

How to Navigate the New ELM Home Screen

Tools for Our Employees:

Employee Self Service (ESS) via ELM:

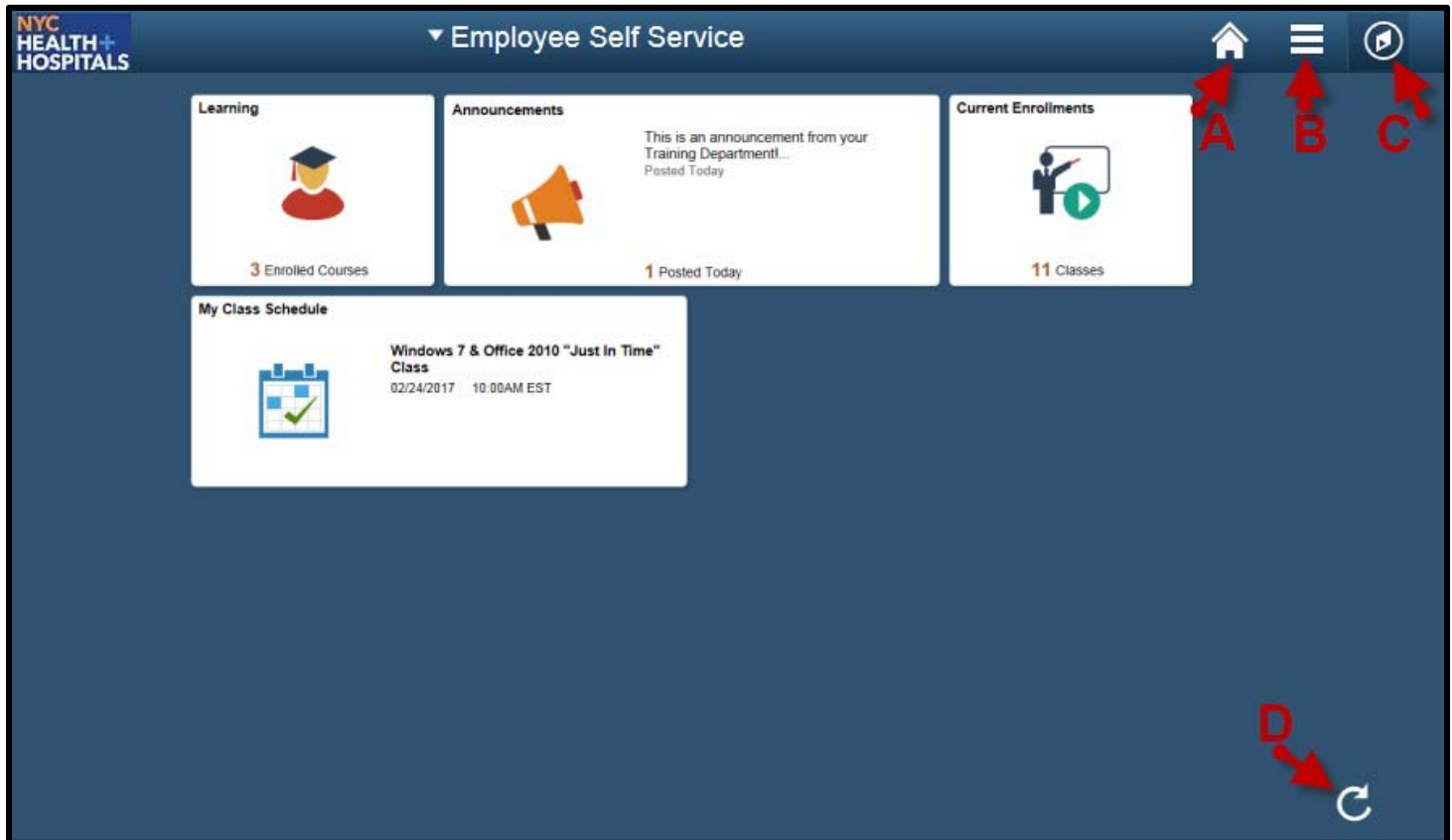
Employee Self Service is an online module within PeopleSoft where employees have access to their data. Our learning application called **Enterprise Learning Management (ELM)**, allows you to access your PeopleSoft training record, launch online learning, and search your electronic learning catalog for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

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Navigating the ESS Fluid Home Screen

