

Quick Reference Guide: ELM Learner

Logging In, Searching the Catalog, and Enrolling in a Course

Log-in to the State of Minnesota Self Service Page:

https://portal.s4web.state.mn.us/psp/por91ssap/SELFSERVICE/ENTP/h/?tab=MN_GUEST

1. Enter your User ID
2. Enter your Password
3. Click the Sign-In button

Main Menu

Self Service

State of Minnesota

Sign In

User ID:

Password:

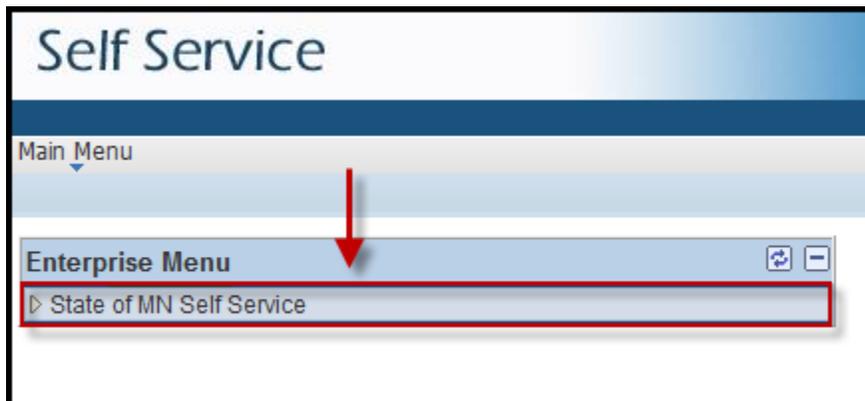
Maintenance Message

Self Service may be unavailable periodically this weekend due to maintenance. If your log on attempt is unsuccessful, please try again later.

Enterprise Menu

- ▷ State of MN Self Service
- [Forgot Your Password?](#)
- [Problems Signing On?](#)
- [Privacy Statement](#)

Click on the State of MN Self Service link



Click on the Learning link

The screenshot shows the 'Self Service' portal for the State of Minnesota. The main navigation bar includes 'Main Menu >' and 'State of MN Self Service'. Below this, there is a sub-section 'Main Menu >' and 'State of MN Self Service' with a folder icon. The main content area is titled 'State of Minnesota Employee Self Service information and activities.' and is divided into a grid of service tiles. The tiles include: 'My Paystub' (View paystub information, View Paystub, Pay Calculation, Instructions), 'My Leave Activity' (View Leave Information, My Leave Activity, Instructions), 'Announcements' (Check for information employees need to know.), 'My profile' (Change My Password and Password Hint. Set options to improve compatibility with screen reading software.), 'Time Entry' (Enter time worked and leave taken.), 'Other Payroll' (Update and view all other payroll self service such as tax data, W-2 forms and direct deposit. W-4 and MWR, W-2 Information, Direct Deposit, 6 More...), 'First Report of Injury' (Links for supervisors or workers' compensation coordinators to report work related injuries or incidents. First Report of Injury, Injury Reporting Checklist), and 'Learning' (View and maintain learning records and objectives, and browse and search the learning catalog.. Search Catalog, Browse Catalog, All Learning, 4 More...). The 'Learning' link is highlighted with a red box and a red arrow pointing to it.

Self Service

Main Menu > State of MN Self Service

Main Menu >

State of MN Self Service

State of Minnesota Employee Self Service information and activities.

My Paystub
View paystub information.
[View Paystub](#)
[Pay Calculation](#)
[Instructions](#)

My Leave Activity
View Leave Information
[My Leave Activity](#)
[Instructions](#)

Announcements
Check for information employees need to know.

My profile
Change My Password and Password Hint. Set options to improve compatibility with screen reading software.

