



Enterprise
Learning
Management

STATE OF OHIO

ELM Supplemental Learning

Employee Job Aid

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This job aid has been developed to assist in helping the OAKS Employee enter an In-Progress, Planned or Submit for Approval for OAKS Supplemental Learning in ELM.

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ELM Supplemental Learning Employee Access

This job aid is intended to illustrate how to enter OAKS Supplemental Learning in ELM.

Supplemental learning is added to ELM as a way to track training and enable credit for job-related courses taken outside those offered by a State agency (including off-site training providers and other agencies.)

OAKS Supplemental Learning – Submit for Approval:

To sign in to ELM:

1. Go to <http://myohio.gov>.

Employee Signon

User ID:

Password:

Sign In

myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

[Forgot Password](#) [Contact Info](#)

2. Enter your Employee ID in **User ID**.
3. Enter your OAKS password in **Password**.

NOTE: This is also your ePay Password.

ELM Supplemental Learning Employee Access

4. 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-OhioOAKS (1-888-644-6625) or 614-644-6625.

5. From the Career Resources dropdown, Navigate to: Career Resources > My Learning (ELM) > Supplemental Learning



ELM Supplemental Learning Employee Access

6. Use the drop down arrow to select the type of OAKS Supplemental Learning::

Supplemental Learning

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.

Select Supplemental Learning Type

*Type: OAKS Supplemental Learning ▼

- Conference
- External Learning
- OAKS Supplemental Learning**
- Select...
- Seminar

* Required Field

Continue

7. Click the Continue Button:

Supplemental Learning

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.

Select Supplemental Learning Type

*Type: OAKS Supplemental Learning ▼

* Required Field

Continue

ELM Supplemental Learning Employee Access

8. Enter the Title and a brief Description of the OAKS Supplemental Learning Course.

All fields with an (*) are required fields.

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="Introduction to Query"/>
*Description:	<input type="text" value="A basic introduction tot he Query functions and th conceptual information behind running and building a query."/>
*Status:	<input type="text" value="Submit For Approval"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="03/15/2012"/>
*End Date:	<input type="text" value="03/16/2012"/>
*Location:	<input type="text"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text"/>
*Provided By:	<input type="text"/>
*Start Time:	<input type="text"/>
*End Time:	<input type="text"/>
*Certification Credit (Y/N):	<input type="text"/>

* Required Field

Save

[My Learning](#)

ELM Supplemental Learning Employee Access

9. For the Status of the OAKS Supplemental Learning, click the drop down arrow and choose from In-Progress, Planned or Submit for Approval:

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details

*Title: Introduction to Query

*Description: A basic introduction tot he Query functions and th conceptual information behind running and building a query.

*Status: Submit For Approval

Select...

In-Progress

Planned

Select...

Submit For Approval

In-Progress: Select status if you are currently attending the supplemental training. The supplemental learning training will show as "In-Progress" on your ELM transcript until you modify the training details to be submitted to your manager for completion approval.

Planned: Select status if you are planning to attend supplemental training during a future date. The supplemental learning training will show as "Planned" on your ELM transcript until you modify the training details to be submitted to your manager for completion approval.

Submit For Approval: Select status if you have already completed the supplemental training and you are needing your Manager's completion approval for attending the course.

ELM Supplemental Learning Employee Access

10. Complete the remaining fields for the Supplemental Learning Details: Start Date, End Date, Location, Education Units, Provided by, Start Time, End Time and Certification Credit fields for your OAKS Supplemental Learning.:

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details

*Title:

*Description:

*Status:

Type: OAKS Supplemental Learning

*Start Date: 

*End Date: 

*Location:

Price:

*Education Units:

*Provided By:

*Start Time:

*End Time:

*Certification Credit (Y/N):

11. Click the **Save button**:



ELM Supplemental Learning Employee Access

12. You will get a message that **you have successfully added the supplemental learning: *NAME OF COURSE* with pending Approval status.**

Status will change to Pending Approval.

Your Manager will receive a notification of the Pending Approval.