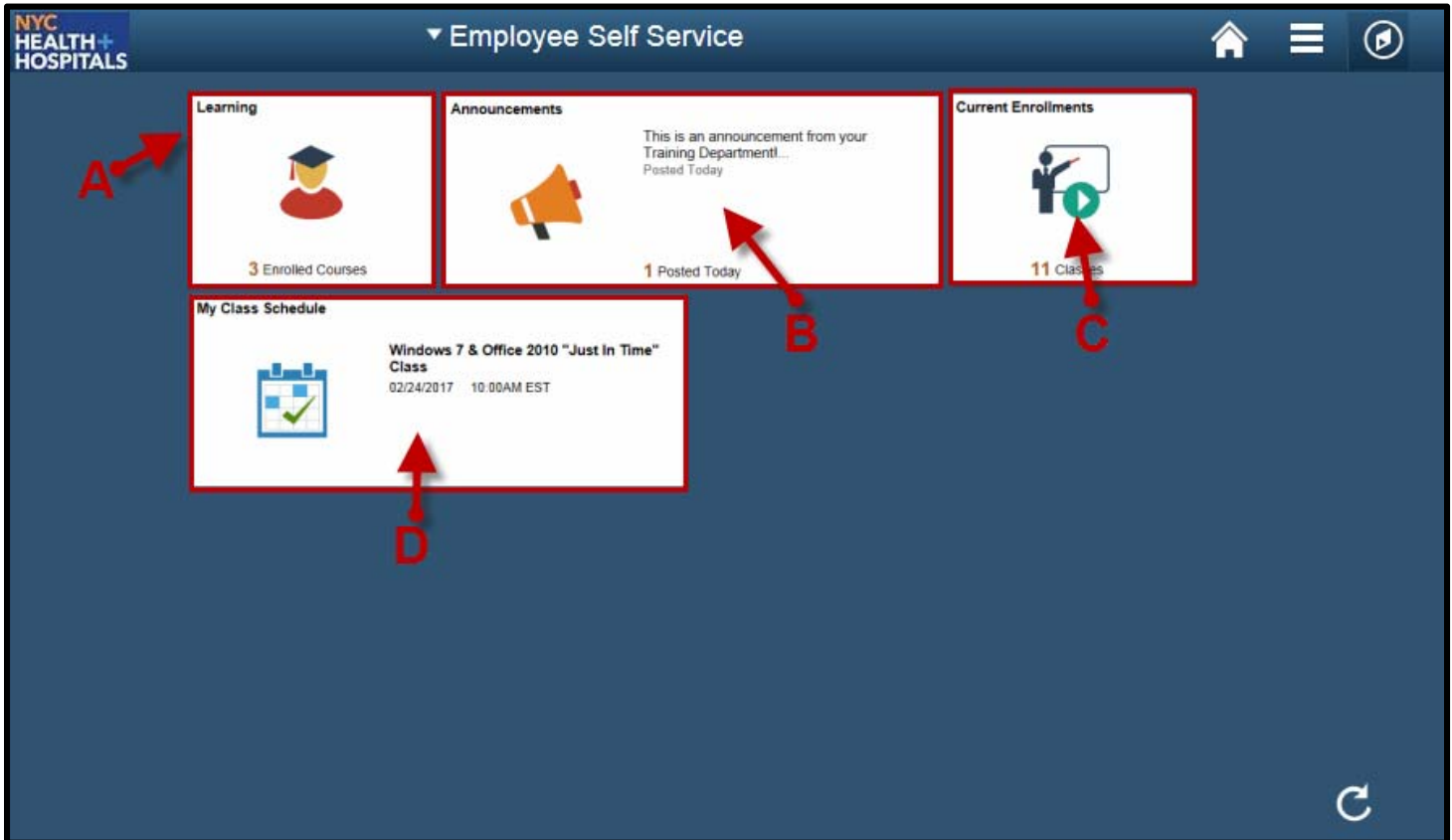
This aide serves as an overview of your ESS Fluid Home Screen via the Enterprise Learning Management (ELM) application.







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 Fluid 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.

