

ELM Manager Basics



This job aid is intended to answer Manager related questions about using ELM.

Signing In to ELM

1. Go to <http://myohio.gov> to sign into the My Ohio portal.



1. Enter your Employee ID in **User ID**.
2. Enter your OAKS password in **Password**.
NOTE: This is also your ePay Password.
3. Click the **Sign In** button.

NOTE: For password resets, contact the OAKS Help Desk at oaks.helpdesk@oaks.state.oh.us, or call 1-888-644-6625 or 614-644-6625.

ELM Manager Basics

Navigating to ELM

- From the main portal page select the **Career Resources** dropdown from the portals main navigation.
- Select **Training Approvals Pending**, under Manager Tasks.

NOTE: The links listed under Manager Tasks will depend, based on your access to other OAKS applications.

Manager Tasks

- [ePerformance Performance Docs](#)
- [ePerformance Development Docs](#)
- [ePerformance Document Approval](#)
- [ePerformance Approval Status](#)
- [ePerformance Other Documents](#)
- [Training Approvals Pending](#)

Approving/Denying Team Member Training

Direct reports that are awaiting training approval will appear in the Pending Approvals section of the Team Members Page.

- Select the **checkbox** next to the name of the direct report that you would like to approve or deny training for.

Pending Approvals

[View All](#) First ◀ 1 of 1 ▶ Last

Team Member	Type	Name	Price	Approval Details
<input checked="" type="checkbox"/> DONNA PODOLAK	Activity	ePerformance General Overview	0 USD	Details

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

Approve
Deny

- Click the **Approve** or **Deny** button.

Enrolling Direct Reports into Training

Managers have the ability to enroll their direct reports into training. Managers can do this by searching or browsing for a course.

8. From the Team Member page, select the **Search Catalog** link.
9. In the **Search the Catalog** field, enter the course that you would like to enroll your direct report into.
10. Select **Enroll** link.
11. Select the box next to direct report that you would like to enroll, or click the Select All link to enroll all.

Select Learner

Team Members			
<u>Employee ID</u>	<u>Name</u>	<u>Job Title</u>	<u>Hire Date</u>
<input type="checkbox"/> 10111494	DONNA PODOLAK	Administra	06/21/2010
<input checked="" type="checkbox"/> 10066559	ERIC FRICK	It Manager	07/12/2004
<input type="checkbox"/> 10026897	JOHN HOUY	I T Consul	08/19/1985
<input type="checkbox"/> 10087821	JEFFREY SMITH	Gims Syste	08/07/2000
<input type="checkbox"/> 10061460	MATTHEW POPOVICH	It Manager	10/16/2006
<input type="checkbox"/> 10018276	NANAKO CARROLL	It Manager	01/06/1992

[Select All](#)
 [Clear All](#)
 *Group Actions: Enroll Go

12. Click the **Go** button.
13. Click the **Submit Enrollment** button.

Enroll Learners			
<u>Name</u>	<u>Learner ID</u>	<u>Job Title</u>	<u>Messages</u>
ERIC FRICK	244170	It Manager	No messages.

Submit Enrollment
 [Return to Previous Page](#)
 [Search Catalog](#)
 [Team Members](#)

Drop Team Member from Training

Managers can drop a team member from a learning activity or program from the Team member's page.

14. From the Team Members page, click the **Team Learning** link.
15. Locate the Learner and Course title that you would like for your direct report to drop and click **Drop** button.

Learner	Title	Type	Status	Date	
MATTHEW POPOVICH	Just Cause in Employee Discipline	Web Based	<input type="checkbox"/> Enrolled	06/05/13	Drop
ERIC FRICK	ePerformance - Performance Management Tool for Supervisors (WBT)	Web Based	<input type="checkbox"/> Enrolled	01/25/13	Drop

16. Click **Drop** on the Drop Activity Review Information page.

Check Activity Status

Managers can check activity or program status for team members from the **Team Learning** page.

17. From the Team Members page, select the **Team Learning** link.
18. Use the **drop down filter** to select what training you would like to review for which team member.

Team Member Learning

*Search Filter: Completed learning for this fiscal year or: ERIC FRICK **Go**

19. Click **Go**.

Recertify Approvals

Managers can review current and expired certifications for their entire team within a specified date range. For each certification, managers can view certification name, current status, expiration date, recertification date, and history. Managers also have the option to register a team member for a recertification program

20. Click on the Team Certification Status

Manager Tasks

- [ePerformance Performance Docs](#)
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- [ePerformance Other Documents](#)
- [Training Approvals Pending](#)
- [Team Certification Status](#)

21. This will bring up the Team Certification Status page. Click on the Recertify Link for the employee you want to approve/enroll to Recertify for training.

