



## How to View a Summary of Your 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.

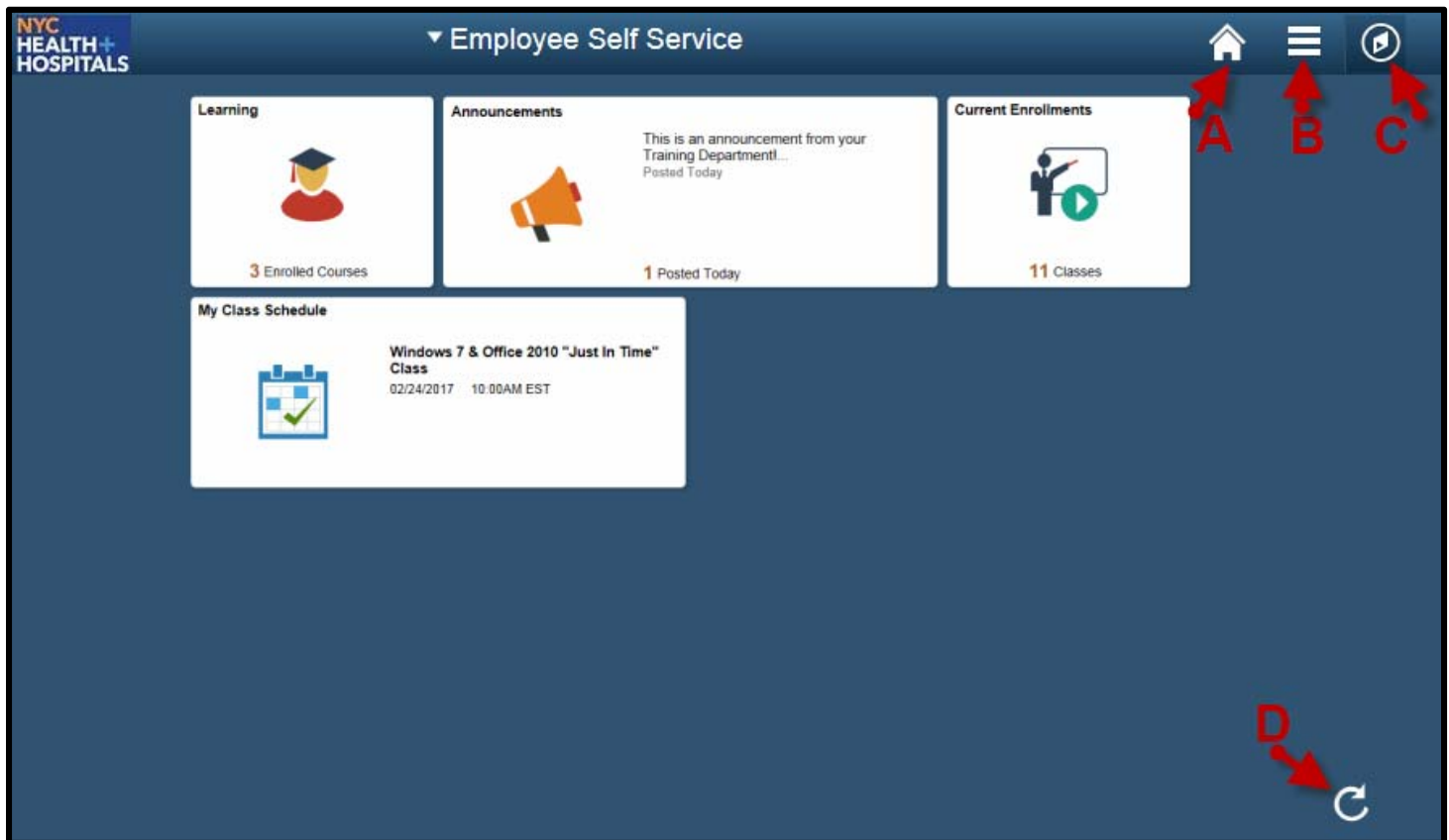
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## Navigating the ESS Fluid Home Screen