You have successfully added the supplemental learning: Introduction to Query with Pending Approval status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="Introduction to Query"/>
*Description:	<input type="text" value="A basic introduction tot he Query functions and th conceptual information behind running and building a query."/>
*Status:	<input type="text" value="Pending Approval"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="03/15/2012"/>
*End Date:	<input type="text" value="03/16/2012"/>
*Location:	<input type="text" value="The Computer Work Shop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="16.00"/>
*Provided By:	<input type="text" value="The Computer Workshop"/>
*Start Time:	<input type="text" value="8 AM"/>
*End Time:	<input type="text" value="4 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

You have successfully added the supplemental learning: Introduction to Query with Pending Approval status.

* Required Field

[My Learning](#)

ELM Supplemental Learning Employee Access

13. Click the My Learning Link at the bottom of the page to go to your ELM My Learning Transcript.

You have successfully added the supplemental learning: Introduction to Query with Pending Approval status.

* Required Field

[My Learning](#)

14. This will take you to My Learning (your ELM Transcript) and show the OAKS Supplemental Learning Course in Pending Approval Status. This screen will bring back five of the ELM courses that are in In-Progress, Enrolled or Pending Approval status. If you do not see the OAKS Supplemental Learning type, Click the All My Learning Link.

:

My Learning

Search Learning Catalog

Select Search Category: [Activities](#) [Catalog Items](#) [Programs](#) [All](#)

Search the Catalog:

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

My Learning Activities					Customize	1-5 of 5
Title	Type	Status	Date	Action	Launch	
Rules Infraction Board (RIB)	Web Based	<input checked="" type="checkbox"/> In-Progress	11/09/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>	
Introduction to z/OS Environment	Web Based	<input checked="" type="checkbox"/> Enrolled	11/09/12		<input type="button" value="Launch"/>	
eDRCIN - Ethics - Mandate	Web Based	<input checked="" type="checkbox"/> Enrolled	10/24/12		<input type="button" value="Launch"/>	
Equal Employment Opportunity Training	Web Based	<input checked="" type="checkbox"/> Enrolled	10/19/12		<input type="button" value="Launch"/>	
Introduction to Query	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Pending Approval	12/03/12	<input type="button" value="Modify"/>		

[All My Learning](#)

ELM Supplemental Learning Employee Access

15. This will take you to your ALL Learning Transcript and you can filter the search for your OAKS Supplemental Learning. If you do not see the OAKS Supplemental Learning type from the All Learning, use the Filter Name drop down to select the type All Supplemental Learning Progress then click the Go button. This will filter your All Learning transcript for just the filtered choice.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

Title	Type	Status	Date	Action
david's test 2	Supplemental Learning	✓ Pending Approval	11/30/12	Modify

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

[Contact Us](#)

16. This will list all your OAKS Supplemental Learning in all Status..

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

Title	Type	Status	Date	Action
PMP Project Management Professional Exam Study Guide, Sixth Edition	OAKS Supplemental Learning	☑ In-Progress	12/03/12	Modify
Introduction to Query	OAKS Supplemental Learning	✓ Pending Approval	12/03/12	Modify

Supplemental Learning – In-Progress:

To sign in to ELM:

1. Go to <http://myohio.gov>



Employee Signon

User ID:

Password:

Sign In

myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

[Forgot Password](#) [Contact Info](#)

2. Enter your Employee ID in **User ID**.
3. Enter your OAKS password in **Password**.

NOTE: This is also your ePay Password.

4. 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-OhioOAKS (1-888-644-6625) or 614-644-6625.

ELM Supplemental Learning Employee Access

- From the Career Resources dropdown, Navigate to: Career Resources > My Learning (ELM) > Supplemental Learning



- Use the drop down arrow to select the type of OAKS Supplemental Learning:

Supplemental Learning

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.



ELM Supplemental Learning Employee Access

7. Click the Continue Button

Supplemental Learning

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.