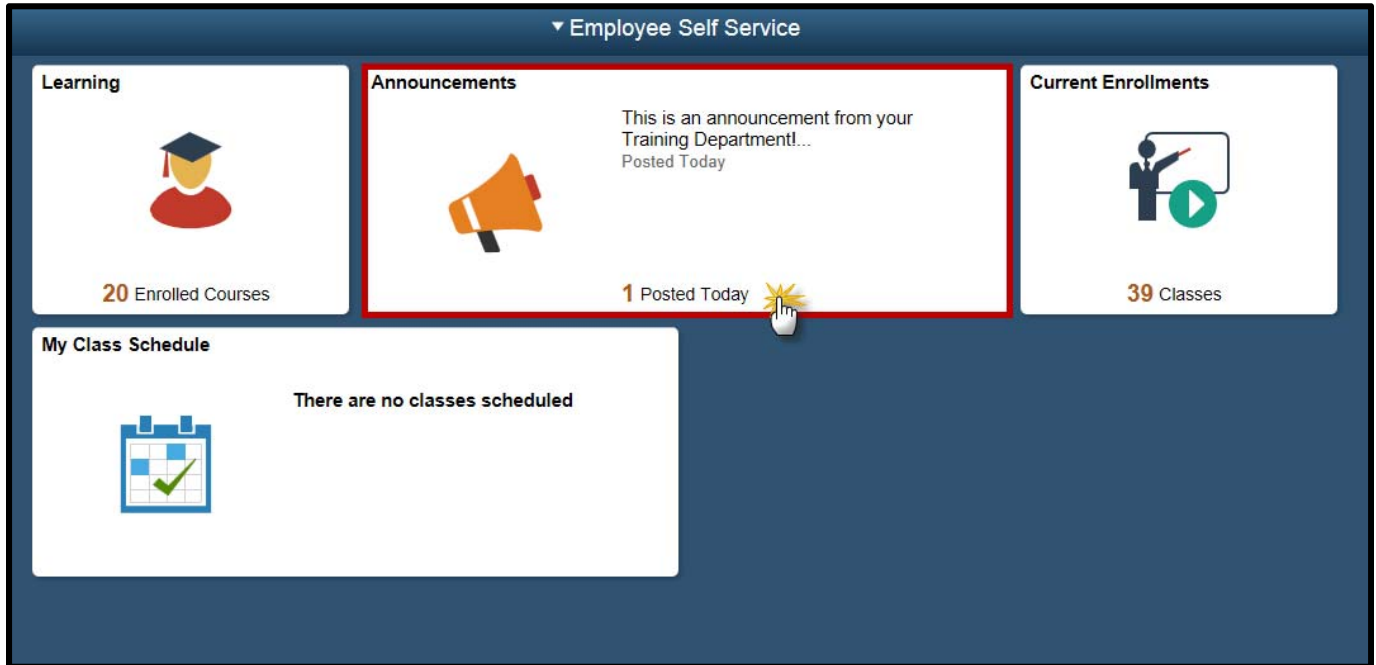
Navigating the ESS Fluid Home Screen (Cont'd.)

Other Useful Icons:

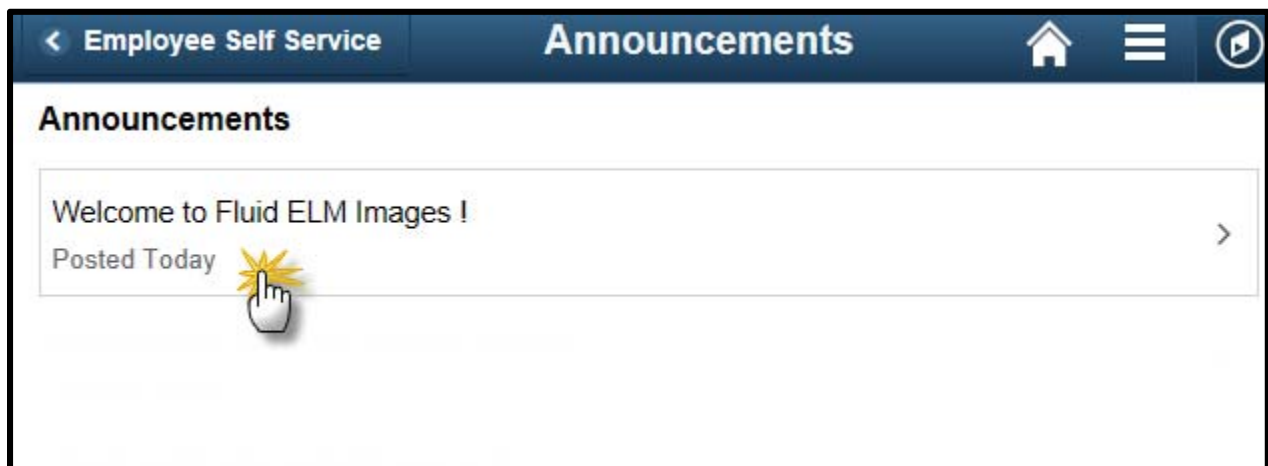
-  **Root Icon** – Contextual Icon that appears to navigate back to the **first** folder in this section.
-  **Back Icon** – Contextual Icon that appears to navigate back to the **most recent** folder in this section.

