



2017 State Mandatory Training Rollout Quick-Step Guide

These computer-based trainings are required by the State to be completed by employees to maintain compliance with State policies and regulations. Employees have 30 days from date of enrollment to complete these trainings.

Navigate to <https://hr855.gmis.in.gov/lmprd/signon.html>

Enter your **User ID** and **Password** into the appropriate field.

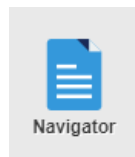
- A **user ID** is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.
- State employees may use their **network password**, also known as their computer login, as their PeopleSoft password.

- **You have been automatically enrolled into the following computer based trainings for completion:**
 - 2017 Sexual Harassment Refresher (SPD_2017_SHR)
 - 2017 Information Resource Use Agreement (IOT_2017_IRUA) – *Contractors are not included*
 - 2017 Ethics Training (OIG_ET2017) - *Contractors are not included*
- **To access the online training, it is important to do all these before launching the training:**
 - **Before logging in, clear your browser’s cookies/cache**, then close and relaunch your browser. You can also try another browser: Internet Explorer, Firefox, or Chrome. You should be able to log in. If you still encounter issues, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
 - **Turn off your pop-up blockers.**

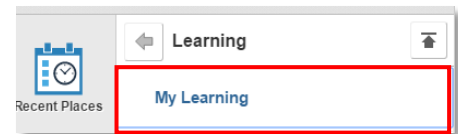
1. Click on the **Nav-Bar** Icon on the far right-hand corner of the screen. *(see highlighted in red to the right)*



2. Select **Navigator**.



3. Select **Self Service** → **Learning** → **My Learning**



4. Locate the classes in the **My Learning** section and select the **launch** icon.

Sexual Harassment Refresher	Computer-Based Training	Enrolled	10/03/2017		
OIG Ethics Training	Computer-Based Training	Enrolled	10/03/2017		
Information Resource Use Agreement	Computer-Based Training	Enrolled	10/03/2017		

2017 State Mandatory Training Rollout Quick-Step Guide



Indiana State
Personnel Department

You then have the ability to view and sort by date or title. To do so, click the “date” header twice to show most recent trainings.

Title	Type	Status	Date	Launch	Action	Print
-------	------	--------	------	--------	--------	-------

5. On the next page, click the **Launch** link.

Title	Status	Score	Launch
Indiana Ethics Training	Not Attempted		Launch

*The training will launch in a new window. If the training does not launch, make sure that your **browser's pop-up blocker is disabled and try again.***

6. Follow the instructions on the screen to complete the training. If you would like to enlarge the screen, hit F11. Be sure to navigate all the way to the very last slide of the training.
7. Once completed, exit the training and select the “Return to Class Progress” button.

Title	Status	Score	Launch
IRUA Training 2017	Not Attempted		Launch

[Return To Class Progress](#)

8. Select the “Return to Previous Page” button at the top of the page. You will return to your “My Learning” section of ELM.



9. Select the next module for completion by repeating steps 4-8 until all modules have been completed.

Please Note: Completed training may take 24-48 hours to reflect “complete” status. If your status does not reflect “complete” after 24-48 hours, please contact SPD Training.

10. Once modules have been completed, you may exit ELM.