

# Registration Instructions for Core Programs in Learning Management

## Introduction

Follow the instructions identified in this document to register for a Core Curriculum Program that includes eLearning pre-work and classroom sessions. Core Curriculum Programs include: Human Resource Core, Manager Core, and Supervisor Core.

### Important Reminders:

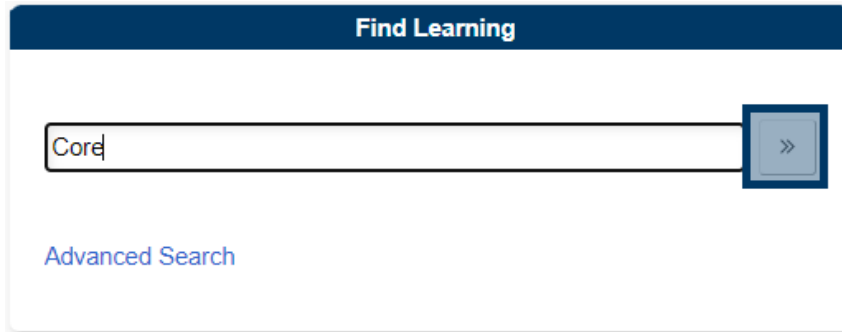
- **Fund encumbrance** and **supervisor approval** are required in order to complete enrollment into and before attending any fee-based class, including any of the Core programs. Check with your agency's accounting/business office staff **before registering** to make sure you are following your agency's purchasing/encumbrance procedures.
- It is highly recommended that **ALL** pre-work, which includes all eLearning modules, be completed **at least four days before the start of the class sessions**.
- If you cannot attend a specific session, please work with the Core Program Coordinator to schedule a makeup session. Do not drop the Core class or program.
- **New Supervisors and Managers:** You are required to complete the Supervisor Core or Manager Core Curriculum Program before the end of your probation period.

## Registration Instructions

- a. Log into **Self-Service** with your Username (employee ID) and password.
- b. Select the *Learning Management* tile.

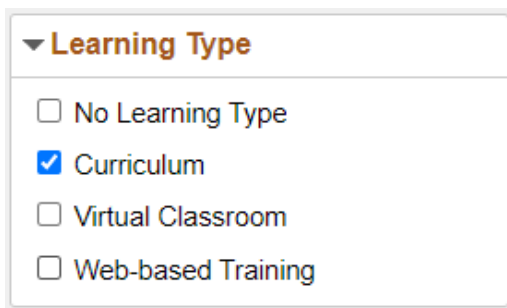


- c. In the *Find Learning* tile enter in the word **Core** in the box provided then select the double arrows, which is the search button.



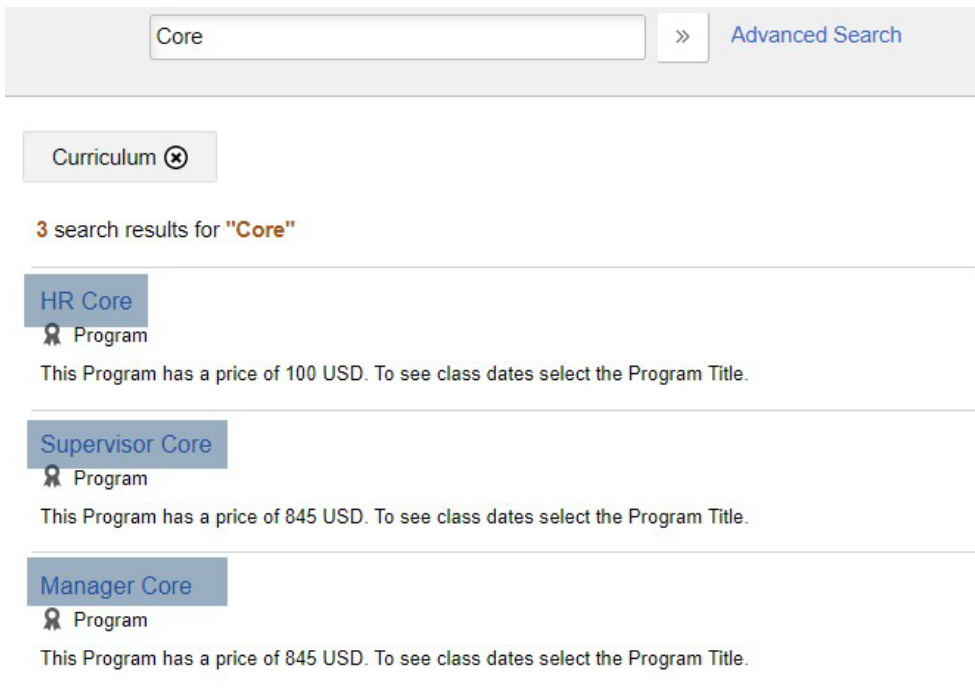
The image shows a search interface titled "Find Learning". It features a text input field containing the word "Core" and a search button with a double arrow icon. Below the input field is a link labeled "Advanced Search".

- d. In the *Learning Type* list, located on the left side of the screen, select the box labeled *Curriculum*.