How to View Announcements

1. Log into PeopleSoft ELM by navigating to elm.nychhc.org
2. Click on the **Announcements** *Tile* to see any announcements and download any attachments sent by your training admins.

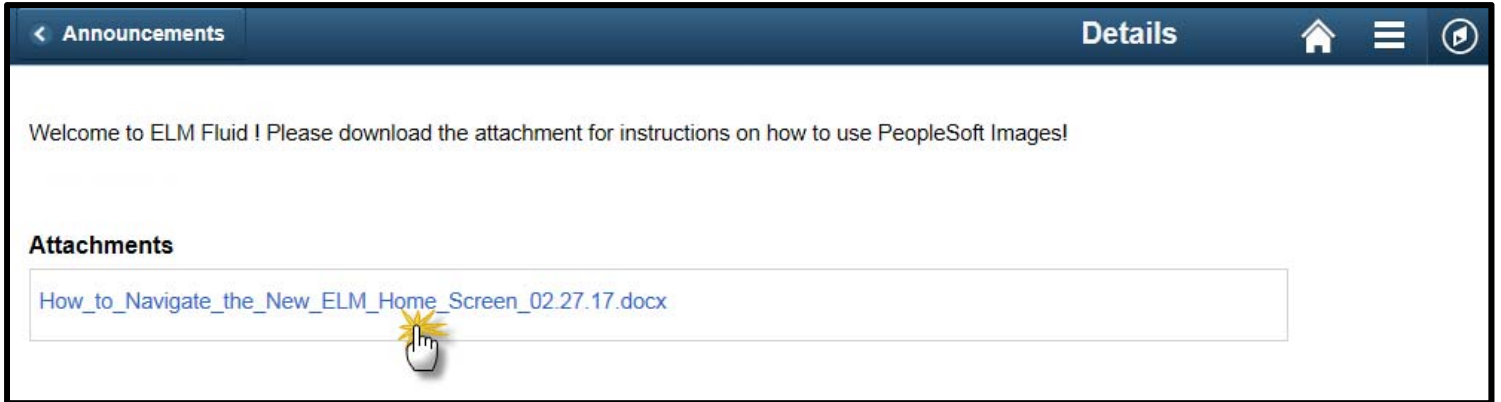


3. Click on the announcement you would like to access.



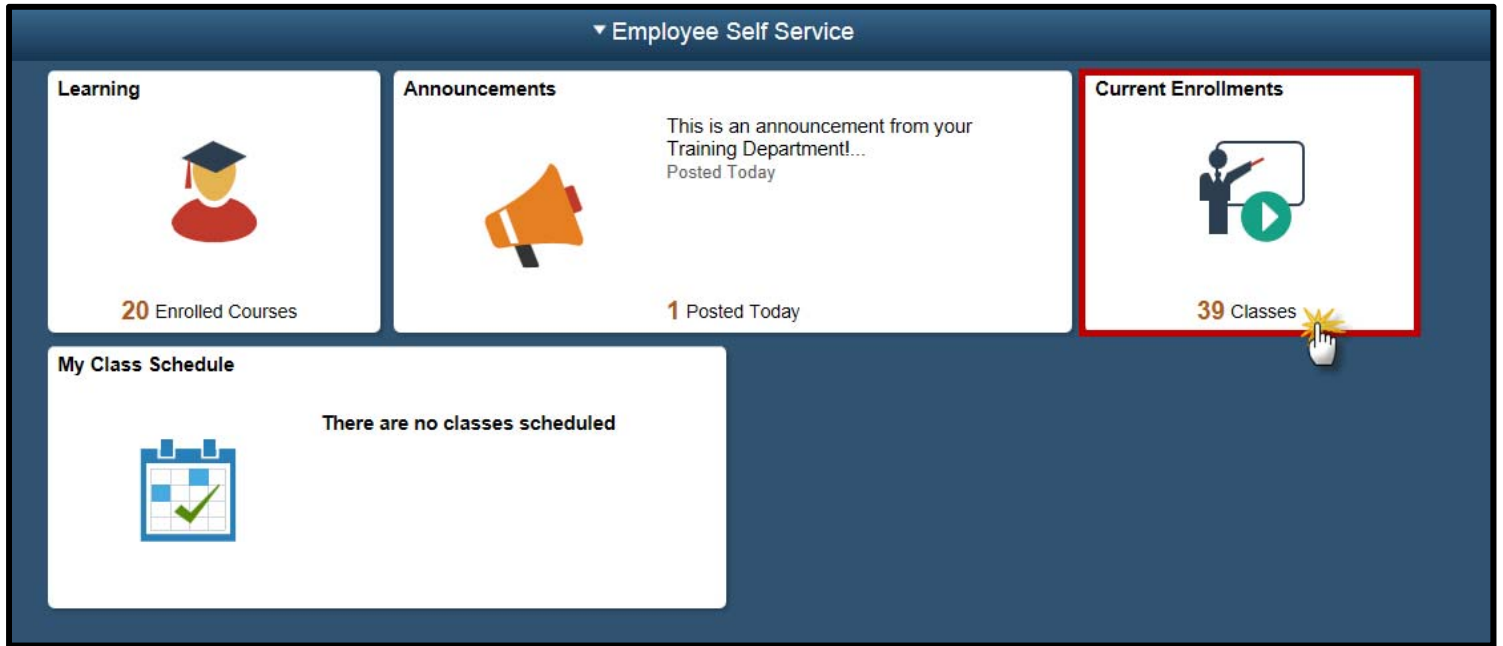