Select Supplemental Learning Type

*Type: ▼

* Required Field

ELM Supplemental Learning Employee Access

8. Enter the Title and a brief Description of the OAKS Supplemental Learning Course.

All fields with an (*) are required fields

Supplemental Learning

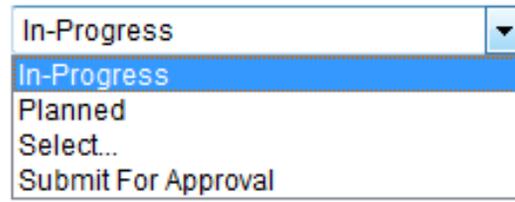
Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	PMP—Project Management Professional Exam Study Guide, \$
*Description:	Designed for anyone thinking of taking the Project Management Professional (PMP®) exam sponsored by the Project Management Institute (PMI®).
*Status:	Select...
Type:	OAKS Supplemental Learning
*Start Date:	12/03/2012 
*End Date:	12/03/2012 
*Location:	<input type="text"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text"/>
*Provided By:	<input type="text"/>
*Start Time:	<input type="text"/>
*End Time:	<input type="text"/>
*Certification Credit (Y/N):	<input type="text"/>

* Required Field

ELM Supplemental Learning Employee Access

9. For the Status of the OAKS Supplemental Learning, click the drop down arrow and choose from In-Progress, Planned or Submit for Approval:



In-Progress: Select status if you are currently attending the supplemental training. The supplemental learning training will show as “In-Progress” on your ELM transcript until you modify the training details to be submitted to your manager for completion approval.

Planned: Select status if you are planning to attend supplemental training during a future date. The supplemental learning training will show as “Planned” on your ELM transcript until you modify the training details to be submitted to your manager for completion approval.

Submit For Approval: Select status if you have already completed the supplemental training and are needing your Manager’s completion approval for attending the course.

ELM Supplemental Learning Employee Access

10. Complete the remaining fields for the Supplemental Learning Details: Start Date, End Date, Location, Education Units, Provided by, Start Time, End Time and Certification Credit fields for your OAKS Supplemental Learning.:

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	PMP—Project Management Professional Exam Study Guide, \$
*Description:	Designed for anyone thinking of taking the Project Management Professional (PMP®) exam sponsored by the Project Management Institute (PMI®).
*Status:	In-Progress
Type:	OAKS Supplemental Learning
*Start Date:	09/26/2012
*End Date:	12/31/2012
*Location:	OAKS - Conf. Rm. - Blue Jacket
Price:	0.00
*Education Units:	15
*Provided By:	Remard Colston Lunch and Learn
*Start Time:	12 PM
*End Time:	1 PM
*Certification Credit (Y/N):	Y

* Required Field

11. Click the **Save** button:



ELM Supplemental Learning Employee Access

12. You will get a message that **you have successfully added the supplemental learning: NAME OF COURSE with In-Progress status.**

*Status will show as "In-Progress" until you modify the training details to Completed.
This will trigger an email to your manager for approval*

You have successfully added the supplemental learning: PMP—Project Management Professional Exam Study Guide, Sixth Edition with In-Progress status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	PMP—Project Management Professional Exam Study Guide, S
*Description:	Designed for anyone thinking of taking the Project Management Professional (PMP®) exam sponsored by the Project Management Institute (PMI®).
*Status:	In-Progress
Type:	OAKS Supplemental Learning
*Start Date:	09/26/2012 <input type="text" value="31"/>
*End Date:	12/31/2012 <input type="text" value="31"/>
*Location:	OAKS - Conf. Rm. - Blue Jacket
Price:	0.00
*Education Units:	15.00
*Provided By:	Remard Colston Lunch and Learn
*Start Time:	12 PM
*End Time:	1 PM
*Certification Credit (Y/N):	Y

You have successfully added the supplemental learning: PMP—Project Management Professional Exam Study Guide, Sixth Edition with In-Progress status.

* Required Field

Save

[My Learning](#)

ELM Supplemental Learning Employee Access

13. Click the My Learning Link:

* Required Field

14. This will take you to My Learning (your ELM Transcript) and will show the OAKS Supplemental Learning Course in Pending Approval Status. This screen will bring back five of the ELM courses that are in In-Progress, Enrolled or Pending Approval status. If you do not see the OAKS Supplemental Learning type, click the All My Learning Link.

