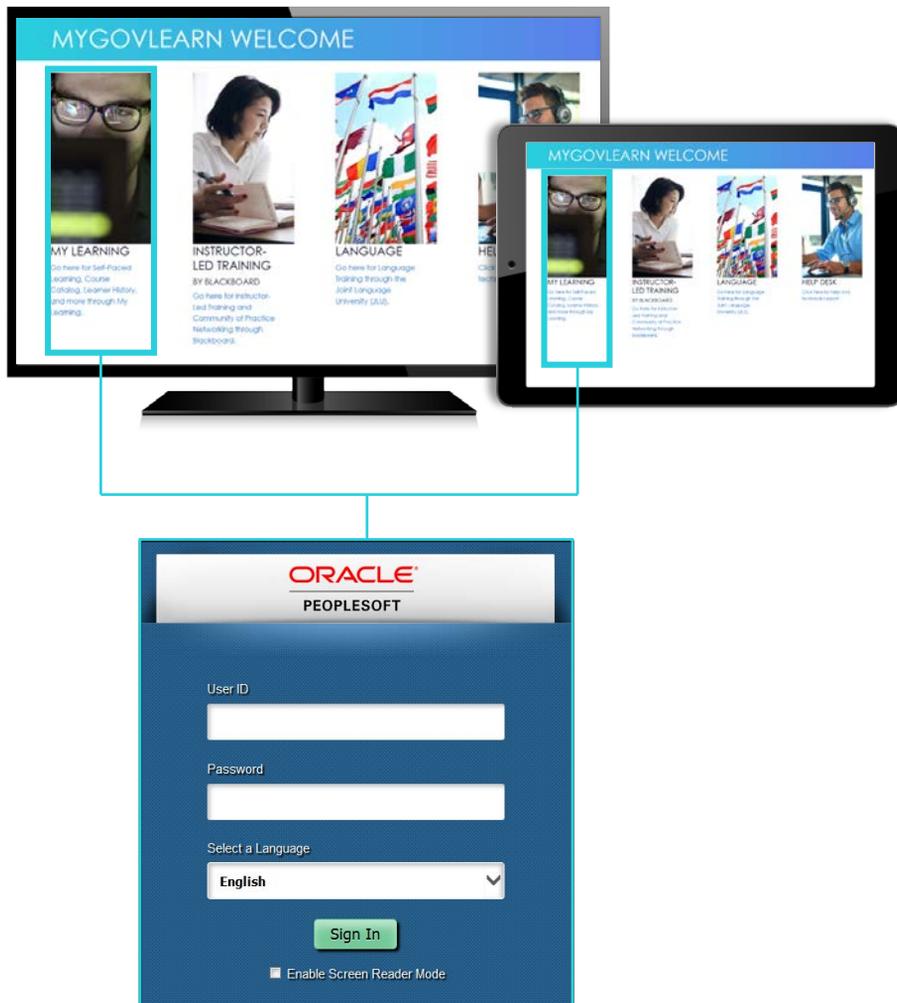


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**NAVIGATING ELM**  
REFERENCE GUIDE