How to View Announcements (Cont'd)

4. Once the announcement is opened, you may click on additional classes or attachments if applicable.

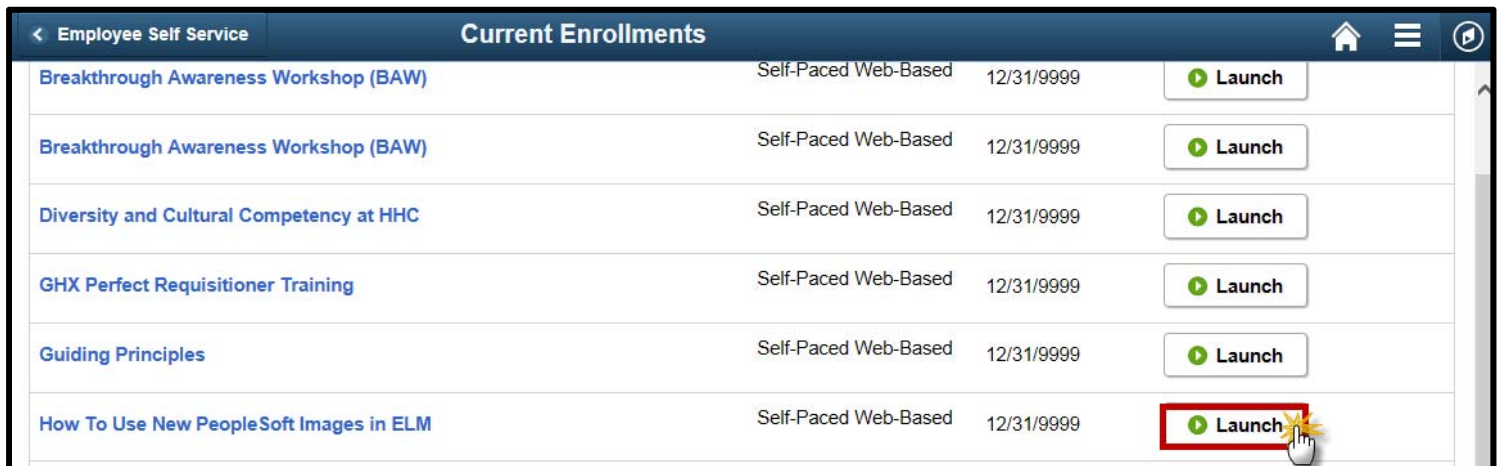


How to Launch Web Based Trainings through Mobile

1. Log into PeopleSoft ELM by navigating to elm.nychhc.org.
2. Click on the **Current Enrollments** *tile* to see a list of all your trainings.

