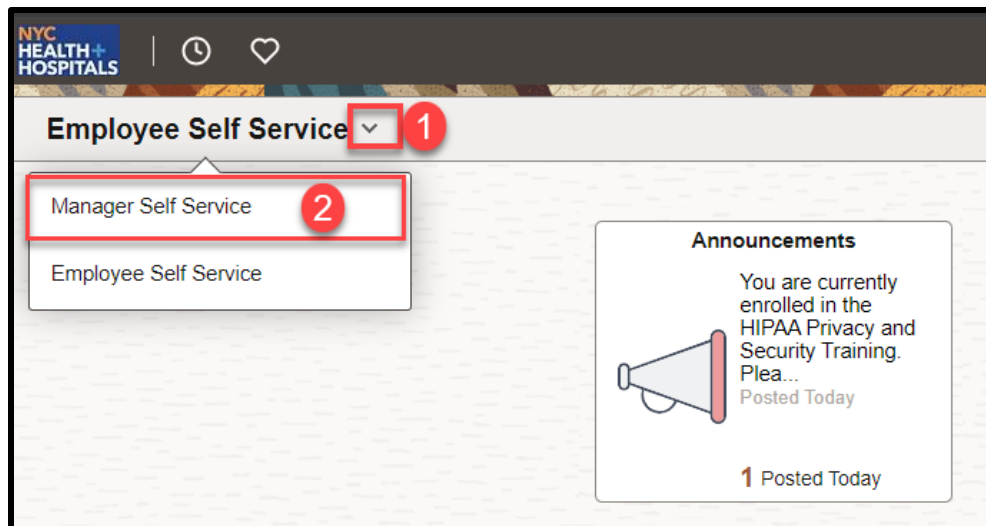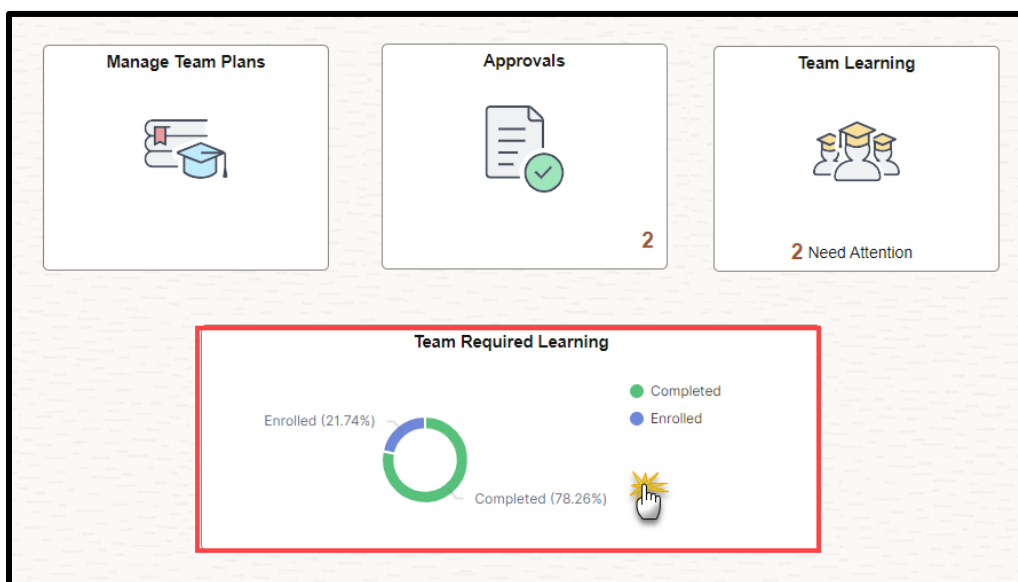# How to view required trainings for your direct reports in Peoplesoft ELM