NAVIGATING ELM



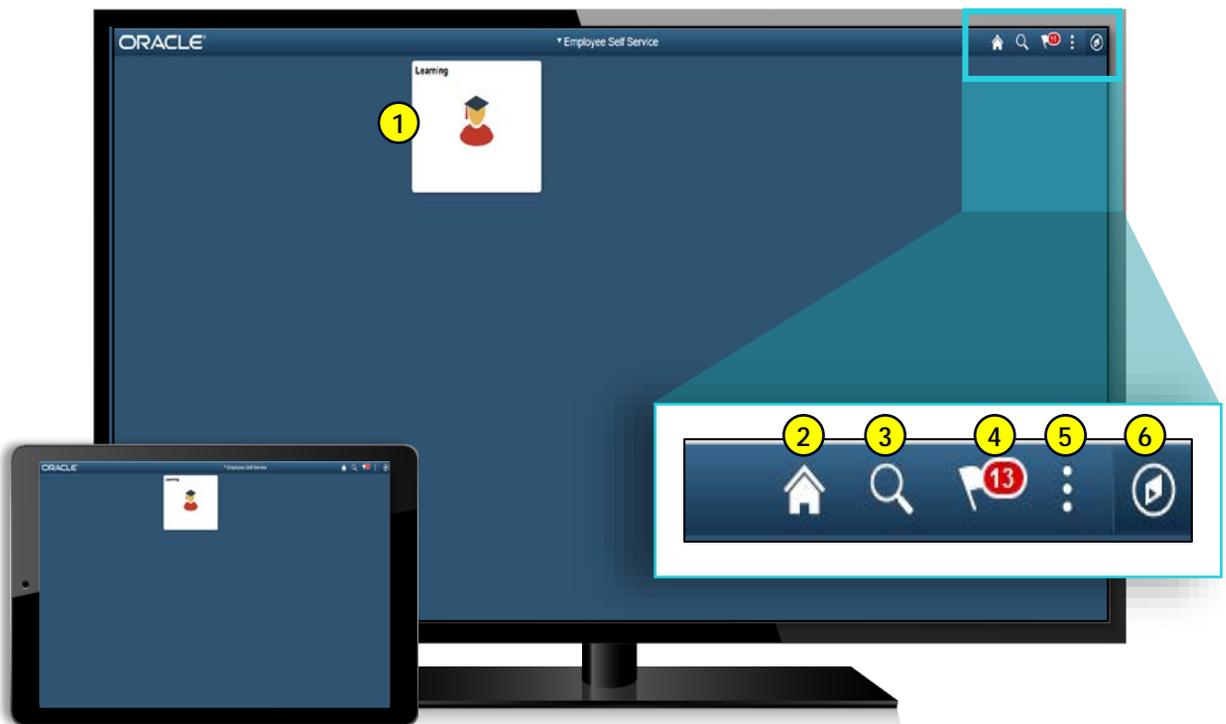
**TO ACCESS ELM**

Click on the My Learning icon on the MyGovLearn welcome page.

A separate window open and displays the ELM login page. The Oracle PeopleSoft login page displays.

Enter your User ID and Password.