My Learning

Search Learning Catalog

Select Search Category: [Activities](#) [Catalog Items](#) [Programs](#) [All](#)

Search the Catalog:

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

My Learning Activities					Customize	1-5 of 5
Title	Type	Status	Date	Action	Launch	
PMP, Project Management Professional Exam Study Guide, Sixth Edition	OAKS Supplemental Learning	<input checked="" type="checkbox"/> In-Progress	12/03/12	<input type="button" value="Modify"/>		
Rules Infraction Board (RIB)	Web Based	<input checked="" type="checkbox"/> In-Progress	11/09/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>	
Introduction to z/OS Environment	Web Based	<input checked="" type="checkbox"/> Enrolled	11/09/12		<input type="button" value="Launch"/>	
eDRCIN - Ethics - Mandate	Web Based	<input checked="" type="checkbox"/> Enrolled	10/24/12		<input type="button" value="Launch"/>	
Equal Employment Opportunity Training	Web Based	<input checked="" type="checkbox"/> Enrolled	10/19/12		<input type="button" value="Launch"/>	

[All My Learning](#)

ELM Supplemental Learning Employee Access

- This will take you to your ALL Learning Transcript and you can filter the search for your OAKS Supplemental Learning. If you do not see the OAKS Supplemental Learning type from the All Learning, use the Filter Name drop down to select the type All Supplemental Learning Progress then click the Go button. This will filter your All Learning transcript for just the filtered choice.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name: All Supplemental Learning Progress

All Planned, Requested, and Offered

My Learning All Supplemental Learning Progress

Title All learning - any status, type or date

Completed External and Internal Learning

Introduction to Completed learning for this calendar year

Completed learning for this fiscal year

Learning for last 90 days, not dropped or deleted

david's test 2	OAKS Supplemental Learning	<input checked="" type="checkbox"/>	Pending Approval	11/30/12	<input type="button" value="Modify"/>
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[My Learning](#) [Search Catalog](#) [Browse Catalog](#) [Request New Learning](#)

[Contact Us](#)

- Once you have validated your OAKS Supplemental Learning is on your All Learning transcript and is In-Progress Status, **STOP**. The following steps are for when you have completed the OAKS Supplemental Learning and need Approval from your manager.

ELM Supplemental Learning Employee Access

17. Once you have completed the OAKS Supplemental Learning that was entered as In-Progress, you can now modify the OAKS Supplemental Learning for Managers approval.
18. Sign back into myohio.gov with your OAKS ID and password.

Employee Signon

User ID:

Password:

Sign In

myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

[Forgot Password](#) [Contact Info](#)

19. From the Career Resources dropdown, Navigate to: Career Resources > My Learning (ELM) > All Learning (ELM)

Career Resources ▼ **Employee Phone S**

Career Aids

- [State Job Search](#)

Professional Development

- [OLPD Home Page](#)
- [OLPD Class Registration](#)
- [Employee Development Funds](#)
- [SkillPort \(Exempt & IT only\)](#)

My Learning (ELM)

- [Supplemental Learning](#)
- [Search ELM Catalog](#)
- [Browse ELM Catalog](#)
- [All Learning \(ELM\)](#)
- [Query ELM](#)

ELM Supplemental Learning Employee Access

20. If you do not see the OAKS Supplemental Learning type from the All Learning, use the Filter Name drop down to select the type All Supplemental Learning Progress then click the Go button. This will filter your All Learning transcript for just the filtered choice.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name: All Supplemental Learning Progress

My Learning

Title

Introduction to

david's test 2	OAKS Supplemental Learning	<input checked="" type="checkbox"/>	Pending Approval	11/30/12	<input type="button" value="Modify"/>
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[My Learning](#) [Search Catalog](#) [Browse Catalog](#) [Request New Learning](#)
[Contact Us](#)

21. This will list all your OAKS Supplemental Learning in all Status. Click the Modify Button.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name: All Supplemental Learning Progress

My Learning <input type="button" value="Customize"/> <input type="button" value="Find"/> <input type="button" value="View All"/> <input type="button" value="First"/> 1-3 of 3 <input type="button" value="Last"/>					
Title	Type		Status	Date	Action
PMP Project Management Professional Exam Study Guide, Sixth Edition	OAKS Supplemental Learning	<input checked="" type="checkbox"/>	In-Progress	12/03/12	<input type="button" value="Modify"/>
Introduction to Query	OAKS Supplemental Learning	<input checked="" type="checkbox"/>	Pending Approval	12/03/12	<input type="button" value="Modify"/>

