

ELM Computer Assisted Training Self Enrollment Instructions

1. In order to view the Computer Assisted Trainings in ELM, you must have Adobe Flash Player 8,0 or higher installed on your computer. To check which version of the Adobe Flash Player is currently installed, visit <http://www.adobe.com/software/flash/about/> . There will be a box on the screen that looks similar to the following:



2. If you don't have version 8,0 or higher installed, you will need to contact IOT Customer Service at (317) 234-HELP (4357) to get your version of Adobe Flash Player upgraded.
3. Once you have checked your Adobe Flash Player version, open a web browser and visit <https://hr.gmis.in.gov/psp/Imprd/EMPLOYEE/ELM/?cmd=login> .
4. Enter your **User ID**, then press the **Tab** key or left mouse click inside the password field.



ELM Computer Assisted Training Self Enrollment Instructions

5. Type your **Password**, then click **Sign In**.

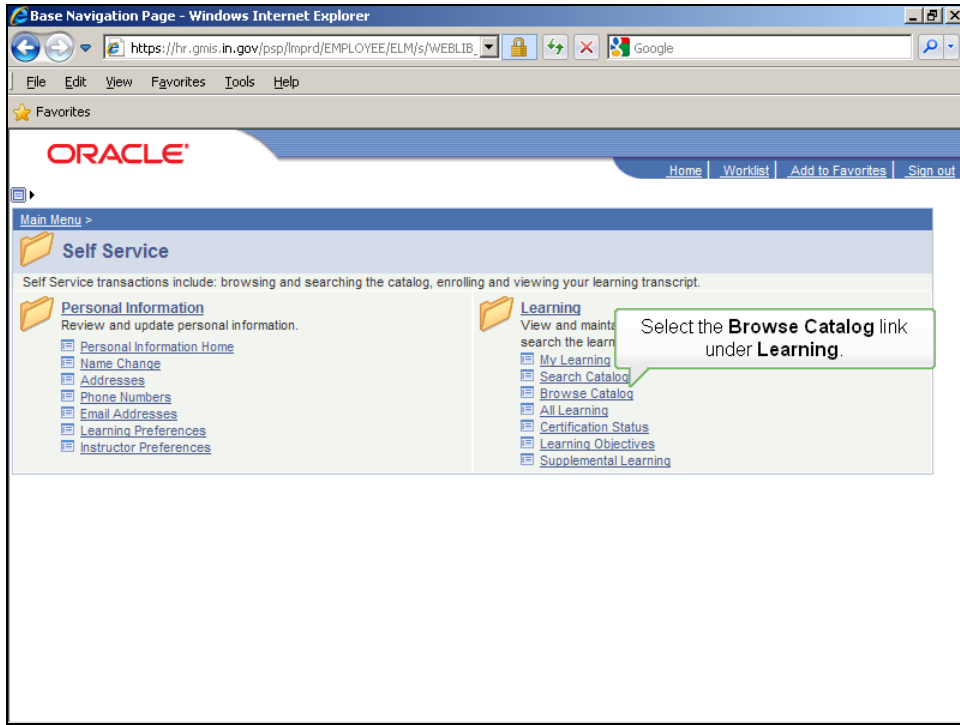


6. Click the **Self Service** link under **Menu**.

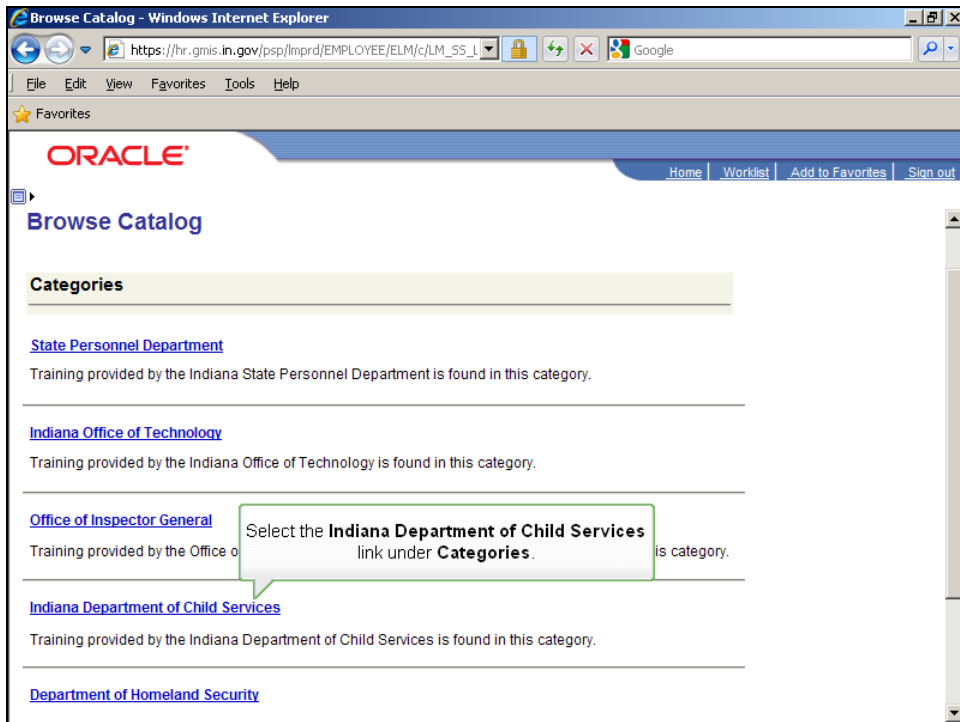


ELM Computer Assisted Training Self Enrollment Instructions

