**NYC HEALTH+ HOSPITALS**

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Navigating the Employee Self Service Homepage

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

## Employee Self Service Homepage Icons

1. Icons & Functions defined:

- **A. Recent Places Icon** - Displays a summary of the last few pages you have accessed

- **B. Favorites Icon** - Displays the pages you have saved as your favorites

- **C. Refresh Icon** - Allows you to refresh your page
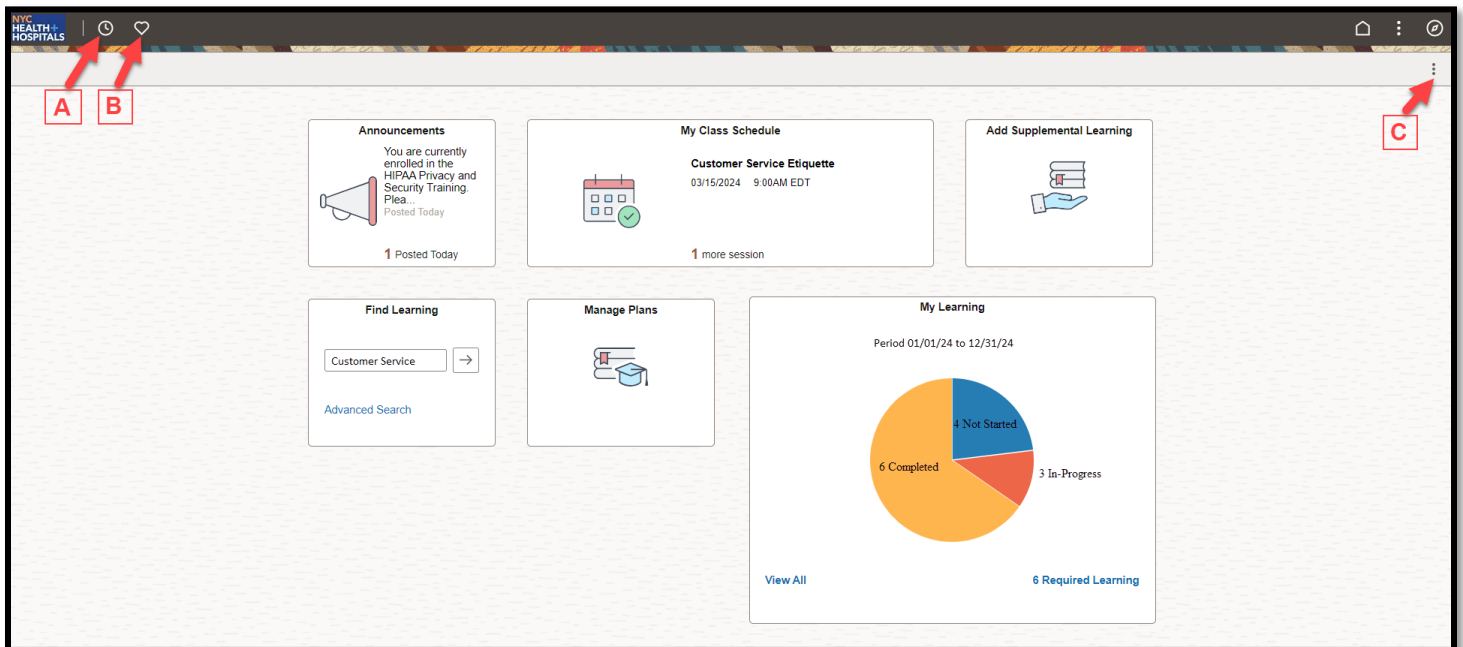
Employee Self Service Homepage Icons (Cont'd)

- **D. Home Icon**- Allows you to navigate back to the homepage from your current page

- **E. Actions List Icon -** Allows you to open a new window, add to favorites or sign out