ELM Supplemental Learning Employee Access

22. This will take you to the Supplemental Learning Details page.

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="PMP Project Management Professional Exam Study Guide, Si"/>
*Description:	<input type="text" value="Designed for anyone thinking of taking the Project Management Professional (PMP®) exam sponsored by the Project Management Institute (PMI®)."/>
*Status:	<input type="text" value="In-Progress"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="09/26/2012"/> 
*End Date:	<input type="text" value="12/31/2012"/> 
*Location:	<input type="text" value="OAKS - Conf. Rm. - Blue Jacket"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="15.00"/>
*Provided By:	<input type="text" value="Remard Colston Lunch and Learn"/>
*Start Time:	<input type="text" value="12 PM"/>
*End Time:	<input type="text" value="1 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

* Required Field

[Return To Previous Page](#)

ELM Supplemental Learning Employee Access

23. Click the Drop Down for the Status and select Completed Status. Click the Save Button.

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="PMP Project Management Professional Exam Study Guide, Si"/>
*Description:	<input type="text" value="Designed for anyone thinking of taking the Project Management Professional (PMP®) exam sponsored by the Project Management Institute (PMI®)."/>
*Status:	<input type="text" value="Completed"/>
Type:	<input type="text" value="Completed"/>
*Start Date:	<input type="text" value="In-Progress"/>
*End Date:	<input type="text" value="Pending Approval"/>
*Location:	<input type="text" value="OAKS - Conf. Rm. - Blue Jacket"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="15.00"/>
*Provided By:	<input type="text" value="Remard Colston Lunch and Learn"/>
*Start Time:	<input type="text" value="12 PM"/>
*End Time:	<input type="text" value="1 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

* Required Field

[Return To Previous Page](#)

ELM Supplemental Learning Employee Access

24. You will get a message that **you have successfully updated the supplemental learning: *NAME OF COURSE* with Pending Approval status.**

Status will change to Pending Approval.

Your Manager will receive a notification of the Pending Approval

Supplemental Learning

You have successfully updated the supplemental learning PMP Project Management Professional Exam Study Guide, Sixth Edition with Pending Approval status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	PMP Project Management Professional Exam Study Guide, Si
*Description:	Designed for anyone thinking of taking the Project Management Professional (PMP®) exam sponsored by the Project Management Institute (PMI®).
*Status:	Pending Approval
Type:	OAKS Supplemental Learning
*Start Date:	09/26/2012
*End Date:	12/31/2012
*Location:	OAKS - Conf. Rm. - Blue Jacket
Price:	0.00
*Education Units:	15.00
*Provided By:	Remard Colston Lunch and Learn
*Start Time:	12 PM
*End Time:	1 PM
*Certification Credit (Y/N):	Y

You have successfully updated the supplemental learning PMP Project Management Professional Exam Study Guide, Sixth Edition with Pending Approval status.

25. Once your manager has approved the OAKS Supplemental Learning, the Status will change to Completed Status on your ELM All Learning Transcript.

Supplemental Learning – Planned:

To sign in to ELM:

1. Go to <http://myohio.gov>

Employee Signon

User ID:

Password:

Sign In

myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

[Forgot Password](#) [Contact Info](#)

2. Enter your Employee ID in **User ID**.
3. Enter your OAKS password in **Password**.

NOTE: This is also your ePay Password.

4. 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-OhioOAKS (1-888-644-6625) or 614-644-6625.

ELM Supplemental Learning Employee Access

5. From the Career Resources dropdown, Navigate to: Career Resources > My Learning (ELM) > Supplemental Learning



ELM Supplemental Learning Employee Access

6. Use the drop down arrow to select the type of OAKS Supplemental Learning

Supplemental Learning

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.