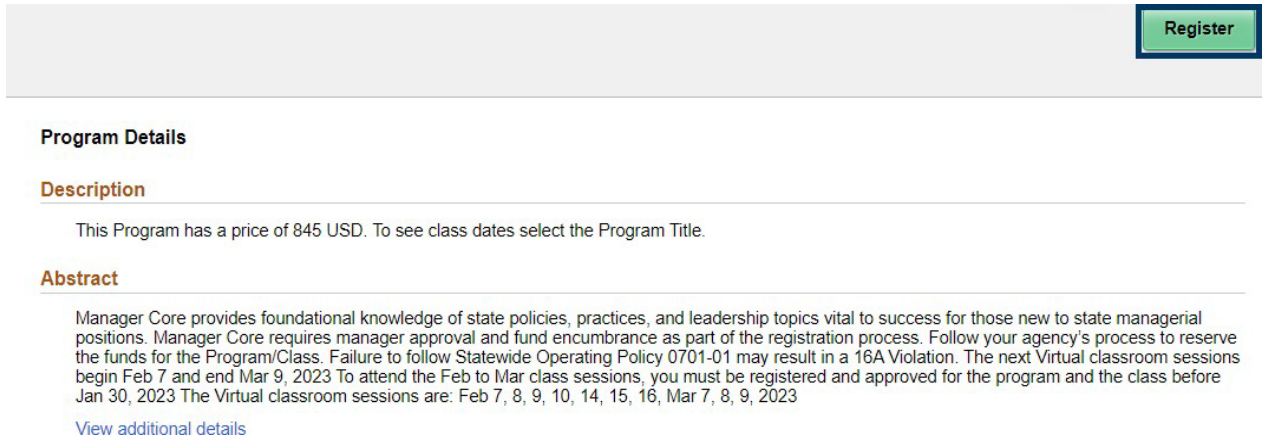
The image shows a dropdown menu titled "Learning Type". It contains four options with checkboxes: "No Learning Type", "Curriculum" (which is checked), "Virtual Classroom", and "Web-based Training".

- e. Available Core programs should display in the search results area. In the search results area, select the *Title* of the Core program you want to register in.

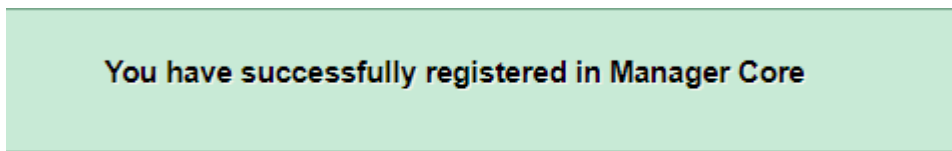


The image shows the search results for "Core". At the top, there is a search bar with "Core" entered and a search button. Below the search bar, there is a filter for "Curriculum" with a close button. The results section shows "3 search results for 'Core'". The first result is "HR Core", which is a program with a price of 100 USD. The second result is "Supervisor Core", which is a program with a price of 845 USD. The third result is "Manager Core", which is a program with a price of 845 USD. Each result includes a program icon and a note to select the program title to see class dates.

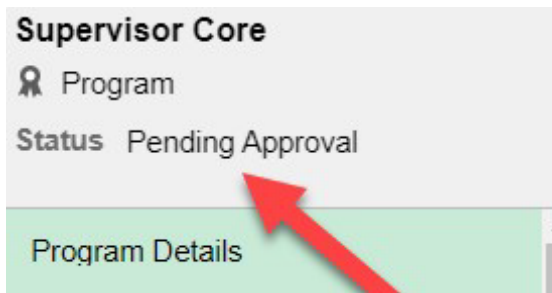
- f. The Program Details page should display. Select the *Register* button located in the upper right corner of the page.



- g. A banner that states that you have successfully registered should briefly display. This banner means that you are now in pending approval status for the program.



- h. The Program Details page should now display with the status of **Pending Approval**.



- i. Select the Home icon located in the upper right corner of the page to return to the **Home** page.



## Registration Information

You should receive an e-mail at the top of the next hour stating that you are pending approval for enrollment into the Core program. In addition, your supervisor should receive an e-mail requesting approval of your enrollment into the Core program; and the Core Curriculum in your My Learning page in Learning Management should display as "Pending Approval".

Once the funds have been encumbered and your supervisor has approved your enrollment into the Core program in the Learning Management system:

- The Core curriculum in your My Learning page should display as "In-Progress".
- You are enrolled in the pre-work eLearning modules and you should receive an enrollment confirmation e-mail from ELM.Notification@state.mn.us for each module.
- You may start to complete your Core web-based eLearning modules at any time after you are approved for the Core program.
- You are also enrolled in the next available Core class and should receive an email notification from ELM.Notification@state.mn.us. (Please note that, due to demand, the next available Core class may not be the next Core class that is scheduled.)

## Notes

- *If you did not receive the notifications in your Inbox, please check in your Spam/Deleted/Junk folders.*
- *To add the session appointments to your Outlook calendar, double click on the calendar icons in the gray area above the message.*
  - *Select the **Yes** button on the message.*
  - *Select the **Save** icon to add the appointment to your calendar.*
- ***Remember It's highly recommended that ALL pre-work, which includes eLearning modules, be completed prior to the classroom sessions.***
- *For Learning Management questions, please review the [ELM Managers Features](#) guide for approval questions and the [ELM Enrollment Instructions](#) for helpful tips on launching and viewing eLearning in Learning Management.*
- *Please contact your Agency Learning Management Key Administrator if you have questions on curriculum program registrations.*