ELM 9.2 AT-A-GLANCE

Navigate to

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.**

- **Your password is your network password.**
For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

Elm 9.2 has a brand new look and feel. This guide will highlight the changes in navigation and accessibility of ELM.

- While the look of the log in screen has changes, there are no changes to the log in process. Information regarding log in is located at the top of this guide.

Once you have successfully logged into ELM 9.2, you will be directed to the Learning Center or “Home”. The home screen consist of two key areas:

1. **NAVIGATION BAR**
2. **TILES**

This document will cover each component in further detail below.

In the event of logging into the new ELM environment you experience an error message such as “Your user ID and/or password are invalid”, please follow the steps below:

1. Close your current browser and re-open
2. Clear your browsing history/cookies (CTRL+SHIFT+DEL)
3. Attempt to log into ELM
4. If this issue does not resolve, you may:
   a. Repeat steps 1&2 if issue is not resolved on first attempt
   b. Try a different browser (Chrome, Firefox)
   c. Submit a helpdesk ticket

If you have any questions pertaining to this information, please contact SPD Training: SPDTraining@spd.in.gov
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The NavBar Consist of 5 Parts

1. Home
   a. This takes you back to the home page of ELM

2. Search
   a. You can search for courses, pages, and other information from this search icon

3. Notifications
   a. Information regarding enrollments, tasks, and announcements will appear here

4. Actions List
   a. Here you can personalize, find help, or sign out

5. NavBar
   a. This is where most activity will take place
   b. All administrative actions take place by navigating through the NavBar

The NavBar is where you will access all administrative activities in ELM.
The first level of the NavBar contains:

1. Recent Places
   a. Pages you have most recently visited

2. My Favorites
   a. Pages you have added to your favorites will appear here

3. Navigator
   a. This will open the rest of the menu navigation

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TASK #1: Adding Items to Your “My Favorites”

1. To add items to your favorites, navigate to the page you would like to add and click on the Action List icon

2. Select Add to Favorites

If you have any questions pertaining to this information, please contact SPD Training: SPDTraining@spd.in.gov
3. Enter a unique description or leave the default description that appears and select OK

4. Select the Navbar icon

5. Select My Favorites to view your saved pages

**TASK #2 Using the Search Function**

1. Select the Search icon

There are three types of search options:

   a. **All**
      i. Search for site navigation within ELM, classes, courses, and programs

   b. **Learning**
      i. Search for classes, courses, and programs

   c. **Navigator**
      i. Search for site navigation with ELM

2. Select the Content Type from the drop down menu

3. Enter keywords or search phrase

4. Select the Next arrows
   a. You will be taken to the Search Results screen

5. To start a new search, select the Search icon from the navigation bar

**TASK #3 Using the NavBar Icon**

The NavBar icon is where most activity will take place. This is where learners can:

- Access learning profiles
- Access and complete trainings
- Browse the ELM catalog
- Self-enroll into courses
- Change passwords
- Update system profile
- Access learning home

If you have any questions pertaining to this information, please contact SPD Training: SPDTraining@spd.in.gov
1. Click on the **NavBar** icon

2. Select the **Navigator** button

3. Select the menu item you would like to view

**Please note:** The navigation menu will stay on the most recently accessed page. To return to your most recent menu location:

1. Select the **Home** button
2. Select the **Navigator** button

To return to the **Main Menu**, select the arrow at the top of the menu.

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**TASK #4  Access Learning Home**

The Learning Home is a personalized, role-based learning home page. It allows for quick access to daily tasks.

The Learning Home is made up of several pagelets including:

- **Quick Links**- Use to navigate to the most frequently accessed learning transactions.
- **Manager Quick Links**- Use to navigate to the most frequently accessed manager transactions.
- **Administrator Quick Links**- Use to navigate to the most frequently accessed administrator transactions.
- **Announcements**- Use to view targeted announcements that can link directly to learning.
- **Search for learning**- Use to find learning quickly using a simple keyword search.

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- Pending Approvals-Use to adjudicate approvals directly from the learning home.
- My Current Learning-Use to view and launch current learning.
- Team Learning-Use to view the learning status for a manager’s direct reports.
- My Learning-Use to view a calendar of learning events in an easy-to-use format.
- My To-Do List-Use to view outstanding learning tasks that you can access directly.
- Highest Rated Learning-Use to view available learning that others have found useful.
- Most Enrolled Learning-Use to view learning opportunities that many others have completed.
- New Learning-Use to view newly available learning opportunities.
- Learning Compliance-Use to view a pivot grid of learner statuses for a particular class, course, or program.
- Survey Results-Use to view a pivot grid of survey results.

Users are able to customize content and the layout of their Learning Home page.

To change the content of your Learning Home:
1. Select the Content link at the top of the page to change the pagelets that appear in the Learning Home.
2. Check/Uncheck the checkbox next to the pagelet option you would like to appear/not appear on your learning home page.
3. Click the Save button.

TO CHANGE TO LAYOUT OF YOUR LEARNING HOME
1. Select the Layout Link at the top of the page.
2. Click the arrows to move pagelets up and down or into neighboring columns.
3. Click “delete pagelet” to remove the selected pagelet from your learning home page.
4. Click the Save button.

If you have any questions pertaining to this information, please contact SPD Training: SPDTraining@spd.in.gov
The Fluid Home gives users quick access to:

- **Announcements**
  - This tile displays a preview of the text of your most recent announcement along with the date on which it was posted. Tap anywhere on this tile to access the Announcements page where you can view a list of learning-related announcements.

- **Current Enrollments**
  - Access the Current Enrollments page where you can view and manage a list of the classes in which you are currently enrolled.

- **Class Schedules**
  - This tile displays the next class session in which you are enrolled. Tap anywhere on this tile to access the My Class Schedule page where you can view info on your upcoming class sessions and webcasts.

- **Learning 360**
  - Access the Learning 360 page where you can view and manage a list of your courses and programs.

**Task #6 Changing Your Password**

There are two ways to change your password for ELM:

1. Select the **Change My Password** menu item
   a. Enter current password
   b. Enter new password
   c. Confirm new password
   d. Select **Change Password** button

If you have any questions pertaining to this information, please contact SPD Training: SPDTraining@spd.in.gov
2. Select the **My System Profile** menu item
   a. Select **Change Password**
   b. Enter current password
   c. Enter new password
   d. Confirm new password
   e. Select **OK** button