## NAVIGATING ELM

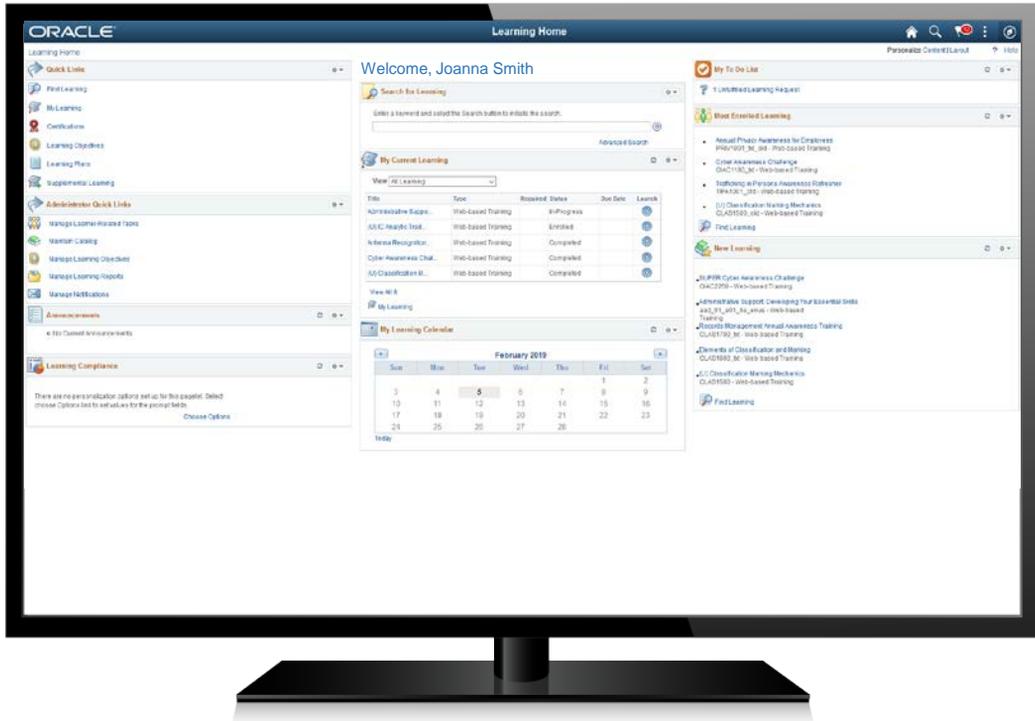


The fluid home page appears after login. This feature is beneficial when using mobile devices such as a tablet.

- 1 Learning**  
Tile displays by default and provides access to the My Learning and Find Learning pages.

Additional controls appear at the top of fluid pages:

- 2 Home**  
Click to return to the home page.
- 3 Search**  
Click to search for a course.
- 4 Notifications**  
Click to view alerts.
- 5 Actions**  
Click to sign out of ELM and perform actions such as creating a favorite.
- 6 NavBar**  
Click to view the ELM menu.



The Learning Home is a dashboard view of information and a way to quickly navigate to a page.

**Quick Links**

pagelet displays the most frequently accessed pages (ex: My Learning).

**Search**

for Learning pagelet provides the ability to search for a course in the catalog.

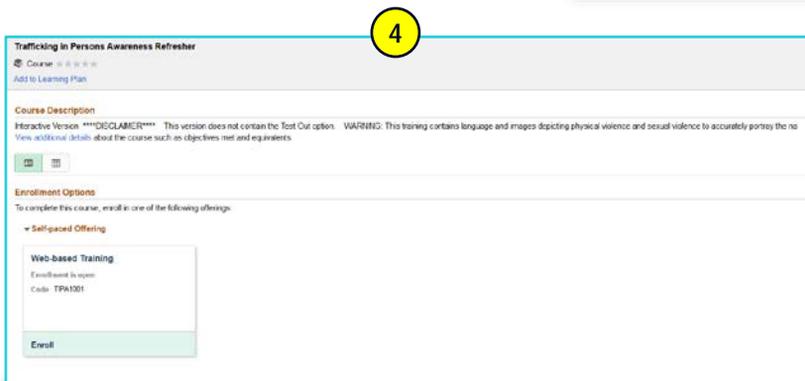
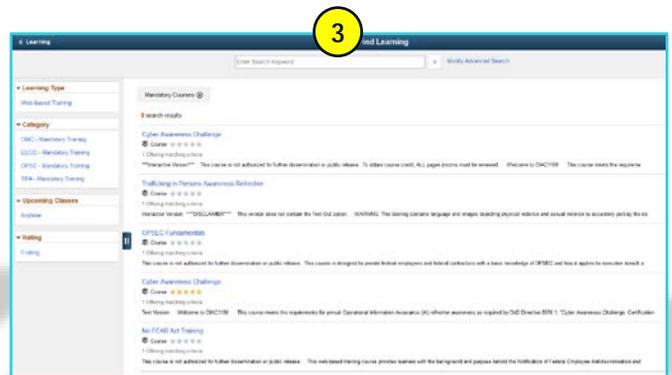
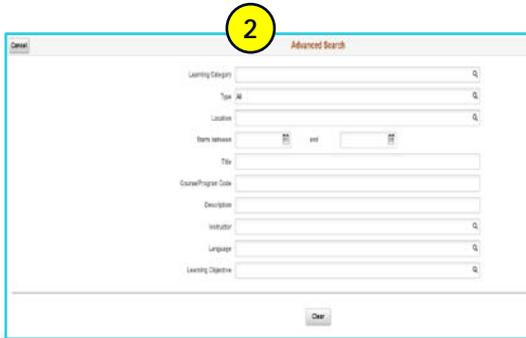
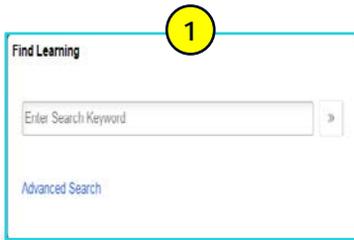
**My Current Learning**

pagelet lists current training. Click the Launch button next to the listed course to view the training.