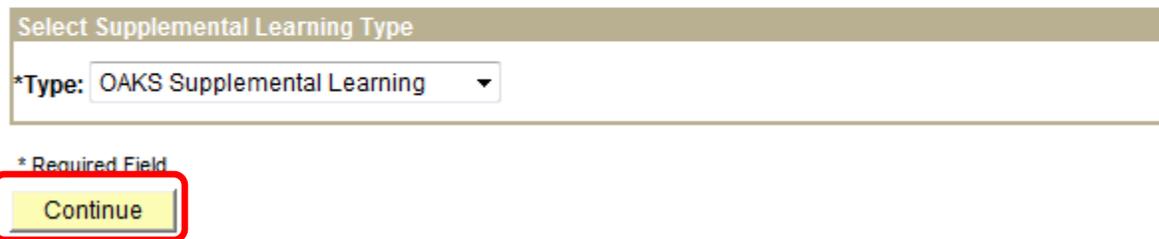


The screenshot shows a form titled "Select Supplemental Learning Type". The form contains a required field labeled "*Type:" with a dropdown menu. The dropdown menu is open, showing the following options: "OAKS Supplemental Learning", "Conference", "External Learning", "OAKS Supplemental Learning" (highlighted in blue), "Select...", and "Seminar". A red circle highlights the dropdown menu. Below the dropdown menu, there is a yellow button labeled "Continue".

7. Click the Continue Button:

Supplemental Learning

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.



The screenshot shows the same form as above, but the dropdown menu is closed and the "Continue" button is highlighted with a red circle. The form title is "Select Supplemental Learning Type". The required field "*Type:" now shows "OAKS Supplemental Learning" selected. Below the form, there is a yellow button labeled "Continue".

ELM Supplemental Learning Employee Access

8. Enter the Title and a brief Description of the OAKS Supplemental Learning Course.

All fields with an (*) are required fields.

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

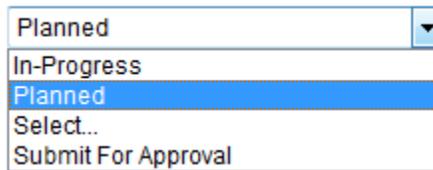
Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Certification Test"/>
*Description:	<input type="text" value="One hour test for Certification in ITIL Foundation V3"/>
*Status:	<input type="text" value="Select.."/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/04/2012"/> 
*End Date:	<input type="text" value="12/04/2012"/> 
*Location:	<input type="text"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text"/>
*Provided By:	<input type="text"/>
*Start Time:	<input type="text"/>
*End Time:	<input type="text"/>
*Certification Credit (Y/N):	<input type="text"/>

* Required Field

[My Learning](#)

ELM Supplemental Learning Employee Access

9. For the Status of the OAKS Supplemental Learning, click the drop down arrow and choose from In-Progress, Planned or Submit for Approval:



A screenshot of a dropdown menu. The menu is open, showing four options: "Planned", "In-Progress", "Planned", and "Submit For Approval". The "Planned" option is highlighted with a blue background. The menu is currently set to "Planned".

In-Progress: Select status if you are currently attending the supplemental training. The supplemental learning training will show as “In-Progress” on your ELM transcript until you modify the training details to be submitted to your manager for completion approval.

Planned: Select status if you are planning to attend supplemental training during a future date. The supplemental learning training will show as “Planned” on your ELM transcript until you modify the training details to be submitted to your manager for completion approval.

Submit For Approval: Select status if you have already completed the supplemental training and are needing your Manager’s completion approval for attending the course

ELM Supplemental Learning Employee Access

10. Complete the remaining fields for the Supplemental Learning Details: Start Date, End Date, Location, Education Units, Provided by, Start Time, End Time and Certification Credit fields for your OAKS Supplemental Learning.

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Certification Test"/>
*Description:	<input type="text" value="One hour test for Certification in ITIL Foundation V3"/>
*Status:	<input type="text" value="Planned"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/13/2012"/>
*End Date:	<input type="text" value="12/13/2012"/>
*Location:	<input type="text" value="The Computer Work Shop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="2"/>
*Provided By:	<input type="text" value="The Computer Work Shop"/>
*Start Time:	<input type="text" value="2 PM"/>
*End Time:	<input type="text" value="3 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

* Required Field

11. Click the **Save** button



ELM Supplemental Learning Employee Access

12. You will get a message that **you have successfully added the supplemental learning: *NAME OF COURSE* with pending Planned status.**

Status will not change until you have completed the course and modified the status.

