Internet Explorer is the preferred web browser for the Learning Mgt System.

If you do experience launch or training errors please try the Chrome web browser.

Navigate to https://elm.gmis.in.gov/psp/limprd/?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: Online Training Self Service Quick Step Guide

The following directions will guide you on how complete the E-Orientation course you are already enrolled into for the state of Indiana. It is important to read and follow the instructions carefully. To access the online training, it is important To turn off your pop-up blockers. Generally, this is located under the Tools menu item.

Accessing and completing a web-based training previously enrolled in:

*Please Note the Current Enrollments tile has been removed from the Learning Center and you must follow the steps below to access your trainings.

1. Click on The Nav-Bar Icon

2. Select Navigator

3. Select Self Service>Learning>My Learning

From here you can view all of your trainings. You can arrange the trainings by title, type, status or date by clicking the links. Clicking “Title” will alphabetize the training titles and clicking “Date” will sort the trainings by enrollment or completion dates.

You can also change your view by selecting one from the drop down menu.

If you have any questions pertaining to this information, please contact INSPD Learning & Development Systems Support Team:

SPDTraining@spd.in.gov
4. Please locate E-Orientation under the title column and click on the E-Orientation course title. 

**Do not** click the launch click **Launch** link here.

5. You should now see the Class Progress or Class Syllabus section where you will find all of the components needed to complete this course. You will find two different types of components: Assignments and Web-based modules. This course has 10 total segments.

If you have any questions pertaining to this information, please contact INSPD Learning & Development Systems Support Team: SPDTraining@spd.in.gov
A. The Assignment will require you to review information and complete documents to be turned into your manager or HR staff. **Please note the two assignments in the course will not have launch buttons, you will click directly on the section title to access the information.**

![Class Syllabus](image)

B. Each web-based module will need to be launched. You can pause and start each module at your convenience. After you have watched the module you can close out that window and you will return to the main Activity Syllabus screen to launch the next component. You never want to close the main PeopleSoft screen, only close the pop-up windows.

![Launch](image)

6. Please start with the first assignment component. Click the **New Employee Orientation Online Packet & Resource Guide** link.

a. To complete this assignment you will want to review the New Employee Orientation Packet. This packet contains detailed information important to all new hires.

b. For this assignment please focus on the **paperwork portion**. If you have not done so already you will need to print and complete Form I-9 and all tax and payroll forms. You can keep this webpage open for reference while you complete the training.

7. When you have finished reviewing and printing the information you can minimize or close the page and click the **Return to Previous Page** link to return to the syllabus. (continue with steps on the next page)
8. Now you can launch module two (2) which is a web-based video called New Employee Paperwork & the Onboarding Experience.

This video will launch in a separate window. The following web-based module will go over each form you just printed in detail. You have already opened the New Hire Orientation Packet and can print any of the forms discussed in this video to be turned into HR staff or manager.

**NOTE:** You will need headphones to hear the audio or a speaker at your computer. Closed Captions are automatically turned on.

9. Once you click the Launch link from the Class Progress or Class Syllabus page, it will take you to the Table of Contents page and you will click the launch link again.

**PLEASE NOTE:** 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.

10. Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11. Be sure to navigate all the way to the very last slide of the training component, close out the training and return to the class Syllabus page where you will launch the next component of the class.

11. There are a total of **10 components in the full-time version of this course**, two assignments and 8 web-based training modules.

   You may find additional resources for Online Orientation here: https://www.in.gov/spd/onboarding/2381.htm