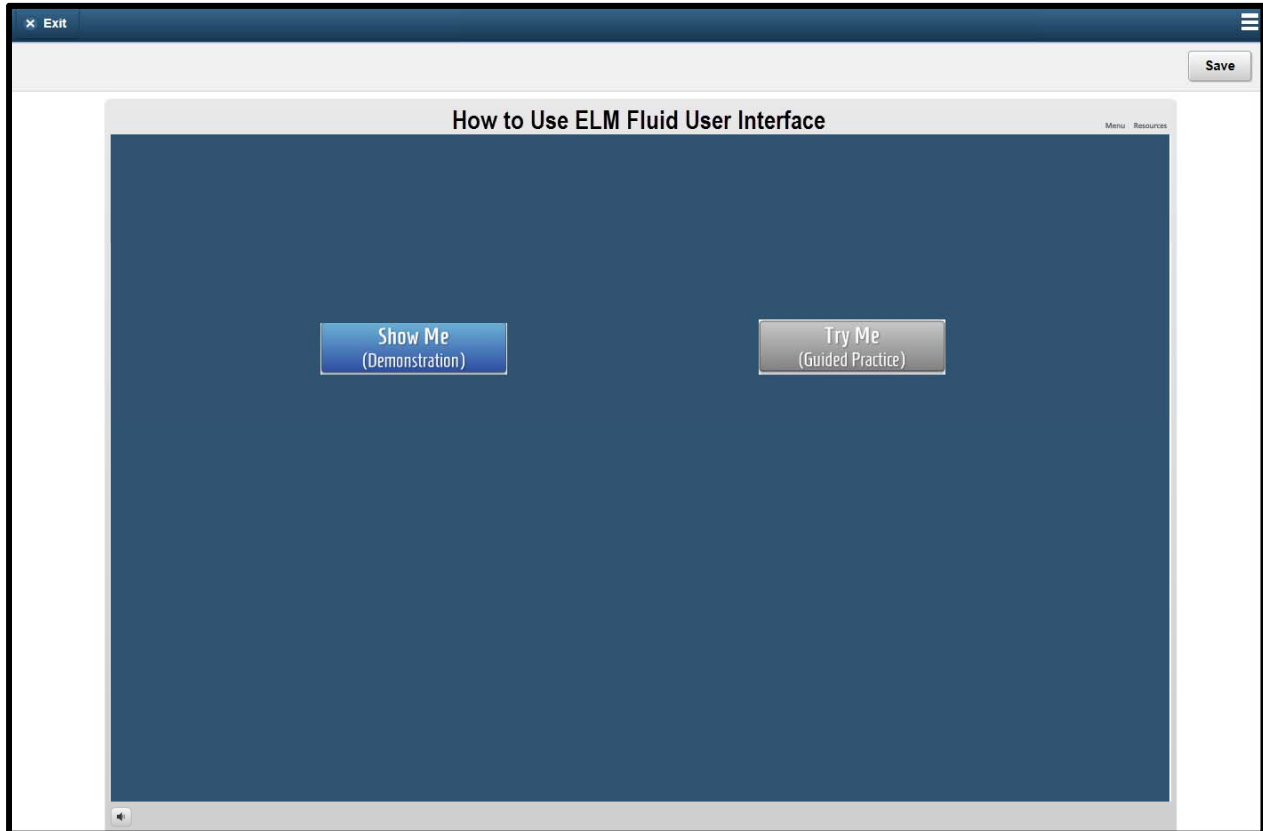


3. A list of all your current enrollments will display. Click on the training you would like to launch.



How to Launch Web Based Trainings through Mobile(Cont'd)