**New Learning**

pagelet displays training that as been recently added to the course catalog.

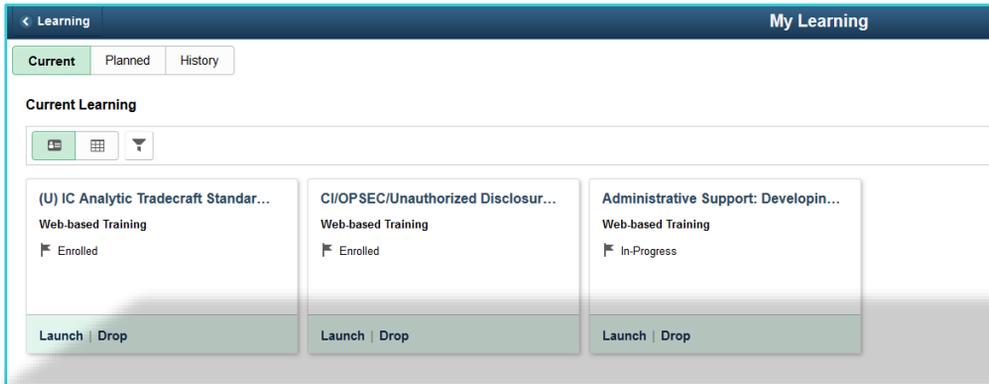
NAVIGATING ELM



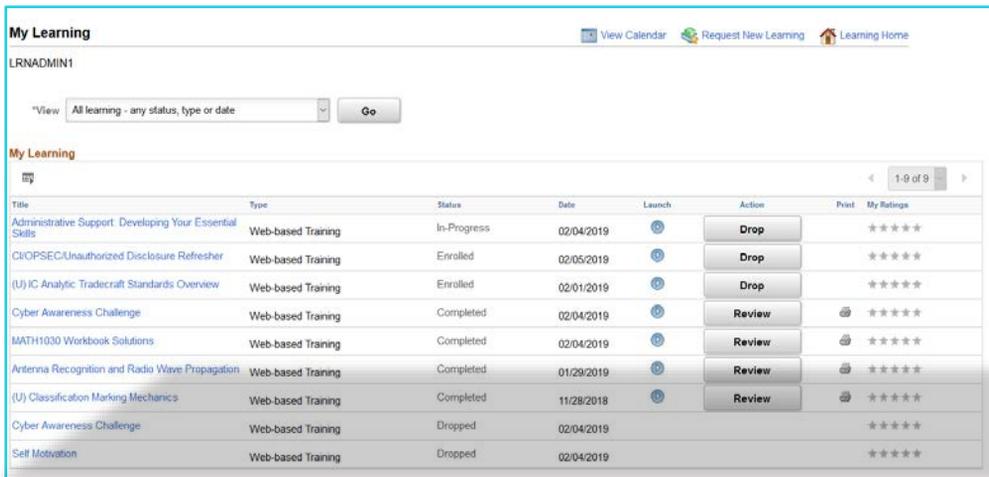
- 1 Use the **Find Learning** feature to quickly search for a course by keyword.
- 2 Click the **Advanced Search** link to find a course using multiple search criteria.
- 3 The **course catalog** lists all available training. Learners can filter by category or learning type.
- 4 Click the **Course Name** link displays another page with additional details about the training.

Clicking the **Enroll** link adds the training to your learning.

