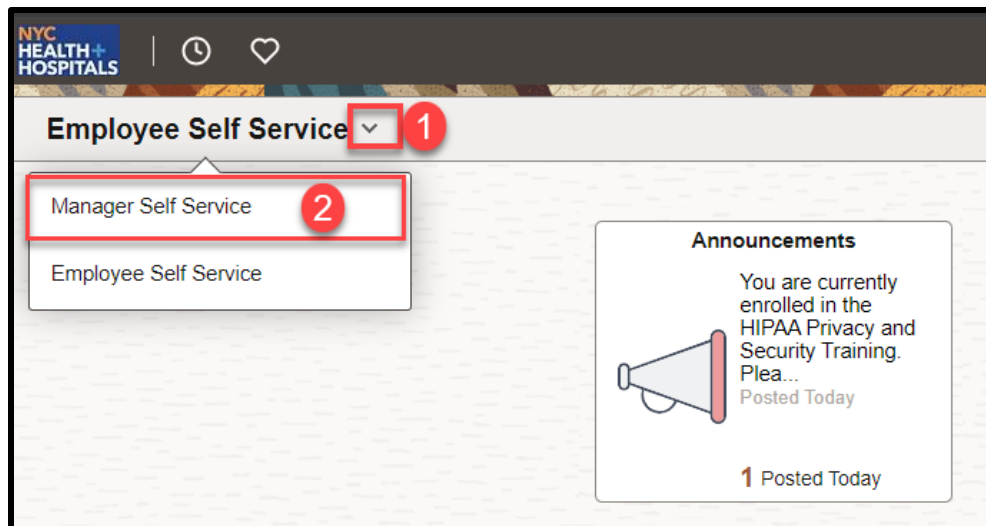
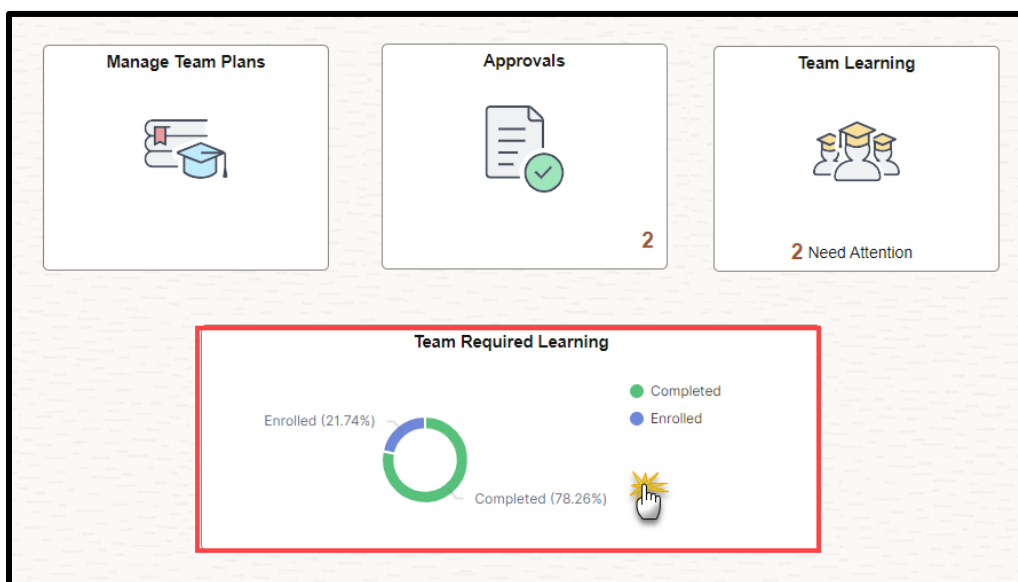


