



How to Launch a Web Based Training

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.

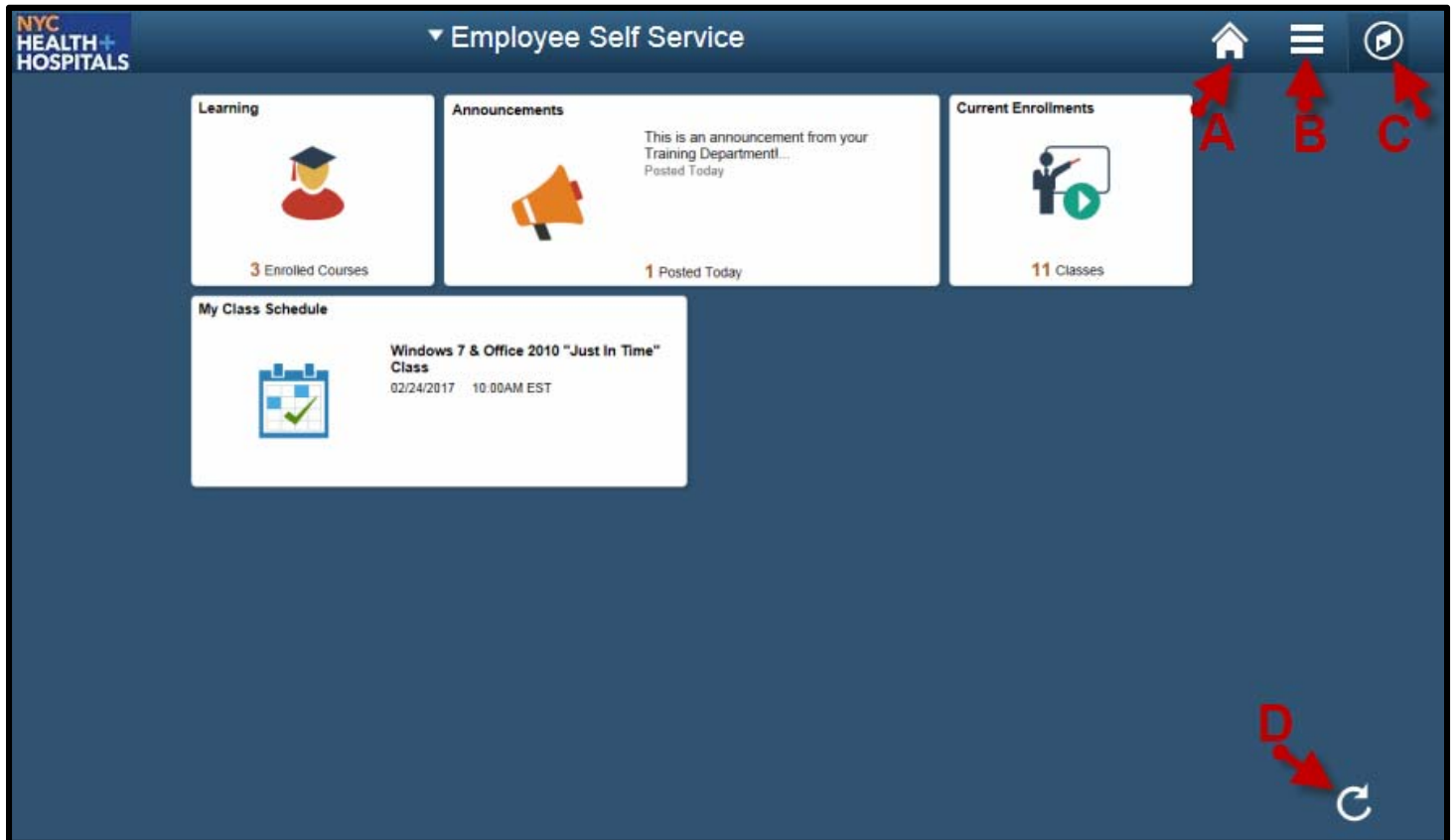
TABLE OF CONTENTS

PAGE 2-4: [Navigating the ESS Home Screen](#)





PAGE 5-7: [How to Launch a Web Based Training](#)

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.