Team Certification Status

Certifications

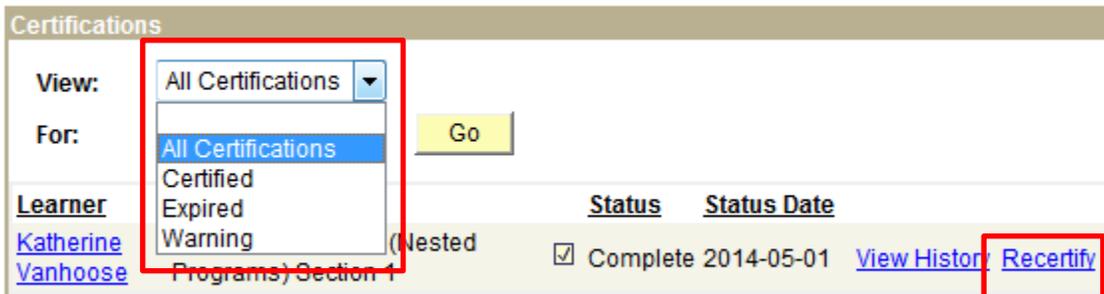
View:
 For:

<u>Learner</u>	<u>Name</u>	<u>Status</u>	<u>Status Date</u>	
Katherine Vanhoose	OBM Test Academy (Nested Programs) Section 1	<input checked="" type="checkbox"/> Complete	2014-05-01	View History Recertify

[Search Catalog](#) [Browse Catalog](#)

22. You can use the View drop down for other types of status. Click the Recertify link.

Team Certification Status



Certifications

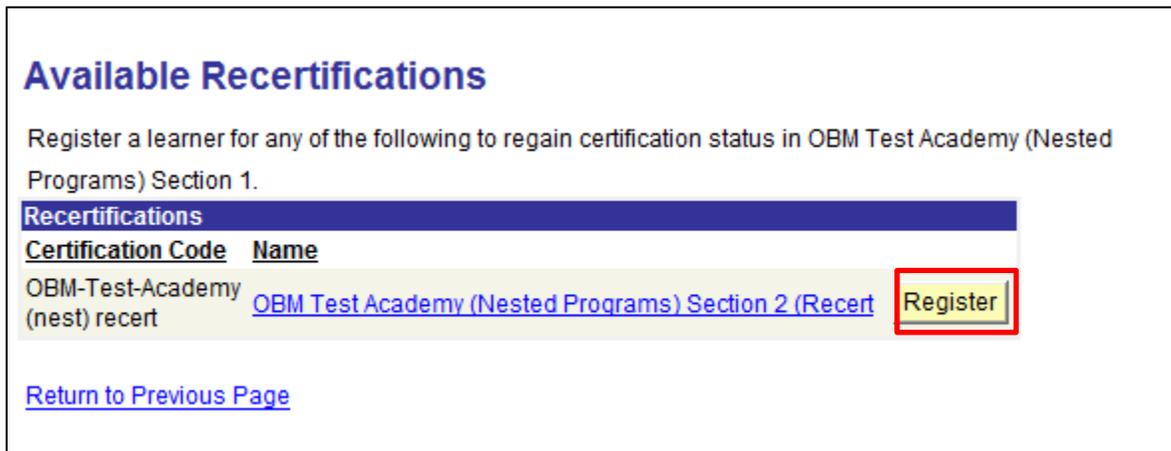
View: All Certifications (dropdown menu open with options: All Certifications, Certified, Expired, Warning)

For: [Go]

Learner	Status	Status Date	
Katherine Vanhoose (Nested Programs) Section 1	<input checked="" type="checkbox"/> Complete	2014-05-01	View History Recertify

[Search Catalog](#) [Browse Catalog](#)

23. On the Available recertifications page, click the Register button



Available Recertifications

Register a learner for any of the following to regain certification status in OBM Test Academy (Nested Programs) Section 1.

Certification Code	Name	
OBM-Test-Academy (nest) recert	OBM Test Academy (Nested Programs) Section 2 (Recert	Register

[Return to Previous Page](#)

24. On the Register for Certification page, click the Submit Registration button

Register For Certification

Review Information

Katherine Vanhooose, Business T, OAKS Management

Program Name:	OBM (nested) recertification Section 2	Type:	Recertification
Program Code:	4567	Contact:	-
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Schedule:	All requirements must be completed within 15 days from date of registration.		
Validity:	This certificate will be valid for 60 days from date of completion.		
Recertification Period:	10 days		

Submit Registration
[Search Catalog](#)
[Browse Catalog](#)

25. You will received the follow message after clicking the Submit Registration Button:

You have successfully registered in the OBM (nested) recertification Section 2 program. You can view your registration details on your All Learning page.

Register For Certification

Registration Confirmation

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✓ **You have successfully registered in the OBM (nested) recertification Section 2 program. You can view your registration details on your All Learning page.**

Confirmation Number:	1995673		
Program Name:	OBM (nested) recertification Section 2	Type:	Recertification
Program Code:	4567	Contact:	-
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Schedule:	All requirements must be completed within 15 days from date of registration.		
Validity:	This certificate will be valid for 60 days from date of completion.		
Recertification Period:	10 days		

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

ELM Manager Basics

26. Status will show as Registered on the Learners ELM Transcript:

*Filter Name:

*Education Type Total Count 0.00

My Learning							Customize	Find	View All	First	1-15 of 58	Last
Title	Education Type	Education Units	Type	Status	Date	Action	Launch					
OBM Test Academy (Nested Programs) Section 1			Certification	<input checked="" type="checkbox"/> Waived	08/19/14							
OBM (nested) recertification Section 2			Certification	<input checked="" type="checkbox"/> Registered	08/28/14							

Questions

If you need assistance with ELM, please contact the Ohio Shared Services Contact Center.

- Email: ohiosharedservices@ohio.gov
- Phone: (877) OHIO-SS1