You have successfully added the supplemental learning: ITIL Certification Test with Planned status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Certification Test"/>
*Description:	<input type="text" value="One hour test for Certification in ITIL Foundation V#"/>
*Status:	<input type="text" value="Planned"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/13/2012"/> 
*End Date:	<input type="text" value="12/13/2012"/> 
*Location:	<input type="text" value="The Comoputer Work Shop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="2.00"/>
*Provided By:	<input type="text" value="The Computer Workshop"/>
*Start Time:	<input type="text" value="2 PM"/>
*End Time:	<input type="text" value="3 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

You have successfully added the supplemental learning: ITIL Certification Test with Planned status.

* Required Field

[My Learning](#)

ELM Supplemental Learning Employee Access

13. Click the My Learning Link:

* Required Field

14. This will take you to My Learning (you ELM Transcript) and will show the OAKS Supplemental Learning Course in Pending Approval Status. This screen will bring back five of the ELM courses that are in In-Progress, Enrolled or Pending Approval status. If you do not see the OAKS Supplemental Learning type, Click the All My Learning Link.

My Learning

Search Learning Catalog

Select Search Category: [Activities](#) [Catalog Items](#) [Programs](#) [All](#)

Search the Catalog:

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

My Learning Activities					Customize	1-5 of 5
Title	Type	Status	Date	Action	Launch	
PMP, Project Management Professional Exam Study Guide, Sixth Edition	OAKS Supplemental Learning	<input checked="" type="checkbox"/> In-Progress	12/03/12	<input type="button" value="Modify"/>		
Rules Infraction Board (RIB)	Web Based	<input checked="" type="checkbox"/> In-Progress	11/09/12	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>	
Introduction to z/OS Environment	Web Based	<input checked="" type="checkbox"/> Enrolled	11/09/12		<input type="button" value="Launch"/>	
eDRCIN - Ethics - Mandate	Web Based	<input checked="" type="checkbox"/> Enrolled	10/24/12		<input type="button" value="Launch"/>	
Equal Employment Opportunity Training	Web Based	<input checked="" type="checkbox"/> Enrolled	10/19/12		<input type="button" value="Launch"/>	

[All My Learning](#)

ELM Supplemental Learning Employee Access

15. Once you have completed the OAKS Supplemental Learning that was entered as Planned. From the Career Resources dropdown, Navigate to: Career Resources > My Learning (ELM) > All Learning (ELM)



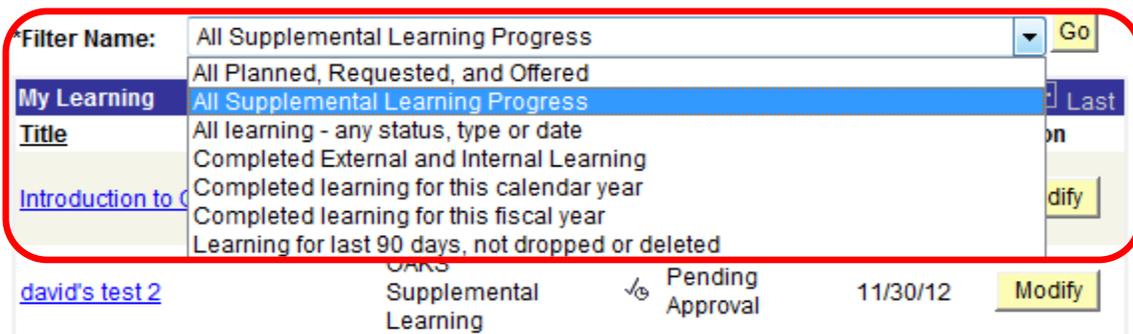
The screenshot shows a dropdown menu with the following sections:

