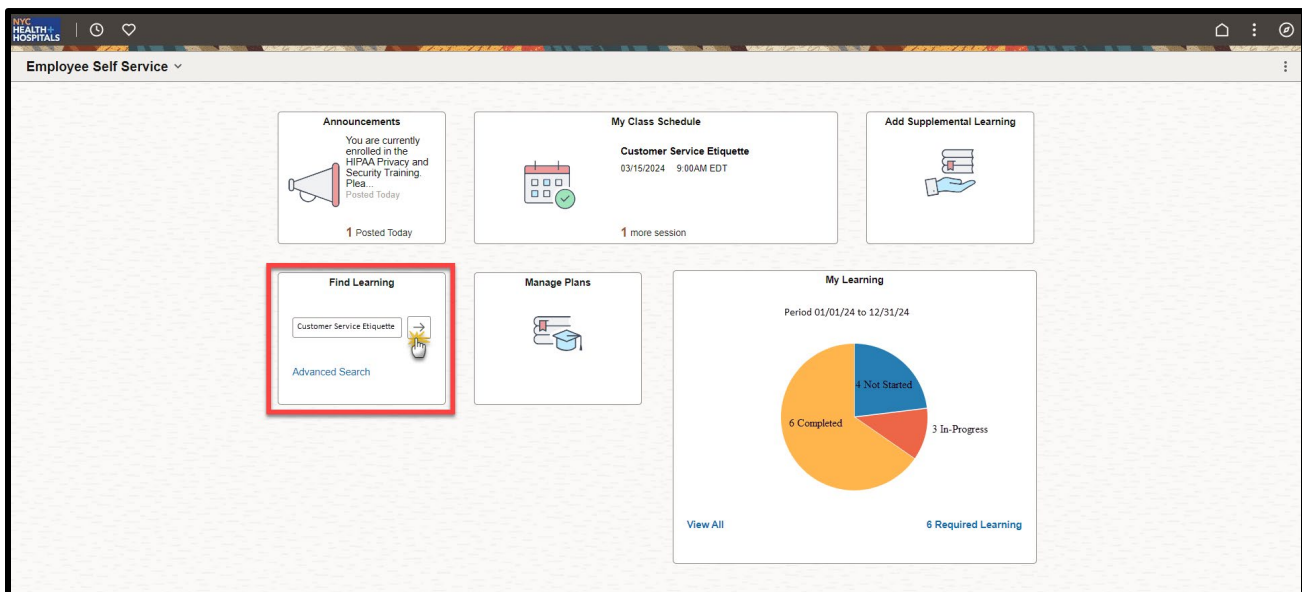# Table of Contents

How to Find and Enroll into Learning

**Note: *Some Classes are not open for enrollment.*
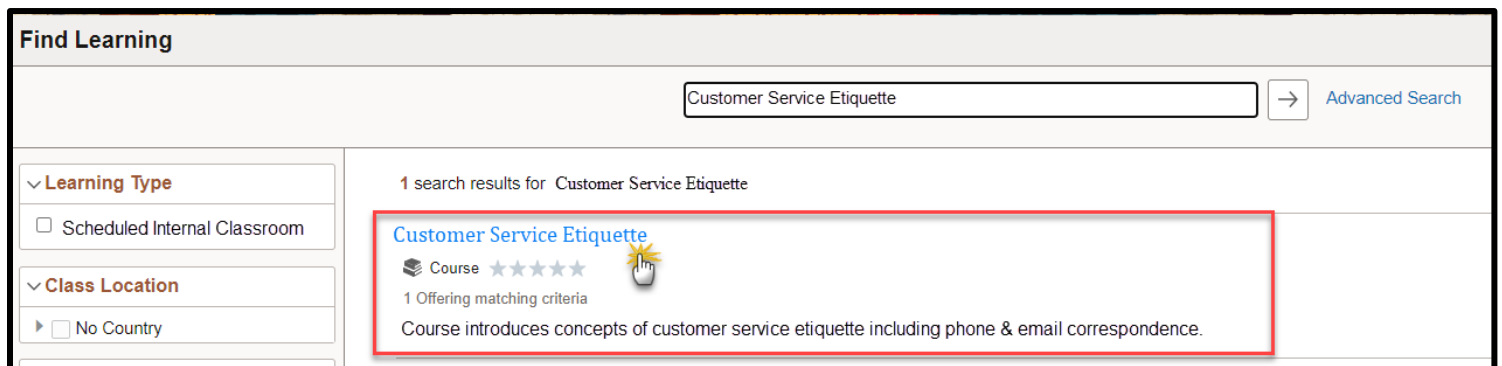
1. Log into PeopleSoft ELM by navigating to **elm.nychhc.org**