- **F. Nav Bar Icon** - Displays Recently Visited, Favorites, and Menu options
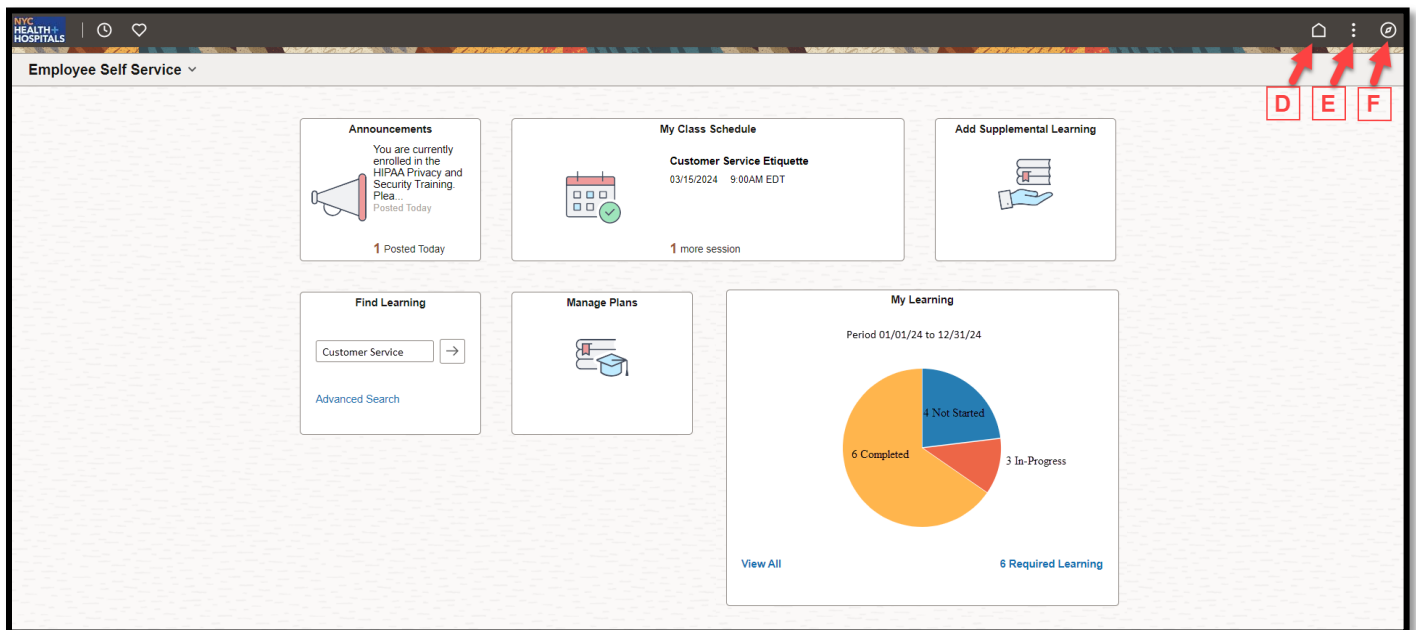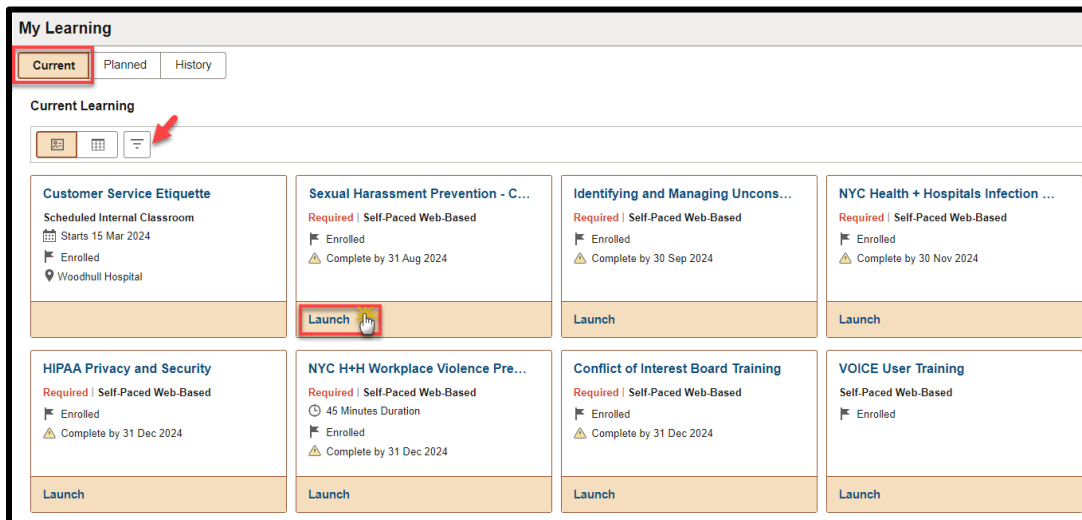
How to Launch Your Web Based Trainings

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 Trainings.

