

# Quick Step Guide to Access IDOA Training Catalog

## PeopleSoft ELM

These directions will provide steps to browse and enroll in IDOA trainings. If you need assistance, please contact [idoaelmtraining@idoa.in.gov](mailto:idoaelmtraining@idoa.in.gov)

To access online/computer-based trainings, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

## [Access the IDOA Learning Catalog](#)

**Login:** <https://hr.gmis.in.gov/lmprd/signon.html>

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: **J123456**).

Learners may use their network password, also known as their computer login, as the PeopleSoft password. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

### Attention!

Using Internet Explorer (IE) 10 for ELM training **will not work** unless you fix the compatibility issue.

If a symbol that looks like a sheet of paper torn in half appears in the address line at the top; please click on this icon and a box will pop up. From there, select the Display Intranet site in Compatibility view



The Compatibility View button

1. Click **Self Service**. (If you can't locate the Self Service, click **Main Menu** and then click **Self Service**.)
2. Click **Learning**
3. Click **My Learning**
4. Click **Browse Catalog**
5. Click **Indiana Department of Administration**
6. Locate the training you need to complete. Click **Next** to search the next page.
7. Click on the course names to see available classes
8. Click **Enroll** to sign-up for a session
9. Click **Submit Enrollment**
10. Click **Launch** if it is a computer based training

**Browse Catalog**

[Learning Catalog](#)>>IN Dept of Administration

This category contains all training for IDOA

**Catalog Items** Previous **Next**

[P/T Card Program Overview \(IDOA 00001\)](#) Select

This training will review the program rules, responsibilities, policies and processes required for usage and compliance of the purchasing and travel cards.

Activity Code	Type	Start Date	Price	Add to Plan
IDOA_00007_052115	Instructor Led Training	05/21/2015	Enrollment Closed	<a href="#">View Details</a>
IDOA_00007_060215	Instructor Led Training	06/02/2015	0.00 USD	<a href="#">View Details</a> <b>Enroll</b> <a href="#">Add to Plan</a>
IDOA 00007 062315	Instructor Led Training	06/23/2015	0.00 USD	<a href="#">View Details</a> <b>Enroll</b> <a href="#">Add to Plan</a>

**Enrollment Confirmation**

Jessica Thayer, 2WM1, DOA - Procurement - Admin Svcs

You have successfully enrolled in P/T Card Module Approver Role (Stage 2). This change in status will be updated on the All Learning page.

Activity Name: P/T Card Module Approver Role (Stage 2) Type: Computer-Based Training

Activity Code: IDOA\_WBT\_00003 Contact: --

Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Enrollment Status: Enrolled Confirmation Number: 1601752

Start Date: 02/18/2015 End Date: --

Last Enrollment Date: -- Last Drop Date: --

**Launch**

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)