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## **Introduction to ELM**



**Enterprise Learning Management (ELM) is the state's learning management system, developed by Oracle/PeopleSoft. ELM is an internet-based solution for managing and delivering learning content.**

**ELM enables agencies to register, track, deliver and report on learning delivered through classroom, seminar, video or e-learning platforms.**

**Learners can access training offered by the State or by some outside vendors.**

## Introduction to ELM (cont.)



ELM allows Learners:

- ❖ To view and update learning from a single page and monitor their current certificate status.
- ❖ To create learning plans to manage development goals and progress.
- ❖ To view course schedules.

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## Introduction to ELM (cont.)

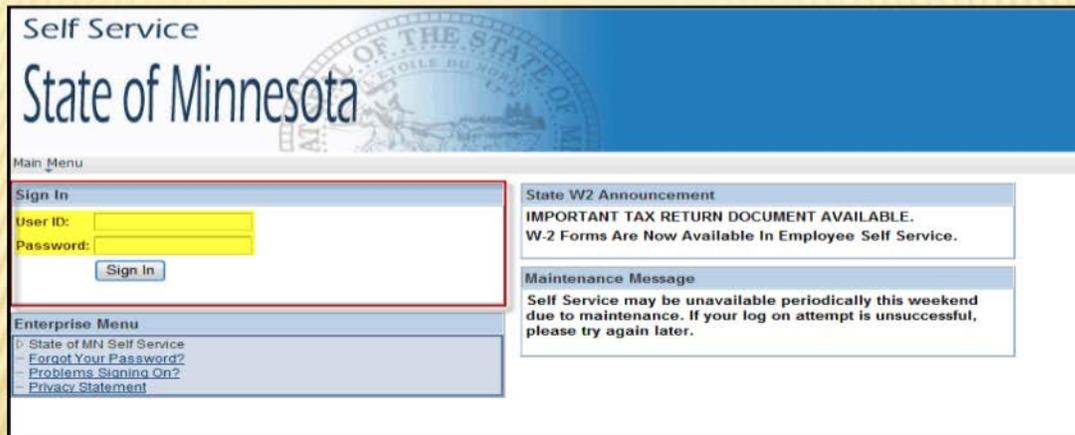


ELM allows:

- ❖ The learning history to follow an employee who transfers to another agency
- ❖ 24/7 availability. Employees have control of when they wish to access learning. Keep in mind that a non-exempt employee must obtain approval from their supervisor/manager before accessing learning opportunities outside of the employee's regular schedule.

# Access ELM From Self Service

**ELM**  
Enterprise Learning Management

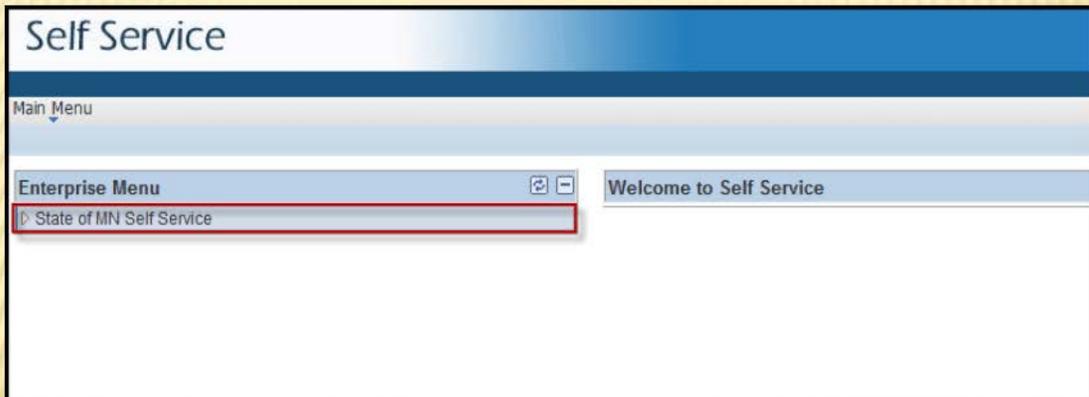


The screenshot displays the 'Self Service' interface for the State of Minnesota. At the top, the text 'Self Service' and 'State of Minnesota' is visible, along with the state seal. Below this is a 'Main Menu' section containing a 'Sign In' form with fields for 'User ID' and 'Password', and a 'Sign In' button. To the right of the sign-in form are two announcement boxes: 'State W2 Announcement' with the text 'IMPORTANT TAX RETURN DOCUMENT AVAILABLE. W-2 Forms Are Now Available In Employee Self Service.' and 'Maintenance Message' with the text 'Self Service may be unavailable periodically this weekend due to maintenance. If your log on attempt is unsuccessful, please try again later.' Below the sign-in form is an 'Enterprise Menu' with links for 'State of MN Self Service', 'Forgot Your Password?', 'Problems Signing On?', and 'Privacy Statement'.

To access ELM from Self Service use the same process used to access other functions of Self Service, such as time reporting. Fill out the User ID field and the Password field. Clicking the sign-in button will take you to your Self Service options.

# Access ELM From Self Service

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Enterprise Learning Management



Click on this link to access the options including the Learning Tab within Self Service.

# Access ELM From Self Service

**ELM**  
Enterprise Learning Management

The screenshot shows the 'Self Service' portal for the State of Minnesota. The page title is 'Self Service' and it includes a 'SWIFT' logo. The breadcrumb trail is 'Main Menu > State of MN Self Service'. The main content area is titled 'State of MN Self Service' and contains several sections:

- 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. Includes W-4 and MVB, W-2 Information, Direct Deposit, S.Marc...
- Benefits**: Link to insurance information and enrollment. Includes Benefits Summary, Dependent Coverage, Benefits Enrollment.
- My Personal Information**: Update home address, phone numbers, email address, and emergency contact information. View name and marital status. Includes Skills Profile, Personal Information Summary, Home and Mailing Address, S.Marc...
- First Report of Injury**: Link for supervisors or workers' compensation coordinators to report work related injuries or incidents. Includes First Report of Injury, Injury Reporting Checklist.
- Need Assistance?**: If you have questions or you are having problems with this website. Includes Problems with website?, Employee Contacts.
- Learning**: View and maintain learning records and objectives, and browse and search the learning catalog. Includes Search Catalog, Browse Catalog, All Learning, S.Marc...

The 'Learning' folder is highlighted with a red border.

Click on the **Learning** folder on this page to take you to ELM.

# Search the Catalog

**ELM**  
Enterprise Learning Management

The screenshot shows the 'Learning' section of the ELM interface. At the top, there is a header with the 'Learning' title and an 'Edit "Learning" Folder' link. Below this is a sub-header: 'View and maintain learning records and objectives, and browse and search the learning catalog.' The main content area is a grid of six links, each with a small icon and a brief description:

- Search Catalog**: Search the learning catalog by title description or other selection criteria. (This link is highlighted with a red box in the original image.)
- Browse Catalog**: Browse the learning catalog using subject-based categories and subcategories.
- All Learning**: View your enrollment record, progress status, and schedule using selected filter options.
- Certification Status**: View the status of completed certifications.
- Learning Objectives**: View your learning objectives, progress status, and enrollment options using selected filter options.
- Supplemental Learning**: Request credit for learning completed outside the learning catalog.

At the bottom of the grid is a link for **Learning Plans**: Display the learner's Learning Plans.

If you are looking for a specific class, searching the catalog is your best option. Click on the **Search Catalog** link to find a class.