7. Click the **Browse Catalog** link under **Learning**.

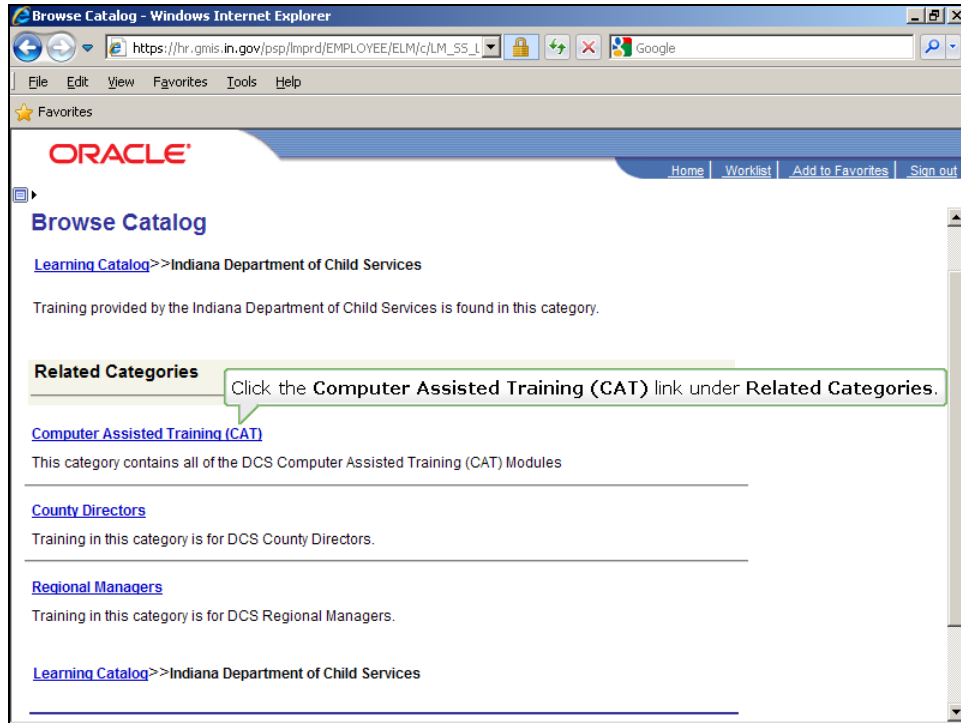


8. Click the **Indiana Department of Child Services** link under **Categories**.

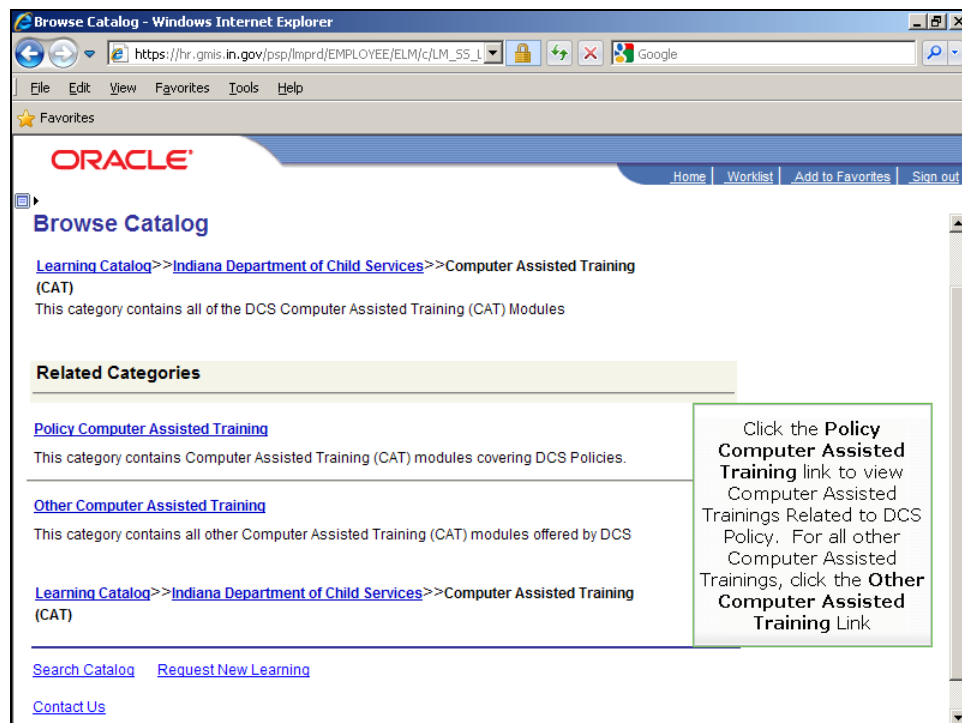


ELM Computer Assisted Training Self Enrollment Instructions

9. Click the **Computer Assisted Training (CAT)** link under **Related Categories**.

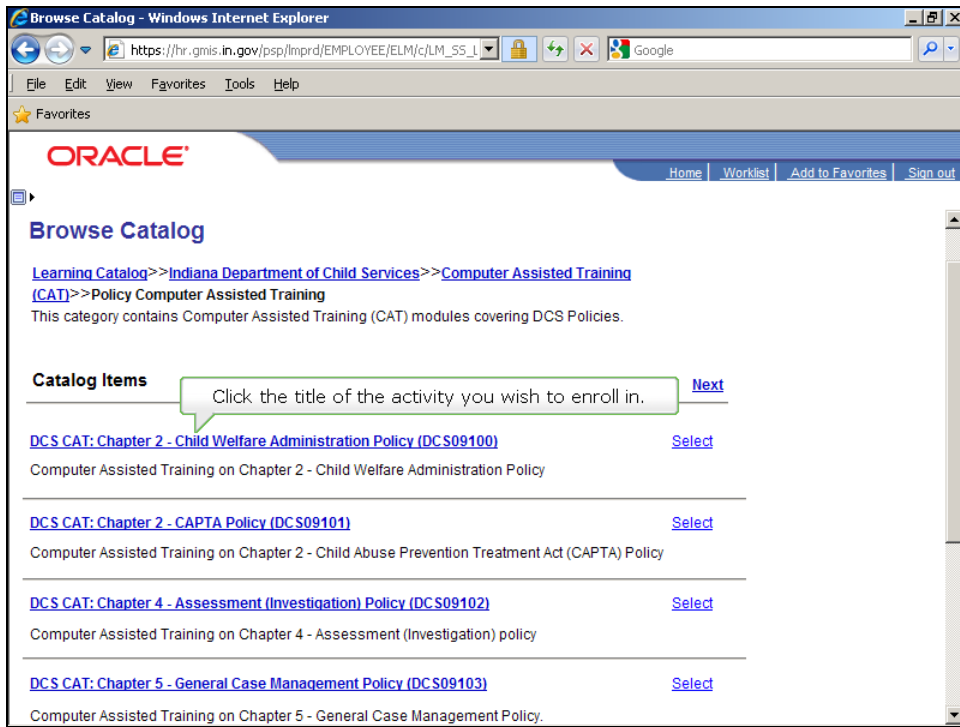


10. Click either the **Policy Computer Assisted Training** or **Other Computer Assisted Training** link under **Related Categories**. The **Policy Computer Assisted Training** category contains all Computer Assisted Trainings pertaining to DCS Policy, and the **Other Computer Assisted Training** category contains all other DCS Computer Assisted Trainings.

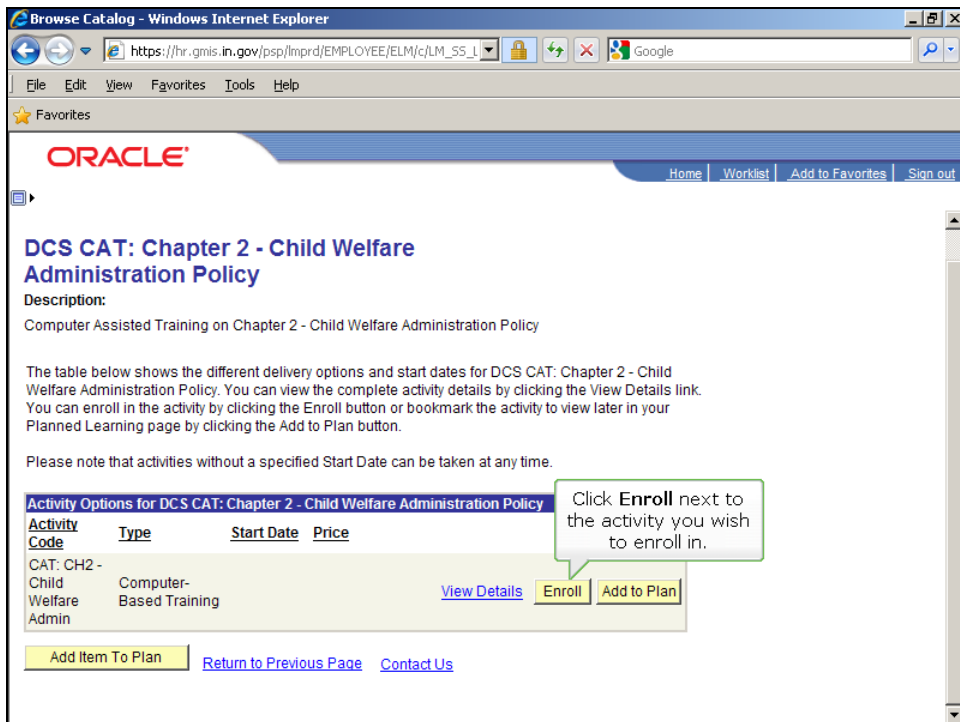


ELM Computer Assisted Training Self Enrollment Instructions

11. Find and click the title of the Computer Assisted Training in which you would like to enroll. **HINT:** If the activity doesn't appear on the first screen, you may need to use the navigational menu to view additional pages of activities.