## How to view required trainings for your direct reports in Peoplesoft ELM

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**



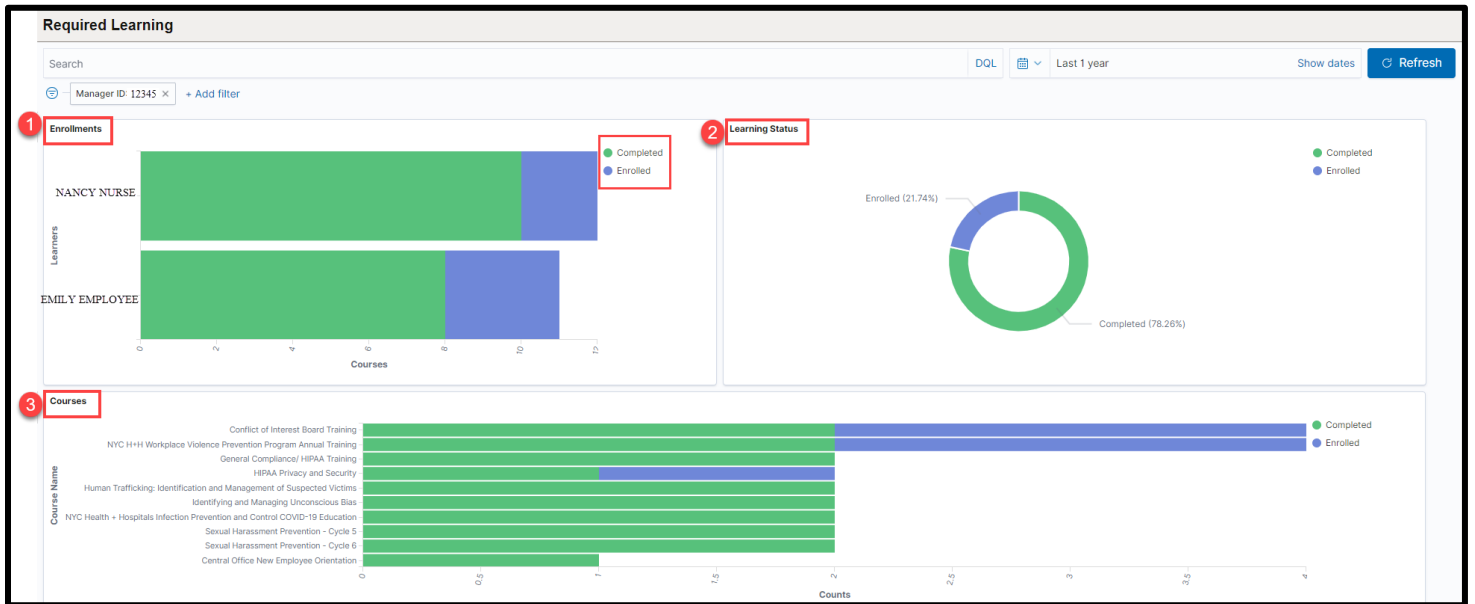
3. Select **Team Required Learning**



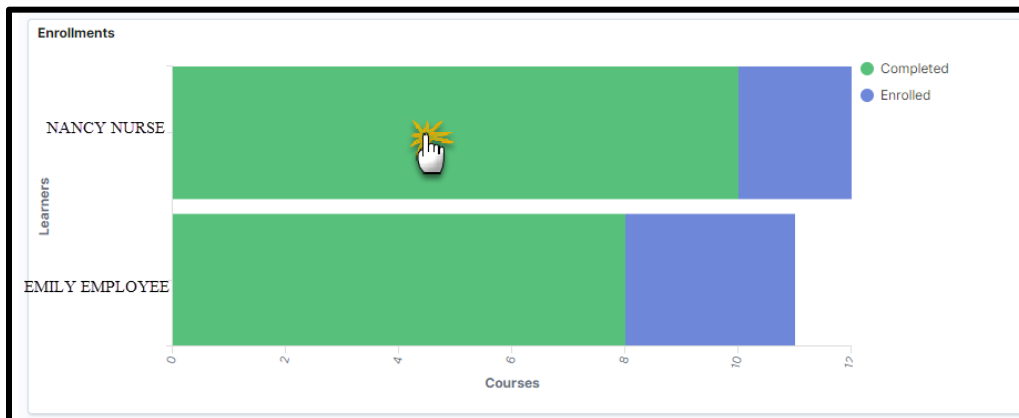
**How to view required trainings for your direct reports in Peoplesoft ELM**

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

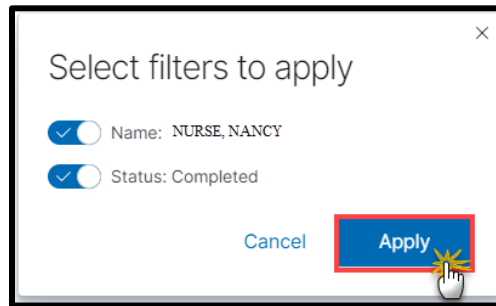


5. You may view specific information by clicking within the sections of the chart.

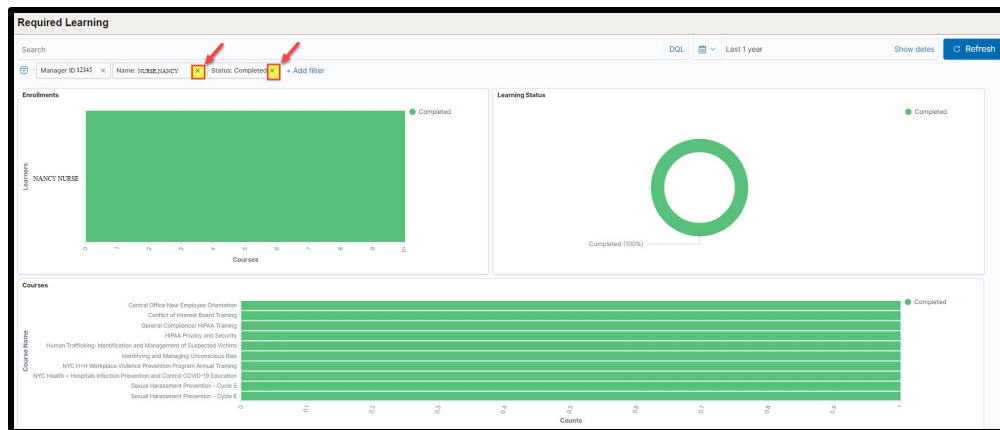


## How to view required trainings for your direct reports in Peoplesoft ELM

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



7. To return to the main page: Click on the **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*)

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

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