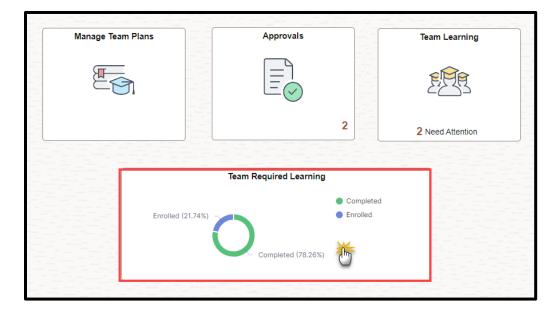


How to view required trainings for your direct reports in Peoplesoft ELM

- 1. Log into PeopleSoft ELM by navigating to **elm.nychhc.org**.
- 2. Click on the Employee Self Service drop down, then select Manager Self Service

NYC HEALTH+ HOSPITALS	
Employee Self Service	
Manager Self Service 2	Announcements
Employee Self Service	You are currently enrolled in the HIPAA Privacy and Security Training. Plea Posted Today
	1 Posted Today

3. Select Team Required Learning

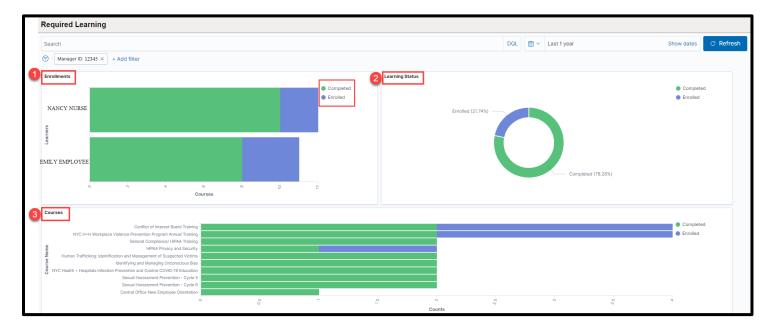




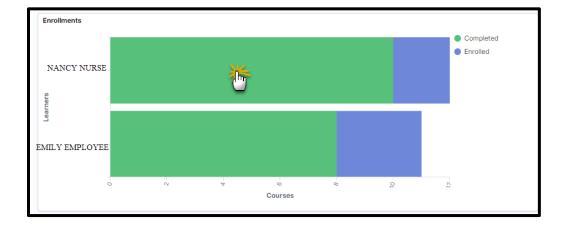
How to view required trainings for your direct reports in Peoplesoft ELM

4. Your Team's enrollment status will appear in the Dashboard

- 1. Enrollments Enrollment status sorted by Learner Name
- 2. Learning Status Overall enrollment status for the team
- 3. Courses Enrollment status sorted by Course Name



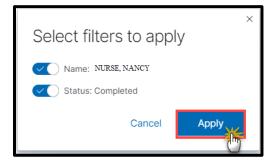
5. You may view specific information by clicking within the sections of the chart.





How to view required trainings for your direct reports in Peoplesoft ELM

6. Click **Apply** to confirm your selection



7. To return to the main page: Click on the \underline{X} icon at the top of the page to remove any added filters (*Do not remove Manager ID*)

Required Learning							
Search			DQL 6	🖥 👻 Last 1 ye	ar S	Show dates C	; Refresh
Enrolments		Learning Status					
SANCTSURSE O	Completed	Completed (NON)				Completed	
Courses							
Control Often New Captainer Often New Captaine						Completed	
6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	03	S S S S Counts	6		80 80	-	

8. To download the data into an Excel spreadsheet, click on the **Formatted** link in the **Enrollment Data** section (*bottom of the page*)

nrollment Data						
Enrollment ID \$	Course Name \$	Employee ID \$	Name 🕈	Status ¢	Enrolled Date \$	Count ¢
5678862	Human Trafficking: Identification and Management of Suspected Victims	123456789	NANCY NURSE	Completed	Sep 1, 2020	1
7816696	Human Trafficking: Identification and Management of Suspected Victims	000012345	EMILY EMPLOYEE	Completed	Mar 13, 2022	1
8731160	NYC H+H Workplace Violence Prevention Program Annual Training	000012345	EMILY EMPLOYEE	Completed	Jan 25, 2023	1
8733109	NYC H+H Workplace Violence Prevention Program Annual Training	123456789	NANCY NURSE	Completed	Jan 25, 2023	1
Export: Raw 🕿 Formattee	2					