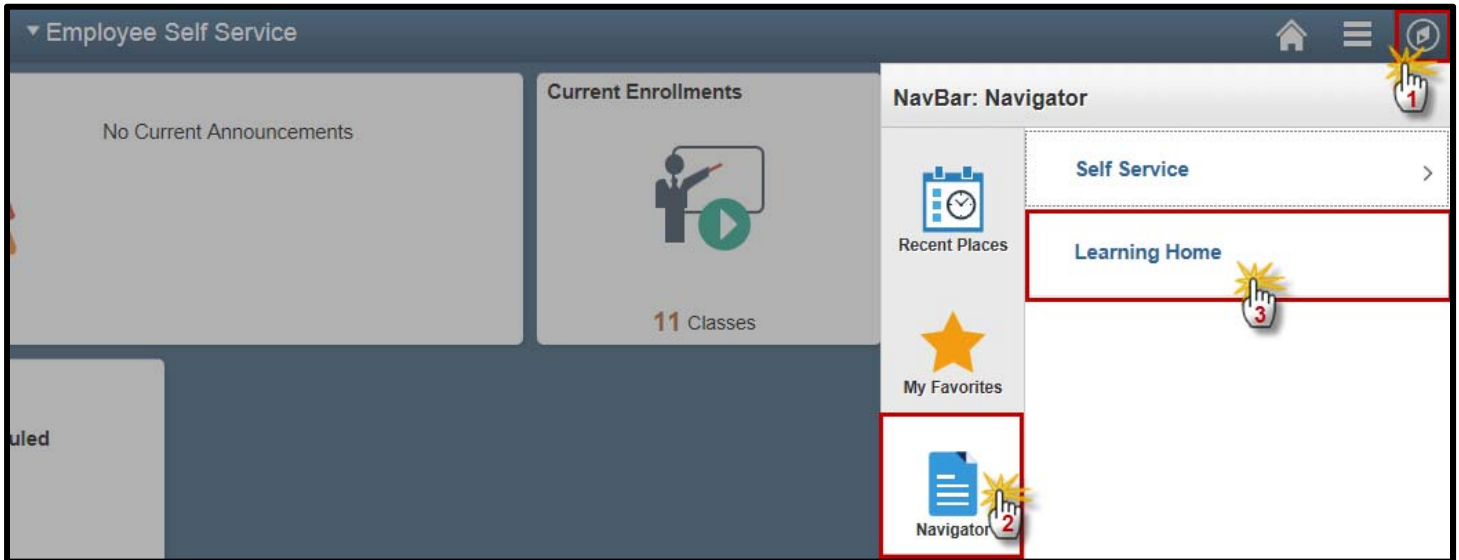
Navigating the ESS Home Screen (Cont'd.)

Other Useful Icons:

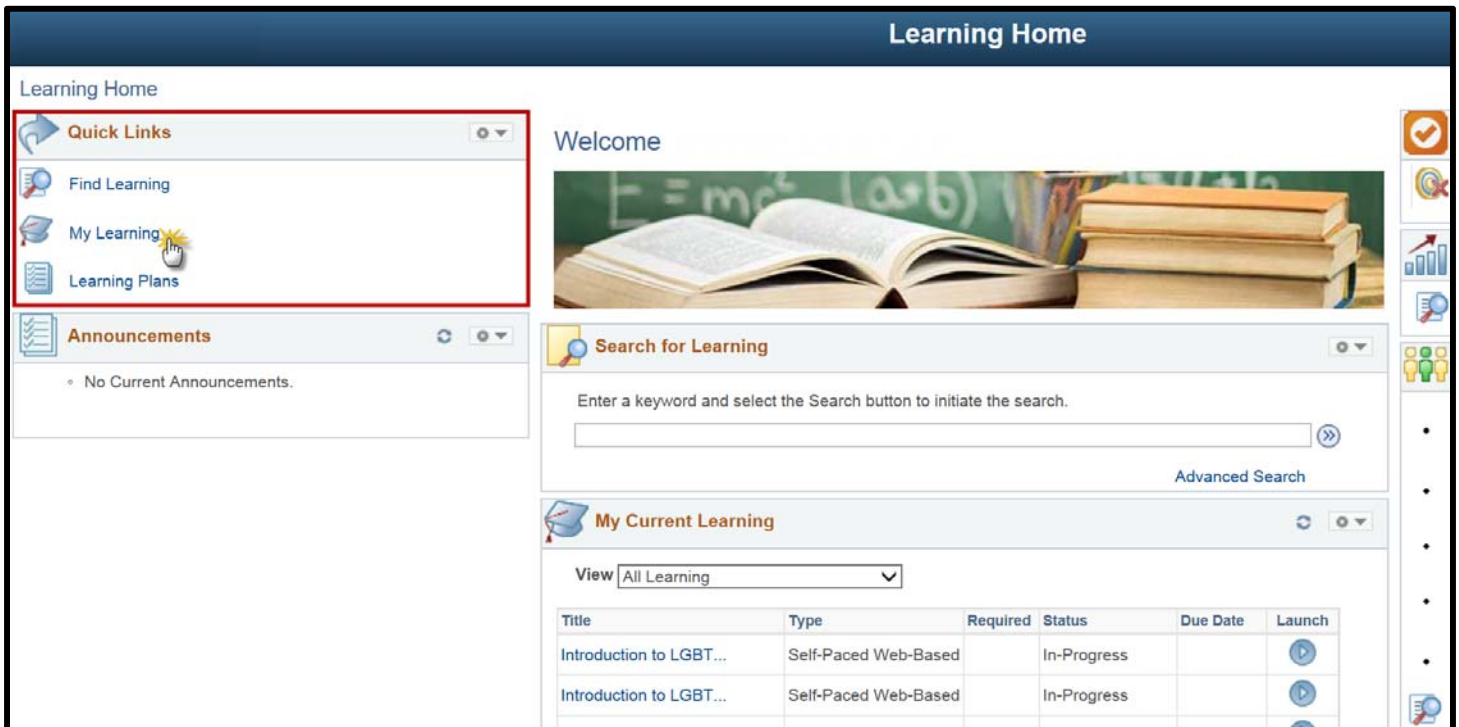
-  **Root Icon** – Contextual Icon that appears to navigate back to the **first** folder in this section.
-  **Back Icon** – Contextual Icon that appears to navigate back to the **most recent** folder in this section.