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**


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
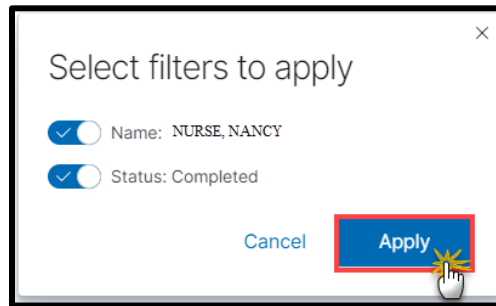   3. **Courses** - Enrollment status sorted by Course Name
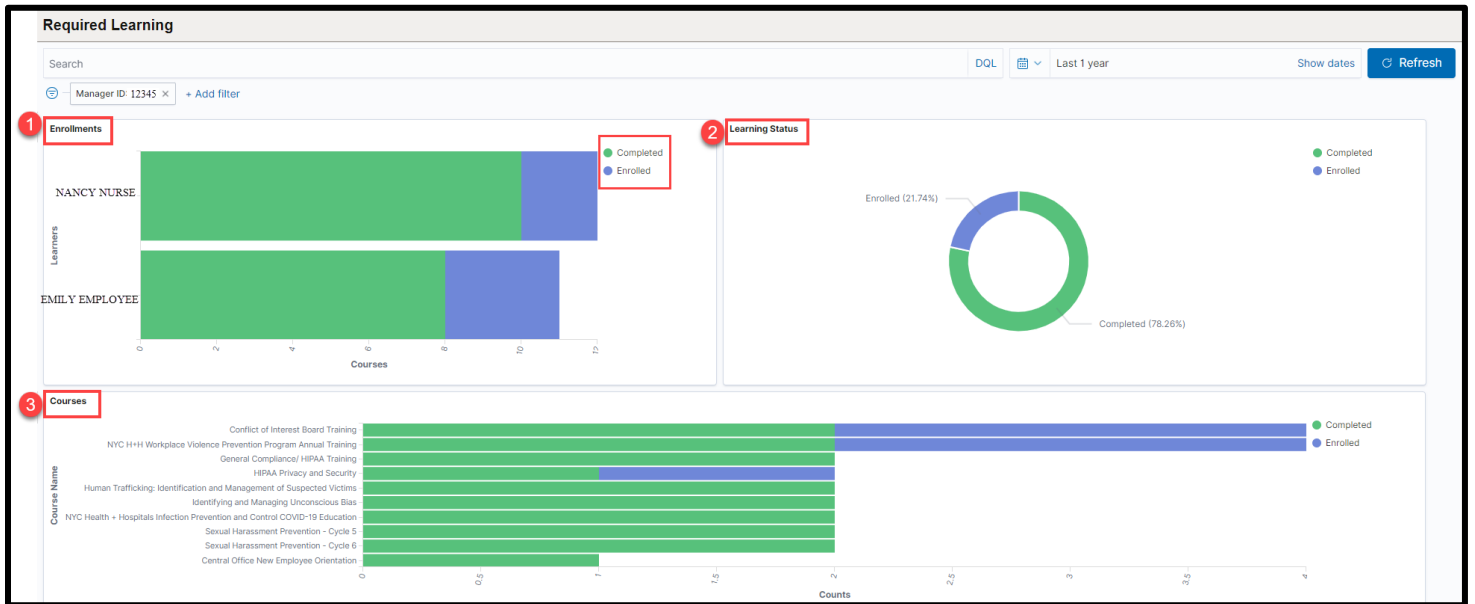
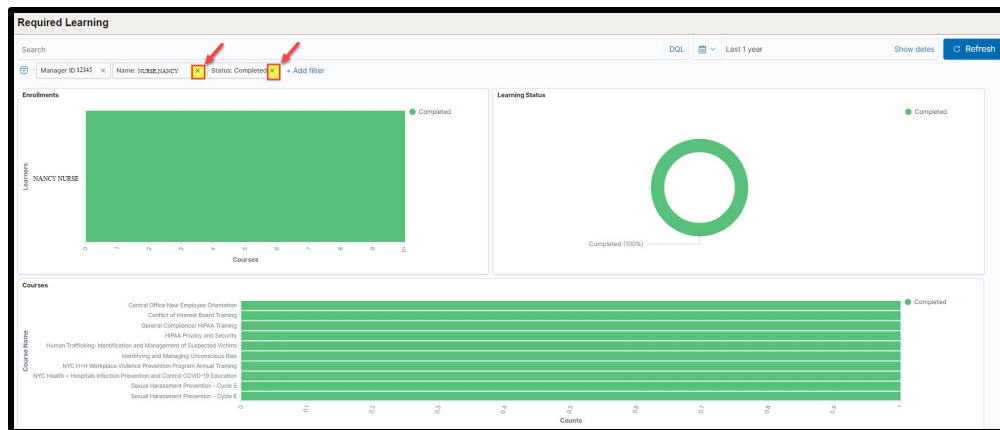5. You may view specific information by clicking within the sections of the chart.
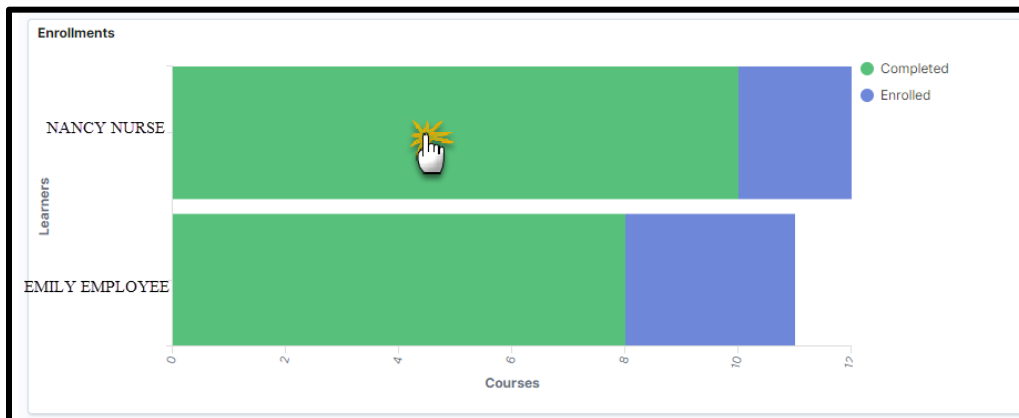
6. Click **Apply** to confirm your selection

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

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