

Quick Step Guide to Self-Enroll into the 2019 Pre-Retirement Seminar



Indiana State
Personnel Department

Navigate to <https://elm.gmis.in.gov/psp/lmprd/?cmd=login>

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.

Learners may use their network password, also known as their computer login, as the PeopleSoft password.

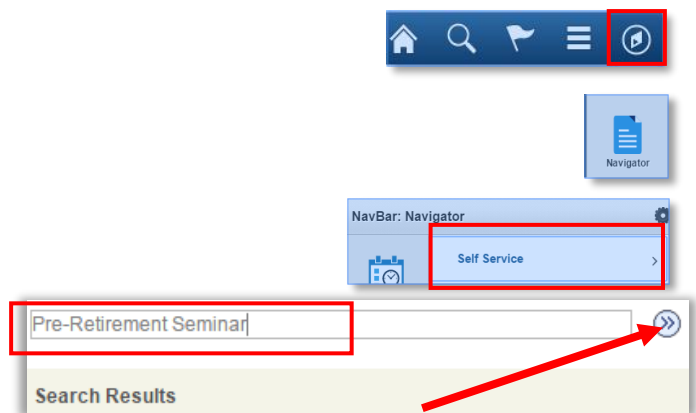
For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

PeopleSoft ELM: Pre-Retirement Seminar Self-Service Quick Step Guide


The following directions will guide you on how to self-enroll into the 2019 Pre-Retirement Seminar

Self-enrolling into training:

1. Click on The **Nav-Bar** Icon
2. Select **Navigator**
3. Select **Self Service>Learning>Find Learning**
4. Use the search bar at the top of the page to search for “**Pre-Retirement Seminar**” and click the **forward arrows**
5. Classes will be listed alphabetically and scroll down the screen until you find “**Pre-retirement Seminar (SPD_00056)**”
6. Once you have located the training, click the **enroll** button next to the correct April or October date. Both seminar dates will take place in the **Auditorium of the Indiana Government Center South**, Indianapolis, Indiana campus.



▼ Pre-retirement Seminar (SPD_00056)

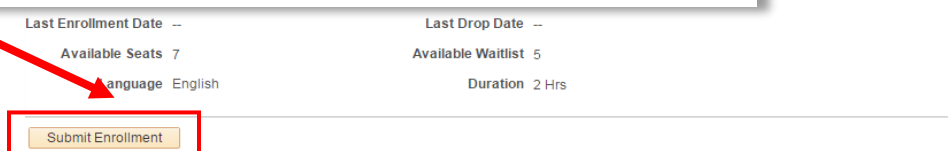
 [Plan for Later](#)

This program is designed to assist state employees with advance retirement planning by providing information useful in making informed decisions. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price	
SPD_00056_042419	Instructor Led Training	1 Days	04/24/2019	Indianapolis, IN		Enroll
SPD_00056_100919	Instructor Led Training	1 Days	10/09/2019	Indianapolis, IN		Enroll

7. Select **Submit Enrollment**

***Please Note** Supervisor approval is required to attend this course. PeopleSoft will send an email notification to your supervisor instructing them to log into ELM to approve your request. Upon authorization, the learner will receive an email notification of approval to attend.



If you have any questions pertaining to this information, please contact INSPD Learning & Development: SPDTraining@spd.in.gov