How to Launch a Web Based Training

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 Launch a Web Based Training(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' page with a table of training items. Red arrows point to the 'Title', 'Status', and 'Date' column headers. A red box highlights the '1-15 of 50' page navigation control on the right side of the table.

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	▶		Print	
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				

4. To view a list of all your Web Based Trainings, select the **My E-Learning to Complete** filter, then click **Go**.

The screenshot shows the 'My Learning' page with a dropdown menu open for the filter selection. The 'My eLearning to Complete' option is highlighted in red. A red box also highlights the 'Go' button next to the filter selection.

All completed internal and external learning
 All completed learning during the past 2 years
 All completed learning during the past year
 All completed learning during this calendar year
 All learning - any status, type or date
 All planned, requested, and offered learning
 Learning for last 90 days, not dropped or denied
My eLearning to Complete

*View **Go**

Title	Type	Status	Date	Launch	Action	Print	Delete
NYC H+H Workplace Violence Prevention Program Annual Training	Self-Paced Web-Based	In-Progress	01/13/2017	▶			
Braun MedCom E-Learning Suite	Scheduled Web-Based	In-Progress	02/24/2017	▶			
ICD-10 in EMR	Self-Paced Web-Based	In-Progress	07/04/2016	▶			
Employee Wellness Modules I, II & III	Self-Paced Web-Based	In-Progress	07/11/2013	▶			
Breakthrough Awareness Workshop (BAW)	Self-Paced Web-Based	In-Progress	06/04/2015	▶			
HIV Screening	Self-Paced Web-Based	In-Progress	06/04/2015	▶			

How to Launch a Web Based Training(Cont'd)

5. All the Trainings with a Blue Launch button are Web Based trainings you must complete. Click on the **Play** button to launch the training.

The screenshot shows the 'My Learning' dashboard. At the top, there are navigation links: 'Learning Home', 'My Learning', and a home icon. Below this, there are utility links: 'View Calendar', 'Request New Learning', and 'Learning Home'. A search bar contains the text '*View My eLearning to Complete' and a 'Go' button. The main content is a table titled 'My Learning' with 8 rows of training data. Each row has columns for Title, Type, Status, Date, Launch, Action, Print, and Delete. The 'Launch' column contains a blue play button icon for each row. A mouse cursor is hovering over the play button for the 'Braun MedCom E-Learning Suite' row.

Title	Type	Status	Date	Launch	Action	Print	Delete
NYC H+H Workplace Violence Prevention Program Annual Training	Self-Paced Web-Based	In-Progress	01/13/2017				
Braun MedCom E-Learning Suite	Scheduled Web-Based	In-Progress	02/24/2017				
ICD-10 in EMR	Self-Paced Web-Based	In-Progress	07/04/2016				
Employee Wellness Modules I, II & III	Self-Paced Web-Based	In-Progress	07/11/2013				
Breakthrough Awareness Workshop (BAW)	Self-Paced Web-Based	In-Progress	06/04/2015				
HIV Screening	Self-Paced Web-Based	In-Progress	06/04/2015				
Windows 7 & Office 2010 "Just In Time" Class	Scheduled Internal Classroom	Enrolled	02/23/2017				
How To Use New PeopleSoft Images in ELM	Self-Paced Web-Based	Enrolled	02/23/2017				

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