Quick Step Guide to Access IDOA Training Catalog
PeopleSoft ELM

Login: https://elm.gmis.in.gov/psp/lmprd/?cmd=login
Enter your User ID and Password. Your User ID is the first letter of your first name (capital letter) and the last six digits of your PeopleSoft ID number (example: M123456). The password is the same as your network password/computer login.

Your Learning Center home page will open

This guide will provide steps to find and enroll in IDOA training using the Navigator.

Training can also be located using the Global Search (magnifying glass). We recommend using the following key words to locate IDOA training. Correct spelling of the key word affects the success of the search.

- IDOA
- SCM
- Card
- DPAP
- Requisition

If assistance is needed, contact idoaelmtraining@idoa.in.gov.
Quick Step Guide to Access IDOA Training Catalog
PeopleSoft ELM

1. Click the NavBar

2. Click Navigator

3. Click Self Service

4. Click Learning

5. Click Find Learning

The Find Learning page will open
6. Click **Root Category**

![Root Category Filter]

7. Click **Indiana Department of Ad…**

![Indiana Department of Ad Filter]

8. Locate the training you need to complete.
   Use the First and Last Arrows to search additional pages.

![Search by Keyword Filter]

9. Click **Enroll**
   ! If there is not currently a class scheduled on the calendar, then the class information and Enroll button will not be visible under the course name.

![Enroll Button]
Quick Step Guide to Access IDOA Training Catalog
PeopleSoft ELM

10. Click **Submit Enrollment**

11. Click **Launch**
   (if it is a computer based training)

12. Click **Launch**
   (if it is a computer based training)

Congratulations! You are now enrolled in an IDOA training. To review the courses that are on your training calendar view your Current Enrollments or My Learning page.

To Sign Out

1. Click the **Actions List**

2. Click **Sign Out**