   - *You can click on the Required Learning link to view Required Trainings*
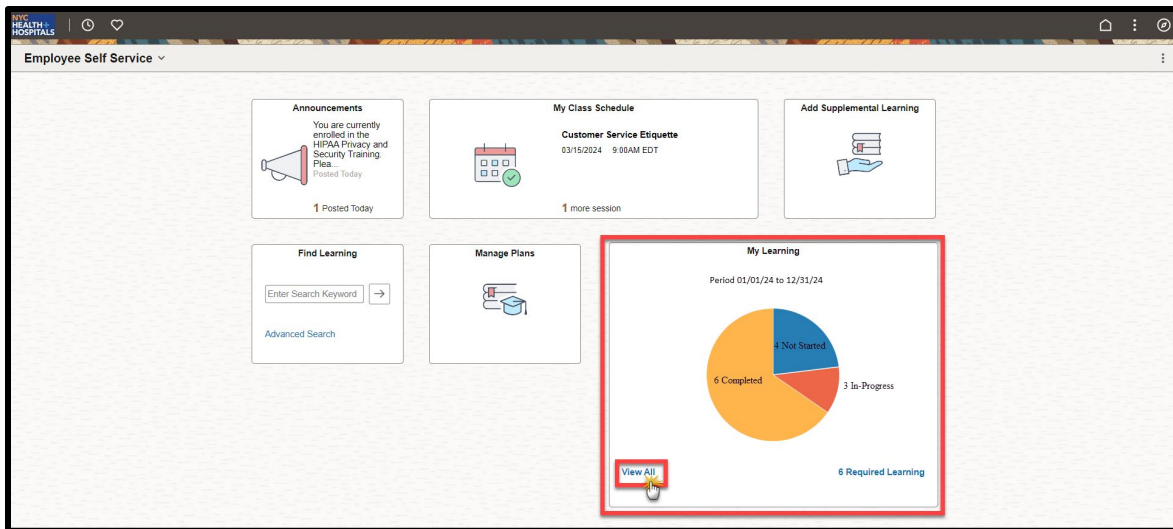
3. A list of your training enrollments will display in the **Current** Tab.

   - Click on the **Launch** button next to the training you would like to complete.

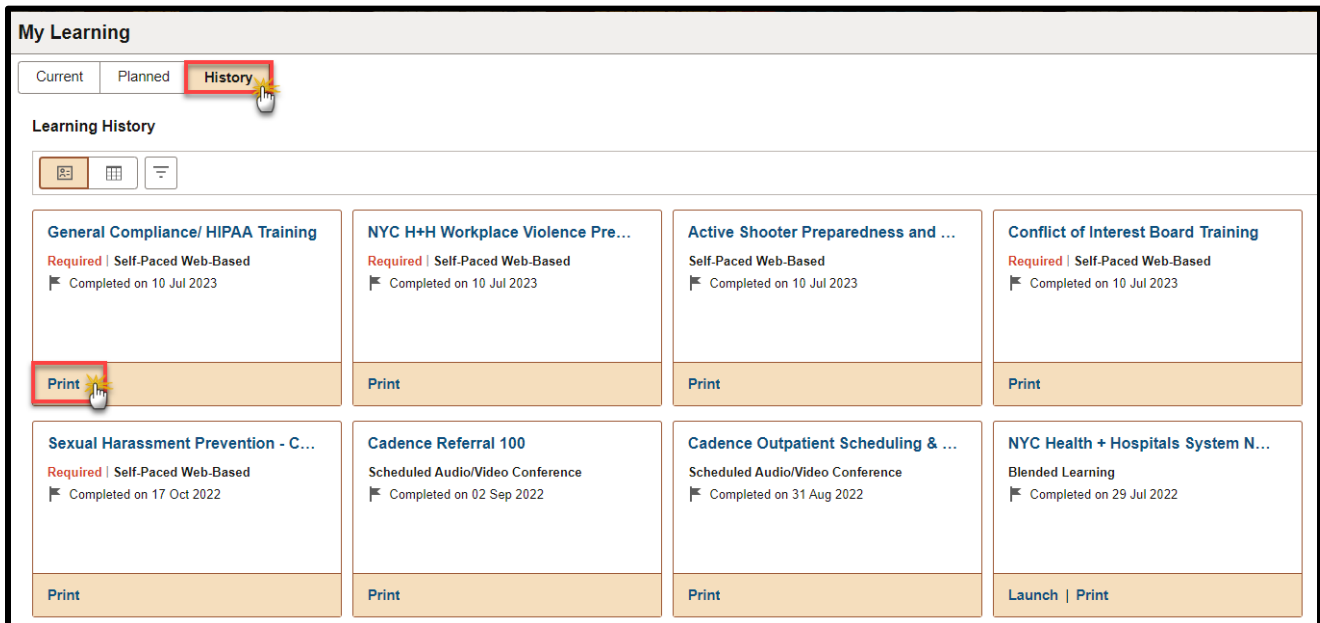   - You may filter by Learning Type or Status using the filter icon

