

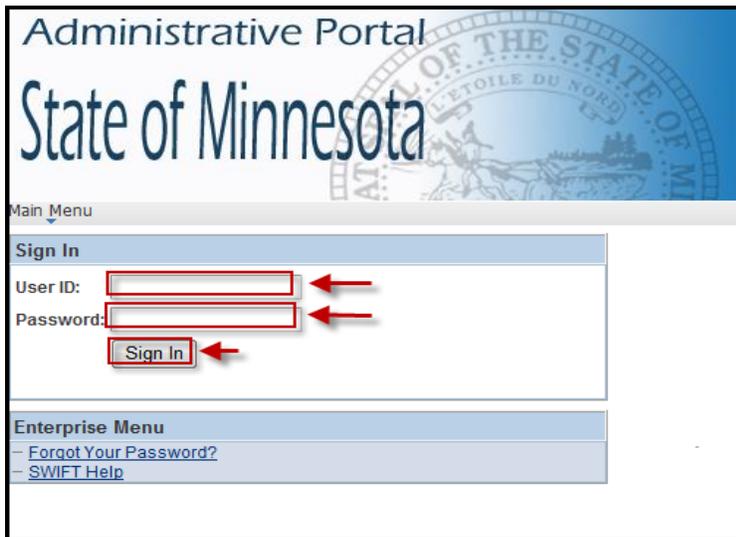
Quick Reference Guide: ELM Manager

View Team Learning and Approve/Deny Learning Requests

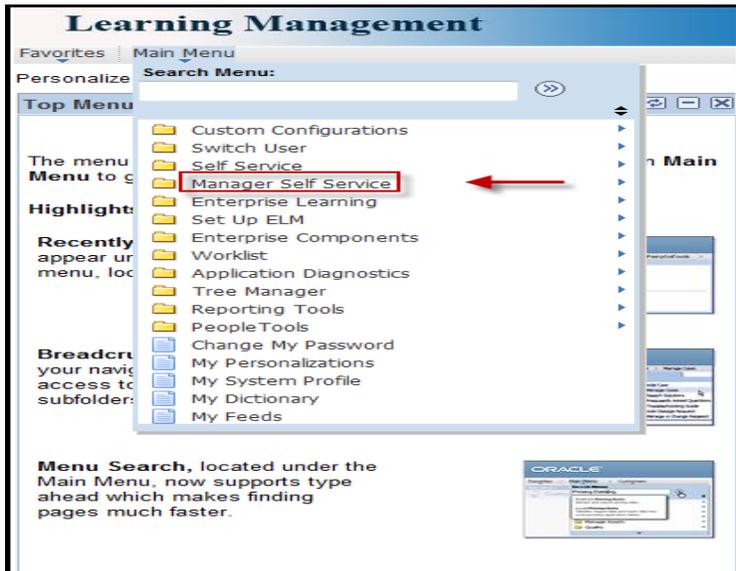
Access ELM through the **Administrative Portal**:

https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Use your Self-Service User ID and Password to log-in.



- 1) Click on **Learning Management Access**
- 2) Click on **Learning Management Production**
- 3) Click the Manager Self Service link



Click the Team Members link

Learning Management

Favorites | Main Menu > Manager Self Service

Manager Self Service

Manager Self Service

Self Service transactions include: browsing and searching the catalog, enrolling employees, creating supplemental learning and reviewing an employee's learning transac

Team Members
View your team members, apply actions to one or more employees, and manage enrollment approval requests.

Search Catalog
Search the learning catalog by title, description, or other selection criteria.

Team Learning
Review your team members enrollment record, progress status, and schedule using selected filter options.

Certification Status
Review your team members certification status.

Supplemental Learning
Request credit for learning completed by your team members outside the learning catalog.

Team Learning Plans
View the team members Learning Plans

View Team members here

Learning Management

Favorites | Main Menu > Manager Self Service > Team Learning > Team Members

Team Members

Team Members is a list of all your direct reports. You can view details about each member's learning by selecting from the Go To pull-down and clicking the Go button. If any of your team members have direct reports, you can view their team by choosing the team member in the View pull-down and clicking the Go button. Learning Approvals is a list of your team's pending learning requests. You can also approve or decline requests on this page. If you would like to see more information about a request click the name of the learning activity or program.

Pending Approvals

Team Members Customize | View All | First 1 of 1 Last

Team Member	Type	Name	Price	Approval Details
<input type="checkbox"/> Canavan, Ann M	Activity	Introduction to Sharepoint	0 USD	Details

Select All Clear All

Approve Deny

Team Members

View Team Members Reporting To: Landherr, William M Go

Direct Reports -- Landherr, William M Customize | Find | View All | First 1-5 of 5 Last

Name	Job Title	*Action
<input type="checkbox"/> Bromley, Lovlie M	Ofc&AdSpSr	Go To... Go
<input type="checkbox"/> Kosharek, Kathleen M.	MGTCONSSR	Go To... Go
<input type="checkbox"/> Hieb, Terri H	Ofc&AdSpPr	Go To... Go
<input type="checkbox"/> Canavan, Ann M	StatProAdm	Go To... Go
<input type="checkbox"/> Parins, Charles Lawrence	Ofc&AdSpSr	Go To... Go

Select All Clear All *Group Actions: Select... Go

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

View pending approvals and Approve or Deny pending learning requests here by clicking on the box before the name and clicking on the Approve or Deny buttons.

Learning Management

Favorites | Main Menu > Manager Self Service > Team Learning > Team Members

Team Members

Team Members is a list of all your direct reports. You can view details about each member's learning by selecting from the Go To pull-down and clicking the Go button. If any of your team members have direct reports, you can view their team by choosing the team member in the View pull-down and clicking the Go button. Learning Approvals is a list of your team's pending learning requests. You can also approve or decline requests on this page. If you would like to see more information about a request click the name of the learning activity or program.

Pending Approvals

Team Members Customize | View All | First 1 of 1 Last

<input type="checkbox"/>	Team Member	Type	Name	Price	Approval Details
<input checked="" type="checkbox"/>	Canavan, Ann M	Activity	Introduction to Sharepoint	0 USD	Details

[Select All](#)
 [Clear All](#)

Team Members

View Team Members Reporting To:

Direct Reports -- Landherr, William M Customize | Find | View All | First 1-5 of 5 Last

<input type="checkbox"/>	Name	Job Title	*Action	
<input type="checkbox"/>	Bromley, Lovlie M	Ofc&AdSpSr	Go To...	<input type="button" value="Go"/>
<input type="checkbox"/>	Kosharek, Kathleen M	MGTCONSSR	Go To...	<input type="button" value="Go"/>
<input type="checkbox"/>	Hieb, Terri H	Ofc&AdSpPr	Go To...	<input type="button" value="Go"/>
<input type="checkbox"/>	Canavan, Ann M	StatProAdm	Go To...	<input type="button" value="Go"/>
<input type="checkbox"/>	Parins, Charles Lawrence	Ofc&AdSpSr	Go To...	<input type="button" value="Go"/>

[Select All](#)
 [Clear All](#)

*Group Actions:

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

You can now see that the approval is complete.

Learning Management

Favorites | Main Menu > Manager Self Service > Team Learning > Team Members

Learning Approvals

View your approval transactions. You can select the Team Member name to view their user profile and select the Learning name to view your team members progress and the details of the learning.

Your transaction has been processed. Table below shows the new status.

Team Member	Type	Name	Price Per Seat	Status
Canavan, Ann M	Activity	Introduction to Sharepoint	0 USD	Enrolled

[Return To Previous Page](#)