2. In the **Find Learning** Tile:

   - Search for a Learning Class by inputting the Title, Keywords or Class Code, then click on the **Arrow** icon.
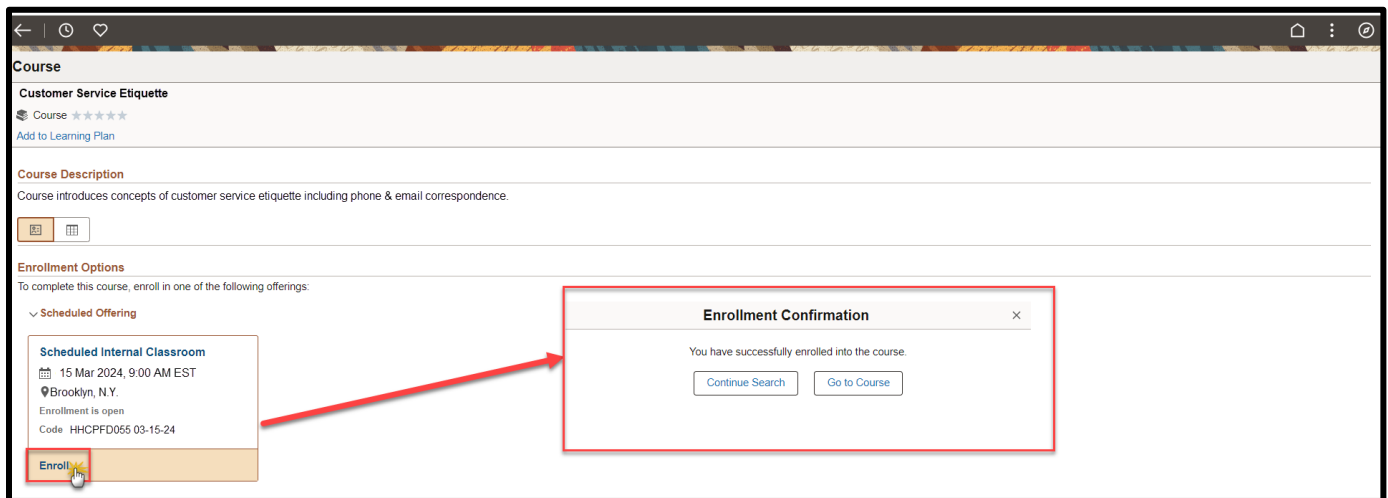

3. Select the training.

How to Find and Enroll into Learning (*Cont'd*)

4. Click on the **Enroll**** button.

- You will receive an enrollment confirmation

- From this page, you can either go to the Course, or continue searching the Learning Catalog.

How to Drop from a Learning

**Note: *You will only be able to Drop trainings that were self-assigned.*

1. Log into PeopleSoft ELM by navigating to **elm.nychhc.org**

2. Click on the **View All** link within the **My Learning** tile to access your learning
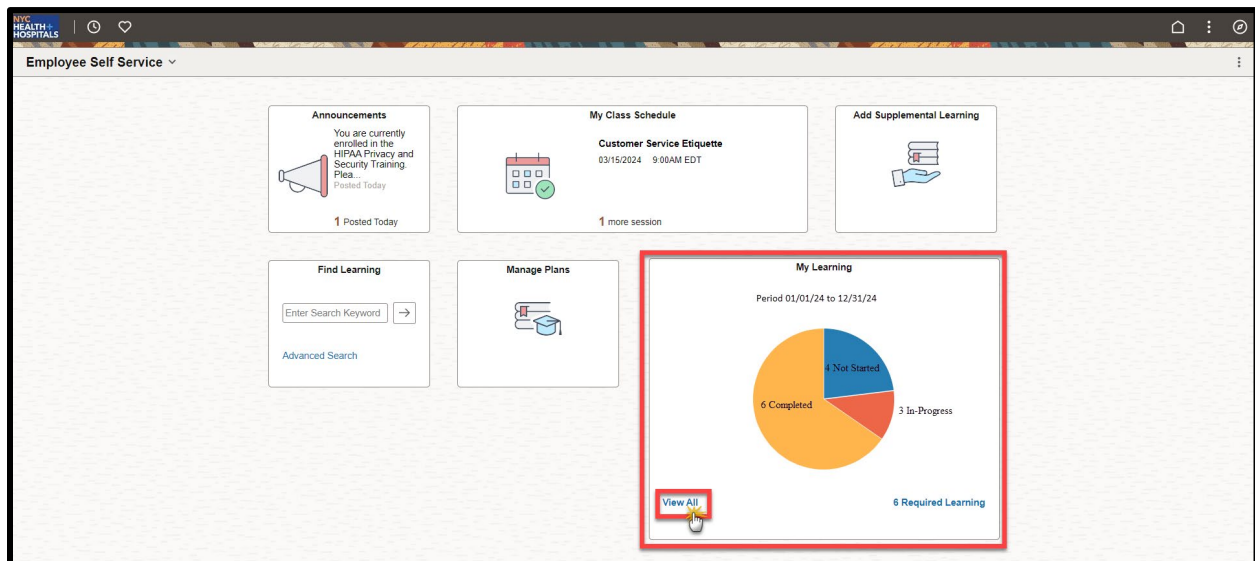
3. A list of your current training enrollments will display in the *Current* tab. Click on **Drop**** next to the learning class you would like to drop.