5. The training will launch within your current screen.

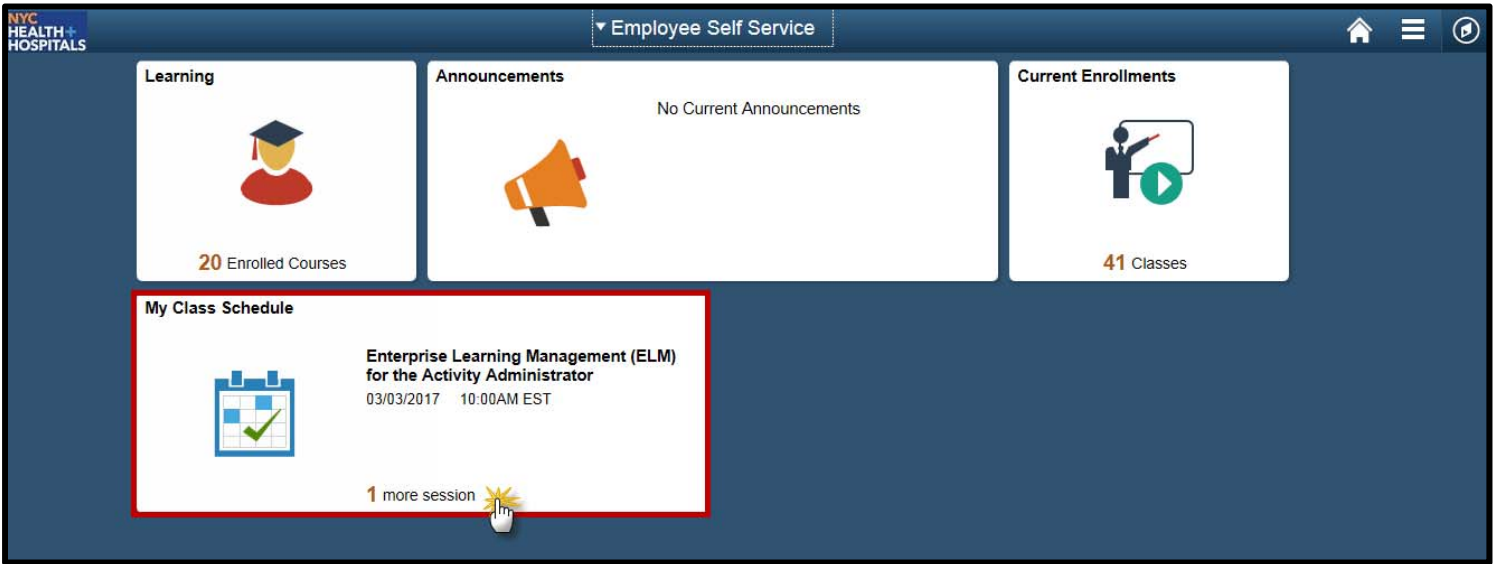


You can exit or save by using the icons on top of your screen.

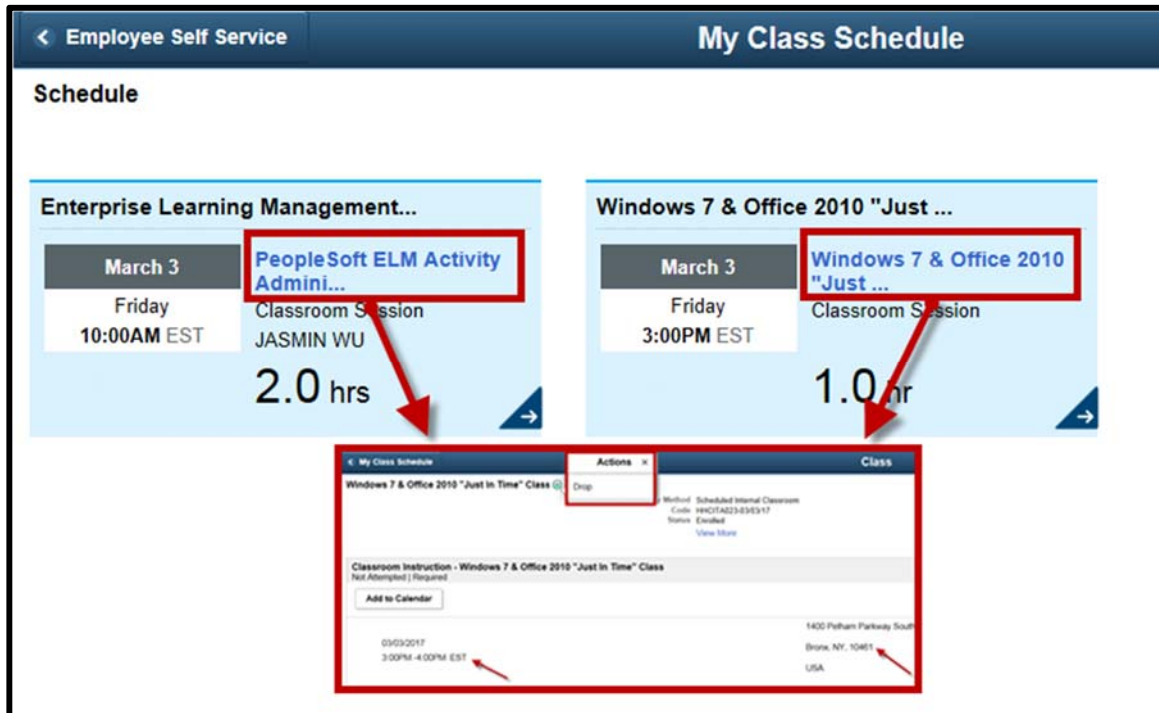
****Some trainings may not launch in mobile. Contact your training administrators for more details.**