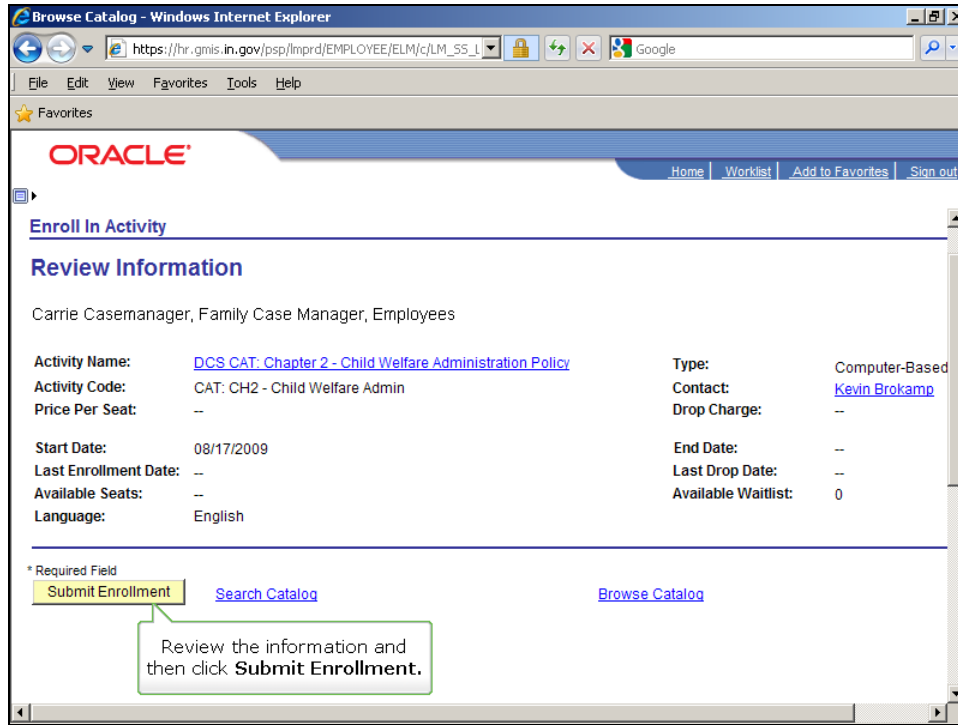


12. Click the **Enroll** button next to the activity.

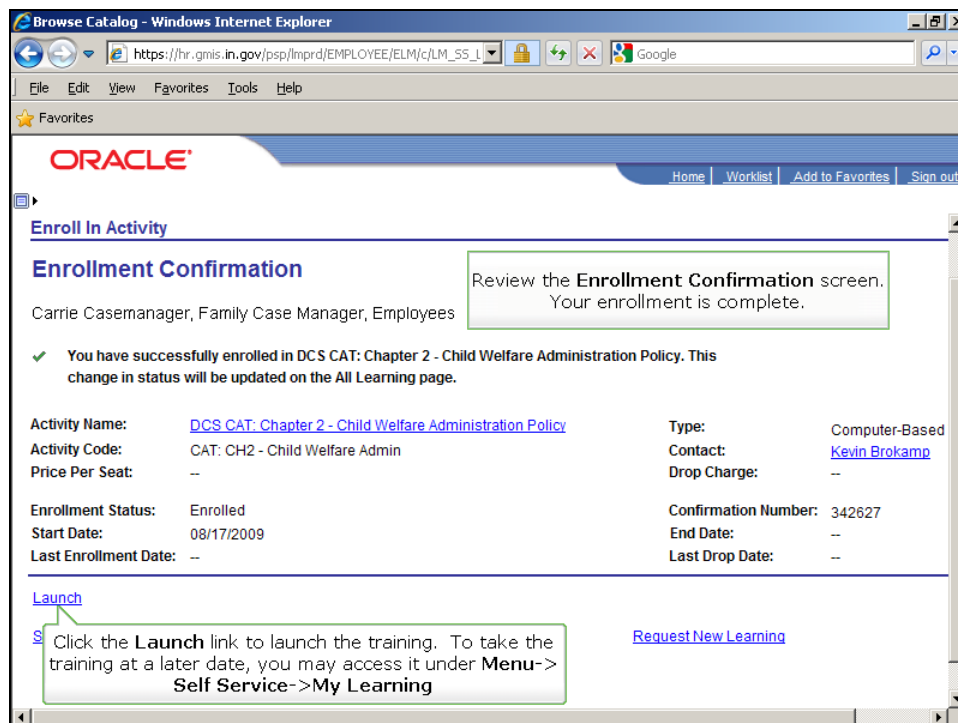


ELM Computer Assisted Training Self Enrollment Instructions

13. Review the information, and then click **Submit Enrollment**.

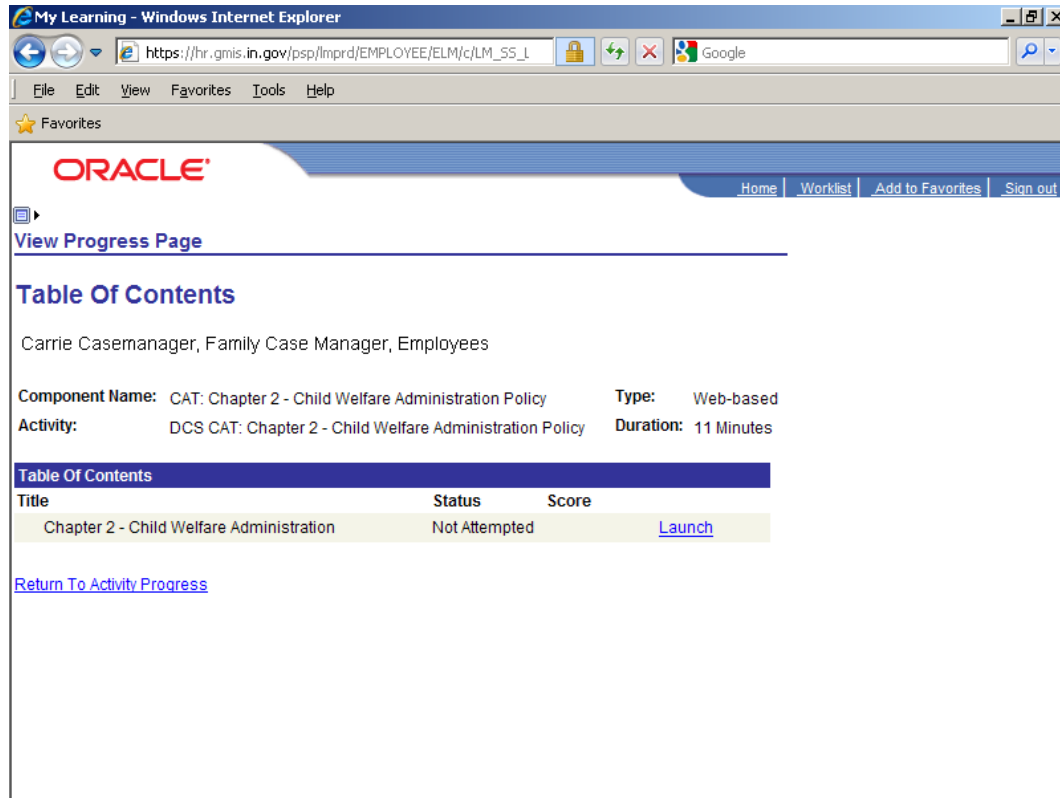


14. Review the **Enrollment Confirmation** screen. You are now enrolled in the course. If you would like to launch the training module immediately, click the **Launch** link near the bottom of the page. If you would like to launch the training at a later date, it can be accessed from the **Self Service → Learning → My Learning** menu item in ELM.



ELM Computer Assisted Training Self Enrollment Instructions

Click the **Launch** link from the **View Progress Page**.



15. The training will open in a new window. It may take some time for the module to initially load and begin playing, so please be patient. During this time, you may see a message that says **“Initializing LMS...”**. Once the module has loaded it will begin playing. Follow the audio, and on-screen prompts to complete the training.
16. When the training has finished, the window will close and you will see that your completion status has been automatically updated in ELM. You may view this training again at anytime by clicking **Self-Service → Learning → All Learning** from the ELM Menu.