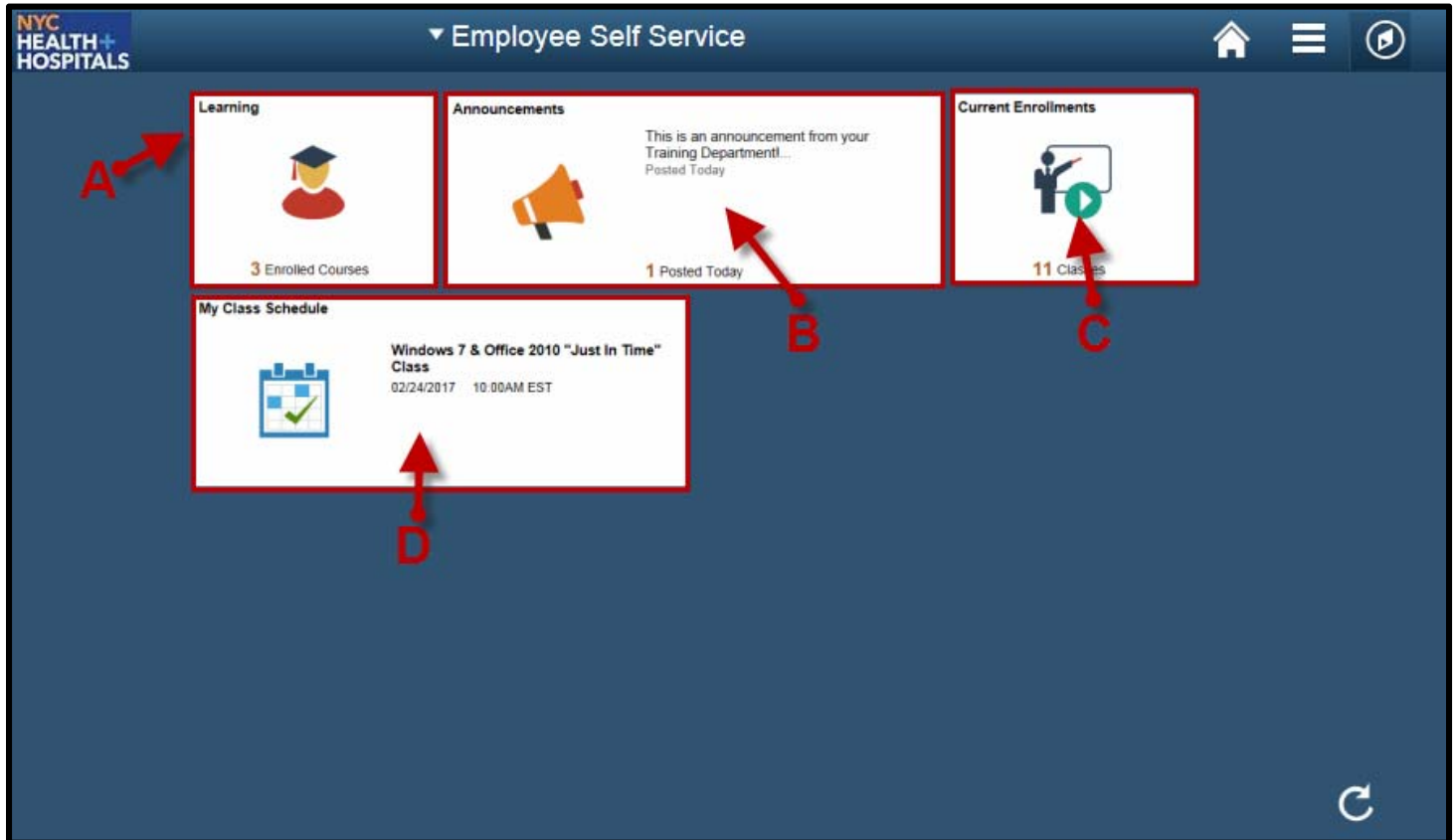
This aide serves as an overview of your ESS Fluid Home Screen via the Enterprise Learning Management (ELM) application.