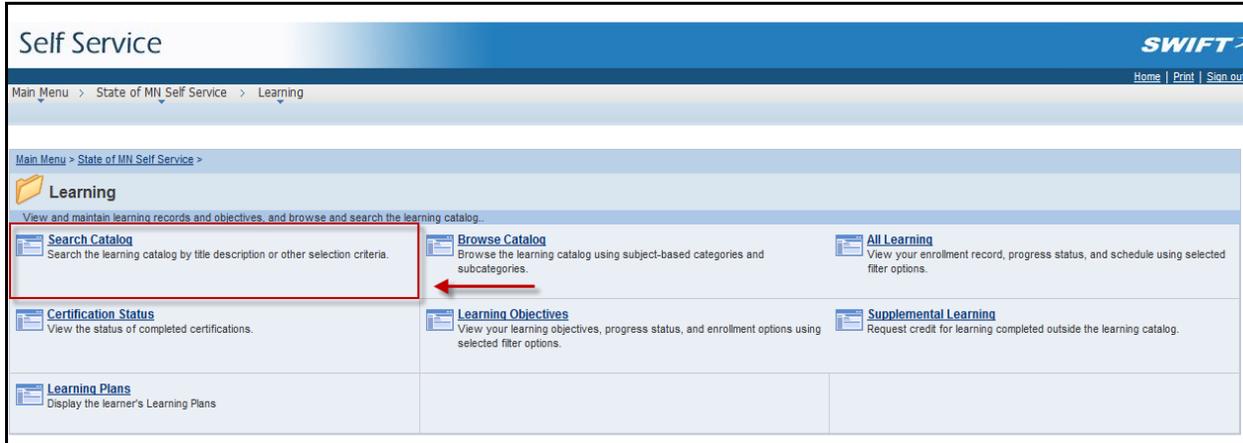
Time Entry
Enter time worked and leave taken.

Other Payroll
Update and view all other payroll self service such as tax data, W-2 forms and direct deposit.
[W-4 and MWR](#)
[W-2 Information](#)
[Direct Deposit](#)
[6 More...](#)

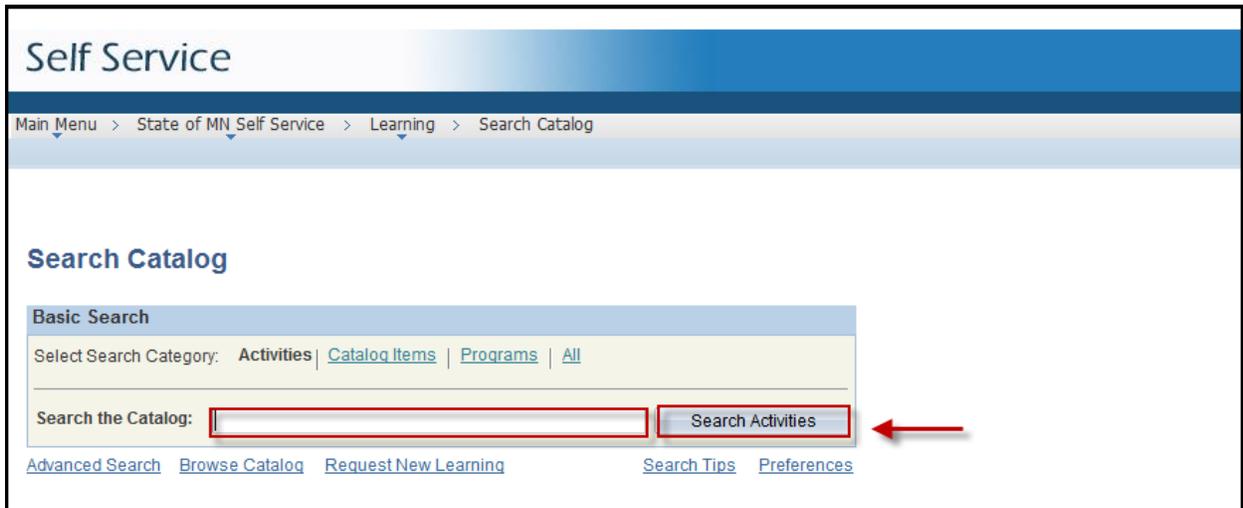
First Report of Injury
Links for supervisors or workers' compensation coordinators to report work related injuries or incidents
[First Report of Injury](#)
[Injury Reporting Checklist](#)