How to See Upcoming Classroom Trainings

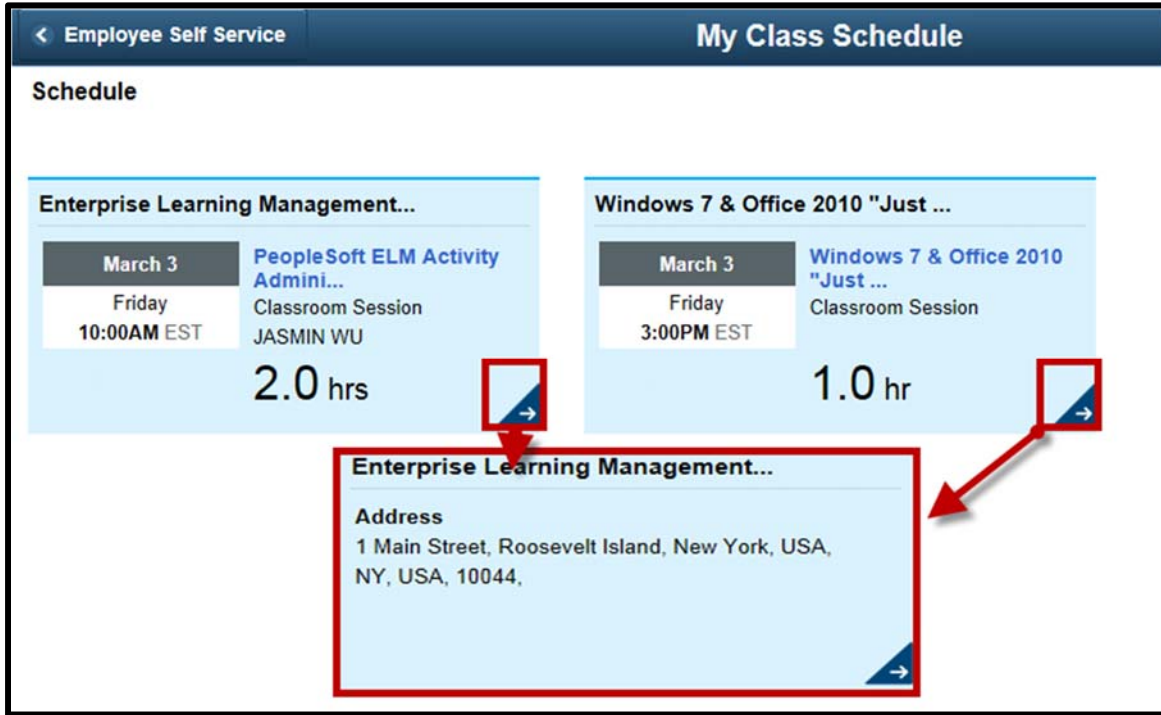
1. Log into PeopleSoft ELM by navigating to elm.nychhc.org.
2. Click on the **My Class Schedule** tile to see upcoming classroom sessions.



3. Your classroom sessions display. By clicking on the **Class Title**, you see more details about your session.



4. Click the blue arrow to display the building location address.



Employee Self Service **My Class Schedule**

Schedule

Class Title	Date	Time	Duration
Enterprise Learning Management... PeopleSoft ELM Activity Admini... Classroom Session JASMIN WU	March 3 Friday	10:00AM EST	2.0 hrs
Windows 7 & Office 2010 "Just ... Windows 7 & Office 2010 "Just ... Classroom Session	March 3 Friday	3:00PM EST	1.0 hr

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