### 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.

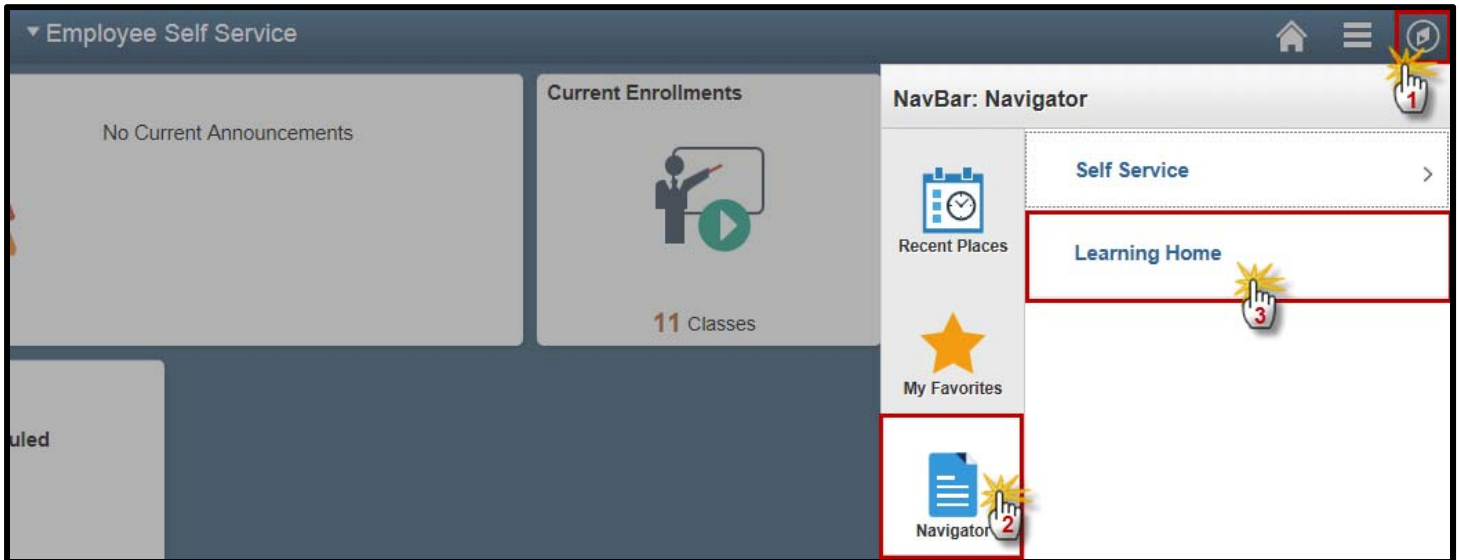
## Navigating the ESS Home Screen (Cont'd.)

