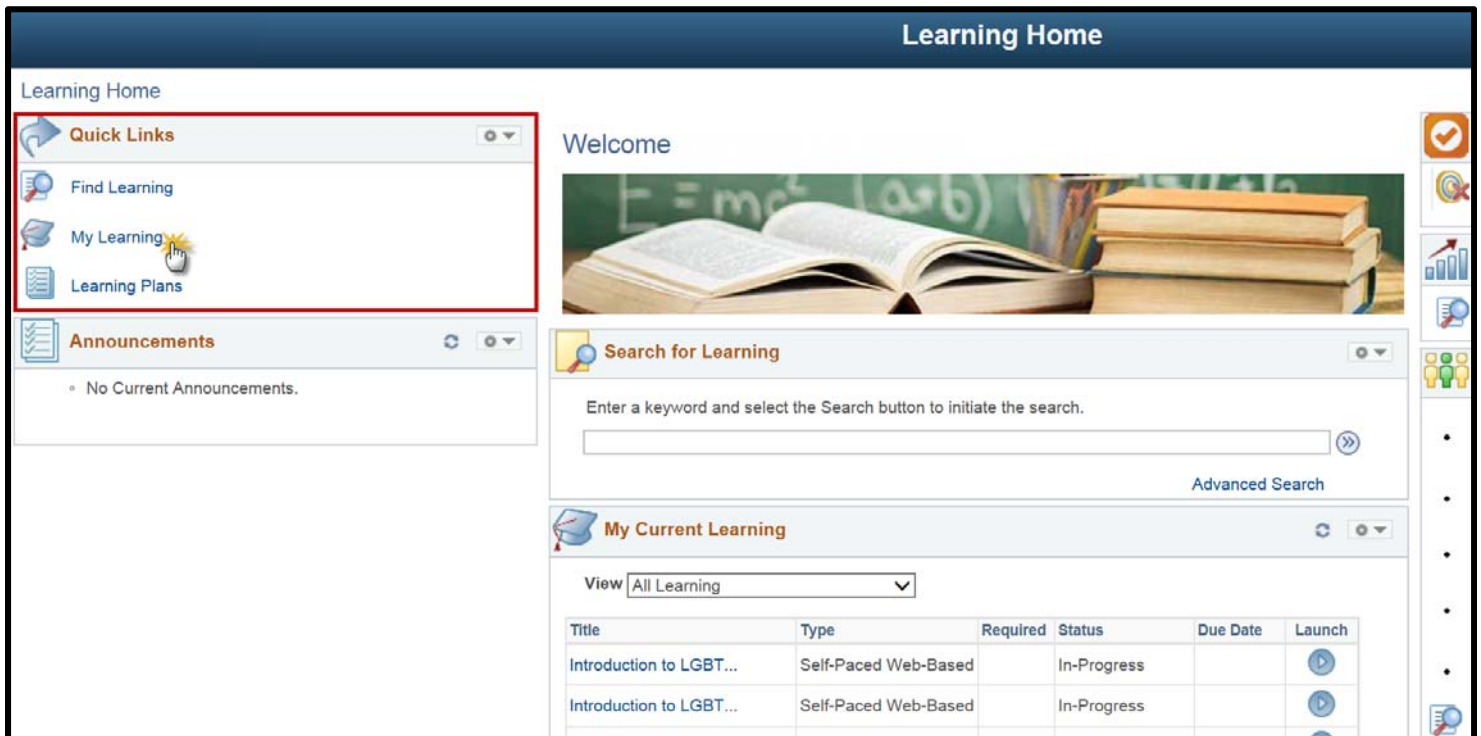
Find Learning My Learning

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.



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.

The screenshot shows the 'My Learning' interface. At the top, there's a navigation bar with 'Learning Home' and 'My Learning'. Below that, there's a search bar with a dropdown menu set to 'All learning - any status, type or date' and a 'Go' button. The main content area is a table with columns: Title, Type, Status, Date, Launch, Action, Print, and Delete. The table lists several training activities. Red arrows point to the 'Status' and 'Date' column headers. A red box highlights the page navigation arrows on the right side of the table, which show '1-15 of 50'.

Title	Type	Status	Date	Launch	Action	Print	Delete
How To Sign Up For Training	Self-Paced Web-Based	Dropped	02/27/2017				
How To Sign Up For Training	Self-Paced Web-Based	Enrolled	02/27/2017		Drop		
Introduction to LGBTQ Patients	Self-Paced Web-Based	Dropped	02/27/2017				
Braun MedCom E-Learning Suite	Scheduled Web-Based	In-Progress	02/24/2017				
How To Use New PeopleSoft Images In ELM	Self-Paced Web-Based	Completed	02/23/2017				
How To Use New PeopleSoft Images In ELM	Self-Paced Web-Based	Enrolled	02/23/2017				
PeopleSoft Manager Self Service	Scheduled Internal Classroom	Enrolled	02/23/2017				

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.*

The screenshot shows the 'My Learning' interface. At the top, there's a navigation bar with 'Learning Home' and 'My Learning'. Below that, there's a search bar with a dropdown menu set to 'All learning - any status, type or date' and a 'Go' button. The main content area is a table with columns: Title, Type, Status, Date, Launch, Action, Print, and Delete. The table lists several training activities. A red box highlights the 'Drop' button in the Action column for the 'How To Sign Up For Training' activity.

Title	Type	Status	Date	Launch	Action	Print	Delete
Microsoft word	Online	Requested	01/13/2017		Modify		
OCC General Compliance/Fraud, Waste and Abuse Training for Healthcare Professionals (V2.10.14)	Self-Paced Web-Based	Not Completed	06/30/2013				
Braun MedCom E-Learning Suite	Scheduled Web-Based	In-Progress	02/24/2017				
NYC H+H Workplace Violence Prevention Program Annual Training	Self-Paced Web-Based	In-Progress	01/13/2017				
ICD-10 in EMR	Self-Paced Web-Based	In-Progress	07/04/2016				
Breakthrough Awareness Workshop (BAW)	Self-Paced Web-Based	In-Progress	06/04/2015				
HIV Screening	Self-Paced Web-Based	In-Progress	06/04/2015				
Employee Wellness Modules I, II & III	Self-Paced Web-Based	In-Progress	07/11/2013				
How To Sign Up For Training	Self-Paced Web-Based	Enrolled	02/27/2017		Drop		
How To Use New PeopleSoft Images In ELM	Self-Paced Web-Based	Enrolled	02/23/2017				

How to Drop from A Class (Cont'd)

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

Drop Class

Review Information

Are you sure you want to drop this class?

Confirmation Number 3369830

Class Code HHCMAC016 WBT	Class Name How To Sign Up For Training
Type Self-Paced Web-Based	Contact MARK WINIARSKI
Price Per Seat --	Drop Charge --
Enrollment Status Enrolled	Confirmation Number 3369830
Start Date 07/01/2016	End Date 06/19/2018
Last Enrollment Date --	Last Drop Date --

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.

< Learning Home
My Learning

Drop Class

Drop Confirmation

✔ You have successfully dropped this class.

Class Code HHCMAC016 WBT	Class Name How To Sign Up For Training
Type Self-Paced Web-Based	Contact MARK WINIARSKI
Price Per Seat --	Drop Charge --
Enrollment Status Dropped	Confirmation Number 3369830
Start Date 07/01/2016	End Date 06/19/2018
Last Enrollment Date --	Last Drop Date --

[Find Learning](#)
[My Learning](#)

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