- Career Resources** (dropdown arrow)
- Employee Phone S** (dropdown arrow)
- Career Aids**
 - [State Job Search](#)
- Professional Development**
 - [OLPD Home Page](#)
 - [OLPD Class Registration](#)
 - [Employee Development Funds](#)
 - [SkillPort \(Exempt & IT only\)](#)
- My Learning (ELM)**
 - [Supplemental Learning](#)
 - [Search ELM Catalog](#)
 - [Browse ELM Catalog](#)
 - [All Learning \(ELM\)](#)** (highlighted with a red box)
 - [Query ELM](#)

16. If you do not see the OAKS Supplemental Learning type from the All Learning, use the Filter Name drop down to select the type All Supplemental Learning Progress then click the Go button. This will filter your All Learning transcript for just the filtered choice.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.



The screenshot shows the 'All Learning' page with a filter dropdown menu open. The dropdown menu is highlighted with a red box and contains the following options:

- Filter Name: All Supplemental Learning Progress (selected)
- All Planned, Requested, and Offered
- My Learning: All Supplemental Learning Progress (highlighted)
- Title: All learning - any status, type or date
- Introduction to: Completed External and Internal Learning
- Completed learning for this calendar year
- Completed learning for this fiscal year
- Learning for last 90 days, not dropped or deleted

Below the dropdown menu, there is a table with the following data:

Activity/Program	Status	Approval	Date	Action
david's test 2	OAKS Supplemental Learning	✓ Pending Approval	11/30/12	Modify

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

ELM Supplemental Learning Employee Access

17. This will list all your OAKS Supplemental Learning in all Status. Click the Modify Button for the OAKS Supplemental Learning you have completed and need to update.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

My Learning					Customize	Find	View All	First	1-4 of 4	Last
Title	Type	Status	Date	Action						
ITIL Certification Test	OAKS Supplemental Learning	<input type="checkbox"/> Planned	12/04/12	<input type="button" value="Modify"/>						
Introduction to Query	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Pending Approval	12/03/12	<input type="button" value="Modify"/>						
PMP Project Management Professional Exam Study Guide, Sixth Edition	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Pending Approval	12/03/12	<input type="button" value="Modify"/>						

ELM Supplemental Learning Employee Access

18. This will take you to the Supplemental Learning Details page:

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Certification Test"/>
*Description:	<input type="text" value="One hour test for Certification in ITIL Foundation V#"/>
*Status:	<input type="text" value="Planned"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/13/2012"/> <input type="button" value="31"/>
*End Date:	<input type="text" value="12/13/2012"/> <input type="button" value="31"/>
*Location:	<input type="text" value="The Comoputer Work Shop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="2.00"/>
*Provided By:	<input type="text" value="The Computer Workshop"/>
*Start Time:	<input type="text" value="2 PM"/>
*End Time:	<input type="text" value="3 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

* Required Field

[Return To Previous Page](#)

ELM Supplemental Learning Employee Access

- Click the Drop Down for the Status and select Completed Status. Click the Save Button

Supplemental Learning

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details

*Title:

*Description:

*Status: 

Type:

*Start Date:

*End Date:

*Location:

Price:

*Education Units:

*Provided By:

*Start Time:

*End Time:

*Certification Credit (Y/N):

* Required Field

[Return To Previous Page](#)

ELM Supplemental Learning Employee Access

20. You will get a message that **you have successfully updated the supplemental learning: NAME OF COURSE with Pending Approval status.**

Status will change to Pending Approval.

Your Manager will receive a notification of the Pending Approval

Supplemental Learning

You have successfully updated the supplemental learning ITIL Certification Test with Pending Approval status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	ITIL Certification Test
*Description:	One hour test for Certification in ITIL Foundation V#
*Status:	Pending Approval
Type:	OAKS Supplemental Learning
*Start Date:	12/13/2012
*End Date:	12/13/2012
*Location:	The Comoputer Work Shop
Price:	0.00
*Education Units:	2.00
*Provided By:	The Computer Workshop
*Start Time:	2 PM
*End Time:	3 PM
*Certification Credit (Y/N):	Y

You have successfully updated the supplemental learning ITIL Certification Test with Pending Approval status.

21. Once your manager has approved the OAKS Supplemental Learning, the Status will change to Completed Status on your ELM All Learning Transcript..