### Other Useful Icons:

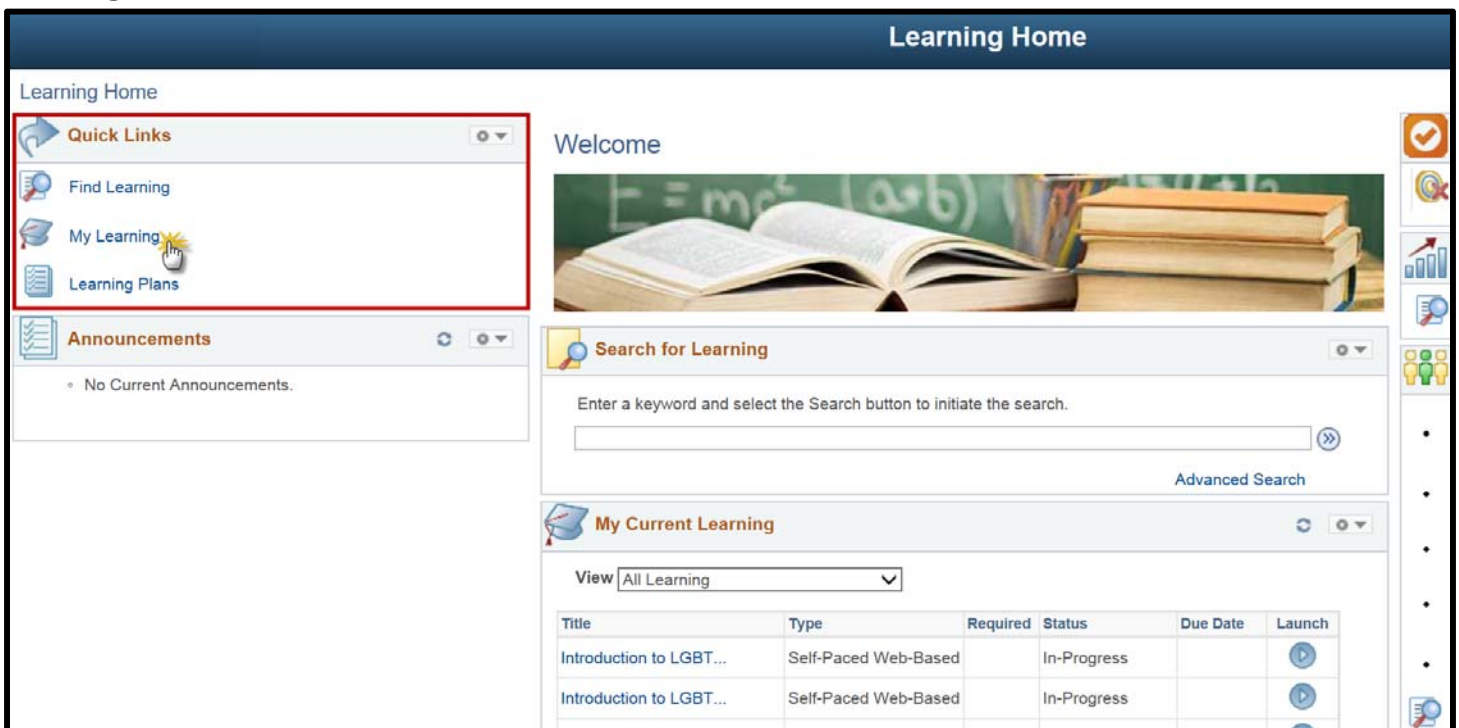
-  **Root Icon** – Contextual Icon that appears to navigate back to the **first** folder in this section.
-  **Back Icon** – Contextual Icon that appears to navigate back to the **most recent** folder in this section.

## How to View a Summary of Your Learning

1. Log into PeopleSoft ELM by navigating to [elm.nychhc.org](http://elm.nychhc.org). Click on the **Nav-Bar Icon** then click on the **Navigator Icon**, then click on **Learning Home**.