How to Print your Completion Certificate

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

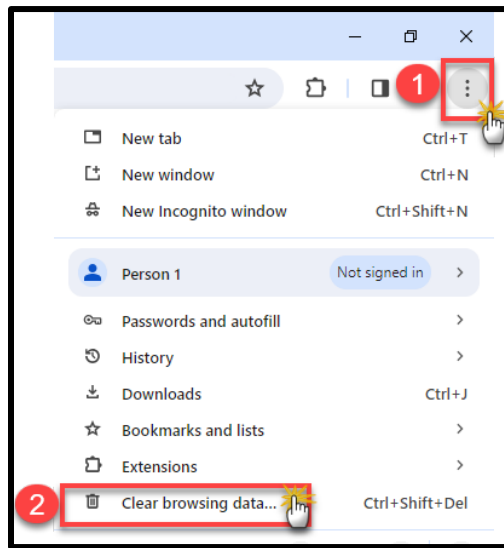2. Click on the **View All** link within the **My Learning** tile to access your trainings.
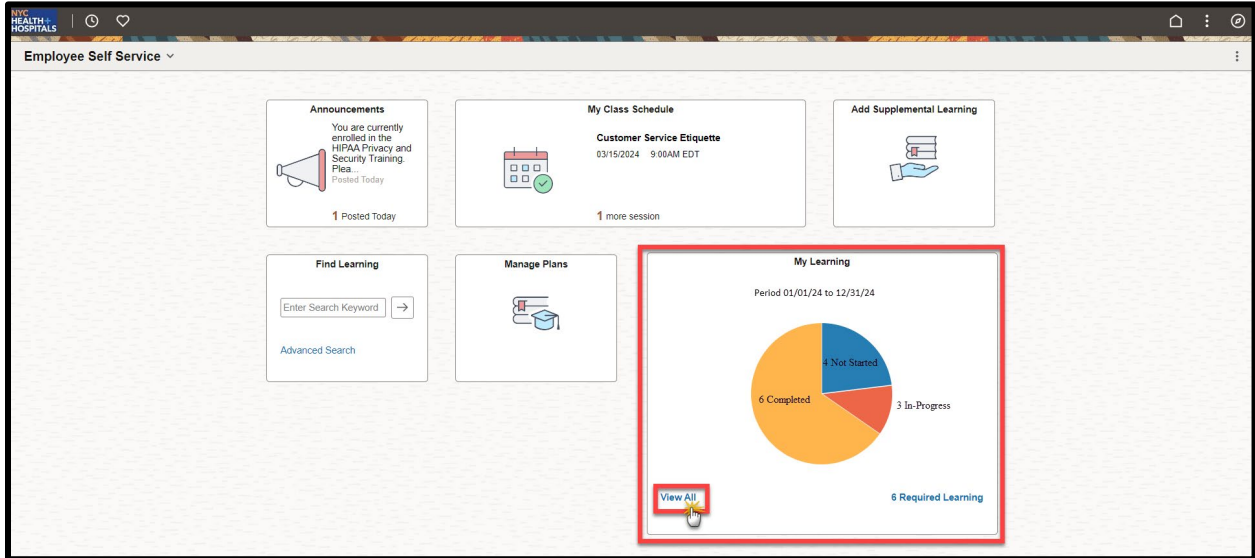
3. Click on the **History** Tab, then click **Print** next to your completed training
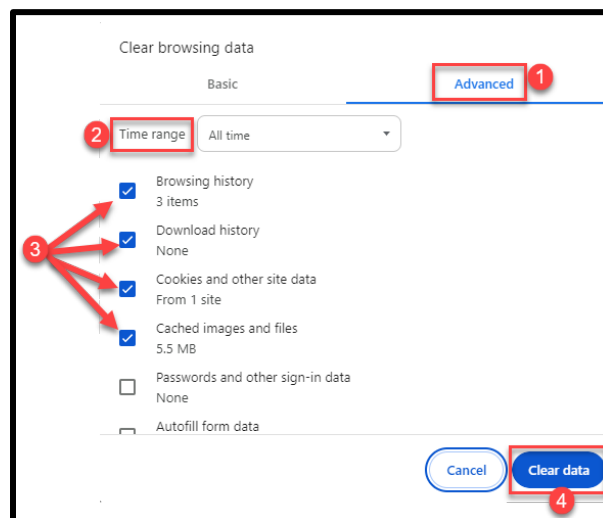
Clearing Cache for Google Chrome