My Learning (Fluid View)



My Learning (Classic View)



The My Learning page displays current, planned, and completed training.

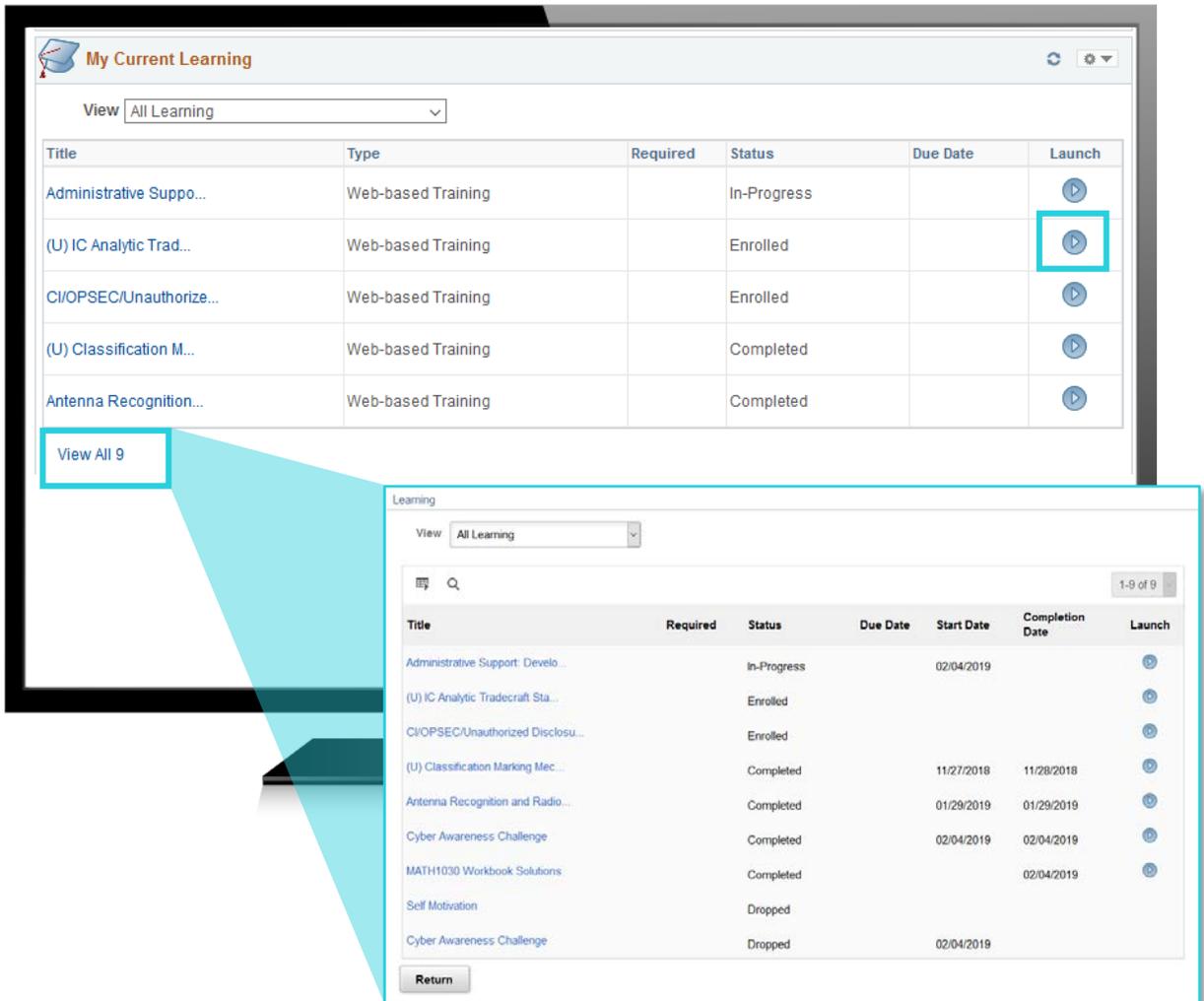
The following features are available from this page:

Learners click the **Launch** button to start the training. Training can be launched from the My Learning - Current page and the Learning Home page.