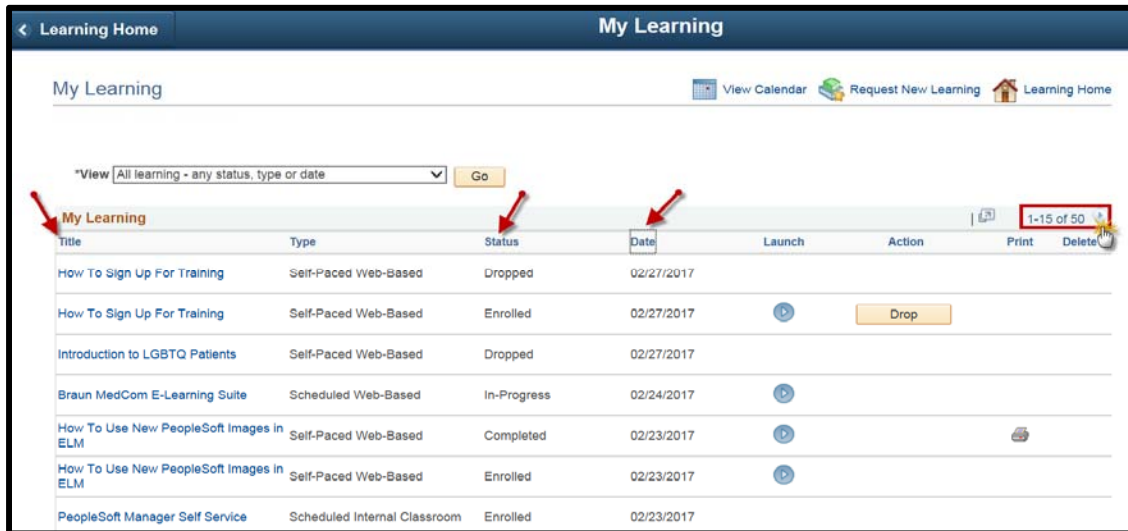


2. Click on the **My Learning** hyperlink under the *Quick Links* Pagelet to view your learning record.

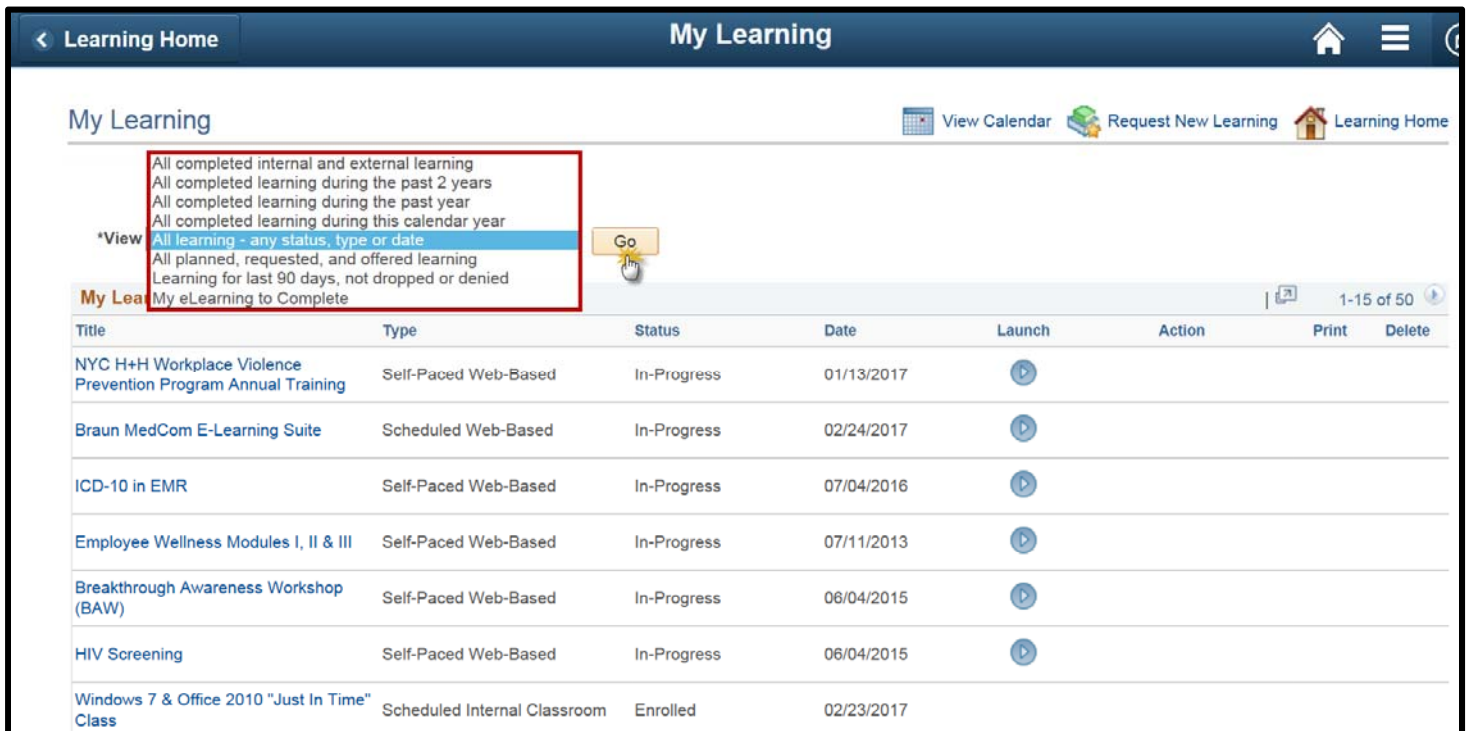


## How to View a Summary of Your Learning(Cont'd)

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.



4. You may use the learning filter to narrow down the information you are looking for. Select the appropriate filter, then click go.



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