Learning
View and maintain learning records and objectives, and browse and search the learning catalog..
[Search Catalog](#)
[Browse Catalog](#)
[All Learning](#)
[4 More...](#)

From the Learning page, click on the Search Catalog link



Enter the name of the class you are searching for and click the **Search Activities** button



Click the **Enroll** button to enroll in the class you want to attend

Self Service

Main Menu > State of MN Self Service > Learning > Search Catalog

Search Catalog

Basic Search

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)

Search Results: [Previous](#) [Next](#)

Results 1 - 3 of 3 for ELM learner

[ELM Administrators \(G10MMB1114\)](#) Classroom [Enroll](#)
This instructor-led class will teach ELM administrators how to: create learner groups, build a catalog, create certificate programs create profiles, and other ELM capabilities

This activity Starts on 07/23/2013 in [Centennial Office Building](#) at a price of 0.00 USD

[ELM Administrators \(G10MMB1114\)](#) Classroom [Enroll](#)
This instructor-led class will teach ELM administrators how to: create learner groups, build a catalog, create certificate programs create profiles, and other ELM capabilities

This activity Starts on 07/30/2013 in [Centennial Office Building](#) at a price of 0.00 USD

[ELM Learner \(G10MMB1111\)](#) Web-based Training [Enroll](#)
This on-line class teaches State employees how to search and browse for classes, enroll in and drop classes, register for certification programs and request credit for supplemental learning.

This activity Starts on 05/28/2013 at a price of 0.00 USD

Click on the **Enroll** button on the bottom of the page

Self Service

Main Menu > State of MN Self Service > Learning > Search Catalog

Activity Details

ELM Learner

You can view further details about the Activity by selecting the various links. You can enroll in the activity by selecting the Enroll button or add the activity to your Learning Plan by selecting the Add to Plan button.

Activity Name:	ELM Learner	Type:	Web-based Training
Activity Code:	G10MMB1111a	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Education Units:	0.00		
Start Date:	05/28/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	0
Language:	English		

[Overview](#) [Objectives Met](#) [Schedule](#) [Prerequisites](#) [Notes and Attachments](#)

Description:
This on-line class teaches State employees how to search and browse for classes, enroll in and drop classes, register for certification programs and request credit for supplemental learning.

Activity Syllabus
To receive credit for this activity you must complete all required tasks.

1 **web class**
Required Web-based

 **Enroll** Add To Plan

Click on the **Submit Enrollment** button

Self Service

Main Menu > State of MN Self Service > Learning > Search Catalog

Enroll In Activity

Review Information

Snyder, Lisa A, StatProAdm, Enterprise Learning Mgmt

Activity Name:	ELM Learner	Type:	Web-based Training
Activity Code:	G10MMB1111a	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Education Units:	0.00		
Start Date:	05/28/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	0
Language:	English		

Submit Enrollment [Search Catalog](#) [Browse Catalog](#)

You will be notified that the enrollment is now confirmed. Your manager, supervisor or training coordinator will now need to complete your enrollment to confirm your seat in the course.

Self Service

Main Menu > State of MN Self Service > Learning > Search Catalog

Enroll In Activity

Enrollment Confirmation

Snyder, Lisa A, StatProAdm, Enterprise Learning Mgmt

You have successfully enrolled in ELM Learner. This change in status will be updated on the All Learning page.

Activity Name:	ELM Learner	Type:	Web-based Training
Activity Code:	G10MMB1111a	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Education Units:	0.00	Confirmation Number:	1351851
Enrollment Status:	Enrolled	End Date:	--
Start Date:	05/28/2013	Last Drop Date:	--
Last Enrollment Date:	--		

[Launch](#)

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