Clicking the **Drop** button removes the course from the individual's planned learning.

Learners can view planned/currently enrolled training (*Enrolled*), training that has started but not yet completed (*In-Progress*), and completed training (*Historical; Completed*)

NAVIGATING ELM

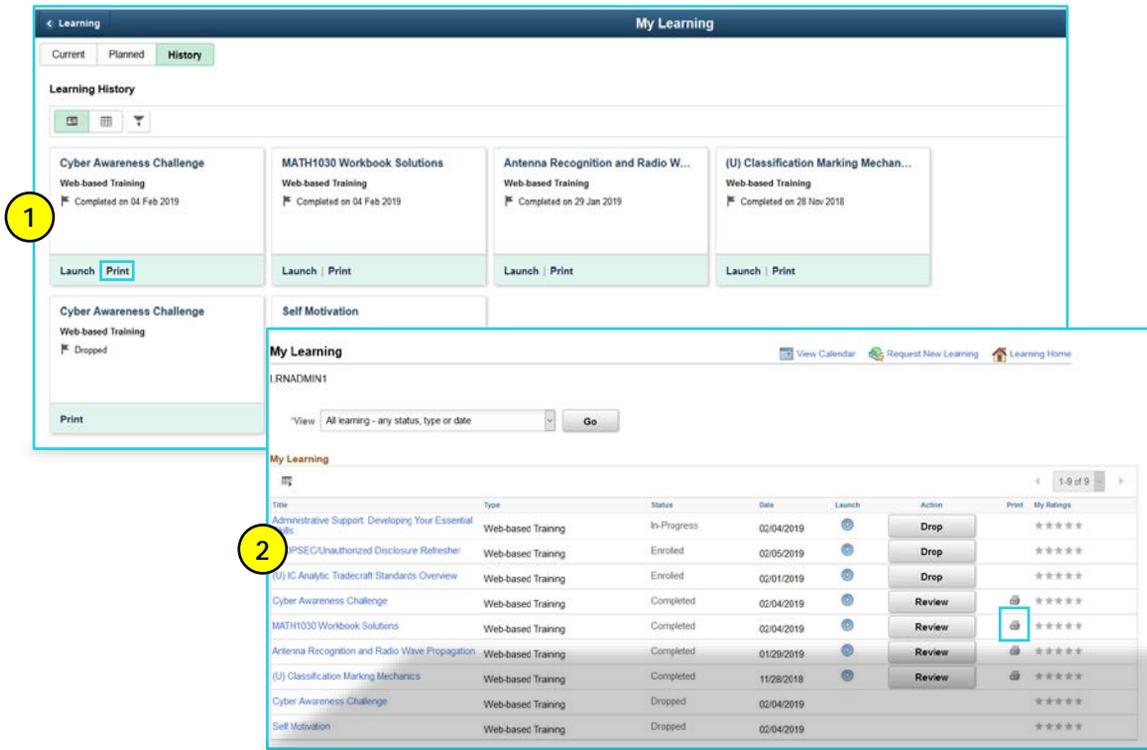


Learners can also launch courses from the Learning Home page.

Use the My Current Learning pagelet to view all training or mandatory training. Click the **View** dropdown and select the appropriate option (All Learning or Required Learning).

The pagelet displays only the first five courses in the list. Learners can click the **View All** link at the bottom of the grid to display a complete list of courses, as indicated by the number displayed next to the link.

NAVIGATING ELM



Upon completing the training and passing the associated course assessment (if applicable), learners can print a certificate of completion from the My Learning page.

**1 Fluid View**

On the My Learning - History page the learner clicks the **Print** link that displays within the course pagelet.

**2 Classic View**

On the My Learning page, the learner clicks the **Print** icon that displays on the row associated with the course.