Enterprise Learning Management (ELM) is HHC's learning management system. You may access ELM to view your PeopleSoft training record, launch online learning that you have been enrolled into, search the course catalog and initiate enrollment for certain courses.

Employee Self Service (ESS):
Employee Self Service is an online module within PeopleSoft where employees have access to their learning record.

Your “My Current Learning” page displays five of your most recent classes, including classroom and online learning that you are enrolled into, completed, in progress and planned. From the My Learning Calendar page, you can also access a calendar view of your enrolled classes.

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Logging into ELM

1. Access the PeopleSoft Enterprise Learning Management (ELM) site via PeopleSoft HR by clicking on the **Employee Self Service** blue and white computer icon on the top right corner, as shown below.

   ![Employee Self Service](image)

2. The sign-in page for **PeopleSoft** displays. Enter your **User ID** and **Password** in the correct fields, as shown below.

   ![Sign-in Page](image)
How to Search of a Learning Course

Logging into ELM Cont.

**NOTE:** Your User name/User ID can be found on your paystubs. If you do not have a Password, or do not remember your Password, please call the Enterprise Service Desk at 1-877-934-8442 to get one.

3. After entering your log-in information, click the **Sign In** button, or press **Enter** on the keyboard as shown below, to continue.
4. If this is your first time logging into **PeopleSoft**, you will be asked to **Authenticate** your identity using the last four digits of your Social Security Number. Enter the last four digits of your Social Security Number in the correct field and click **Submit** to continue.

HHC is dedicated to safeguarding the HR and Training records of its employees. As part of that effort, you will periodically be asked to "authenticate" your identity before accessing PeopleSoft.

Once your UserID is validated, you will need to Sign Out and then log back in.

**PLEASE ENTER THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER, THEN CLICK THE SUBMIT BUTTON.**

5. After logging-in, navigate to **Main Menu > ELM Single Signon**

**OR:** You can also log in by clicking on the **Click here** link located on the eLearning section of the Employee Self-Service website.
How to Search of a Learning Course

Logging into ELM Cont.

6. Enter your User ID and password, and then click Sign In.

HHC Employees may be asked to authenticate their identity for security purposes. If you have issues authenticating, do so via https://hrms.nychhc.org first. If you are an HHC employee and are still unable to authenticate, please contact the Enterprise Service Desk at 877-934-8442 and advise the ESD Representative that you are unable to authenticate in PeopleSoft.
How to Search of a Learning Course

Searching for Learning and Processing Enrollment

Limit search results by clicking on Class, Course, and Programs

Definitions:

Classes: Searches scheduled classes, including web based learning
Courses: Used to see if a course is offered (not necessarily scheduled)
Programs: select program to search by keyword in the program name, if there are any programs

1. Enter a keyword in the Search for Learning box to search for upcoming training (classes) or whether courses are offered. Click the Search button to run the search.

You can click Advanced Search to search by course code (if you know it)
2. **Scheduled classes matching your search will be displayed.** Class Details such as training location (schedule), and duration will be displayed. Click on the **Enroll** button to initiate enrollment into the class.

3. **Review the information before submitting enrollment.** Click **Submit Enrollment** to process enrollment.
Searching for Learning and Processing Enrollment Cont.

4. You will then see a confirmation message and the status of your enrollment. **Click on My Learning** to see your activities on your My Learning page.

![Enrollment Confirmation](image)

Some enrollments may require manager/special approval. You should receive an e-mail confirmation of enrollment status.

*If a course does not require manager approval, please make sure you advise your manager prior to enrollment.*
How to Search of a Learning Course

How to Add Courses to a Plan

You may add training to your learning plan for future consideration. Adding to plan does not enroll you.

When you have identified a class/activity in the learning page that you would like to take at a later time, follow the below steps to add it to your learning plan. You can return at a later time to enroll, if a class is available.

1. On the Class Details page, Click **Plan for Later** button.

2. You may fill in the target completion date and/or select a priority (not required). Click **OK** to continue.

3. You will then be taken to the course details page. To view a list of your planned learning, click on Learning Home and select My Learning. Select filter name, **All planned, requested, and offered learning** and click on **Go**.
How to Search of a Learning Course

How to Add Courses to a Plan Cont.

![Image of My Current Learning]

![Image of My Learning]

Human Resources Shared Services