1. Select **Controls** (via the Dots Icon) on the far-right corner of the browser window. Select **Clear Browsing Data.**
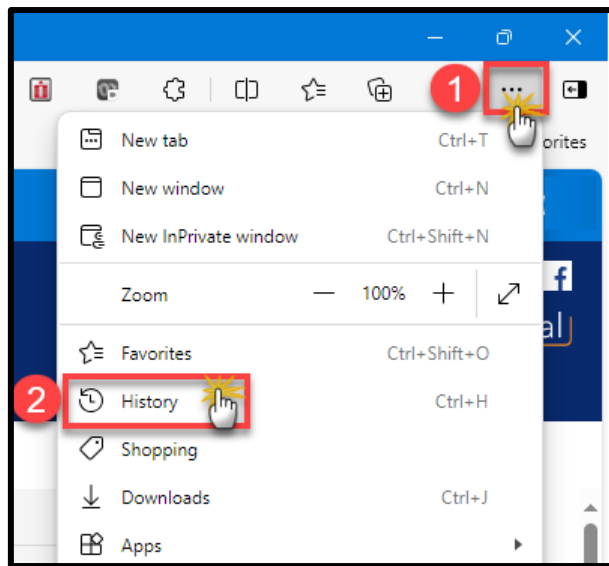

2. In the **Clear browsing data** box, click the checkboxes for **Browsing History, Download History**, **Cookies and other site data** and **Cached images and files**.

   - Select the Time Range
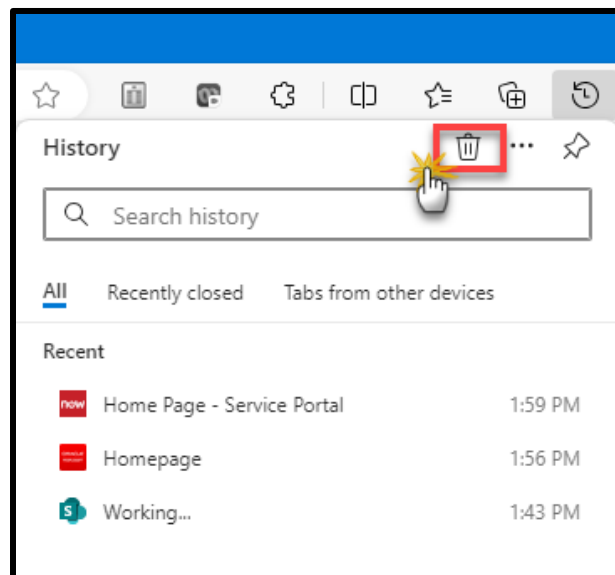
   - Click the Clear Data button

Clearing Cache for Microsoft Edge

1. Select **Settings** (via the Dots icon), on the far-right corner of the browser window, then select **History.**

2. Click on the Trash Can icon

Clearing Cache for Microsoft Edge (Cont'd)

3. Select the Time range: **All Time**

- Select the Check boxes next to: **Browsing history**, **Download history**, **Cookies and other site data**, **Cached images and files**.

- Click **Clear Now.**