City of Minneapolis

PeopleSoft HCM/ELM v9.2 Upgrade

**ENTERPRISE LEARNING MANAGEMENT
SELF-SERVICE:
STEP-BY-STEP INSTRUCTIONS**

ELM-ESS
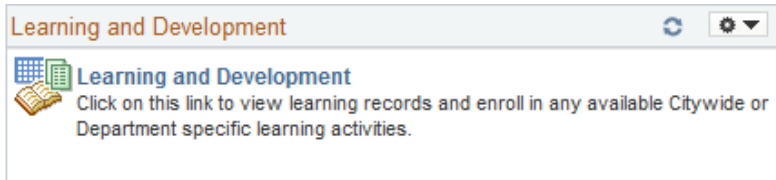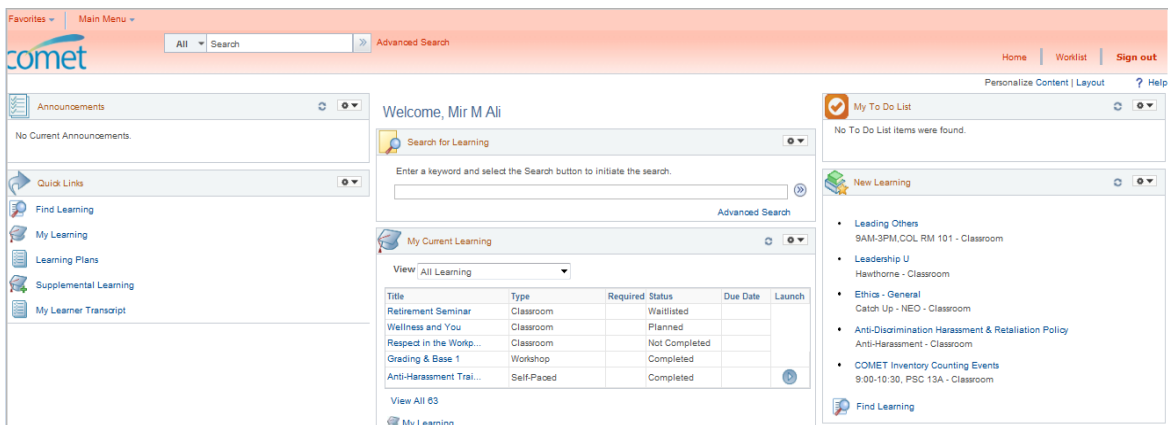Created on 10/13/2015 11:18:00 AM

Table of Contents

ELM-Employee Self-Service

Accessing Learning and Development

Menu Path: From the COMET 'home' page, select the Learning and Development link.
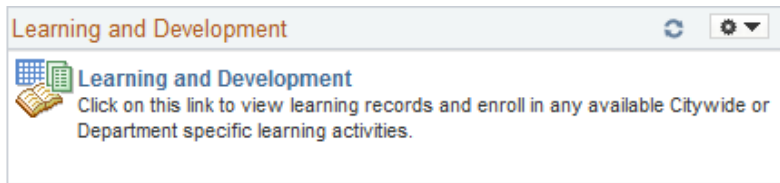

Notes: You will access Learning and Development from the COMET HR home page, by selecting the "Learning and Development" link under the Learning and Development work center.
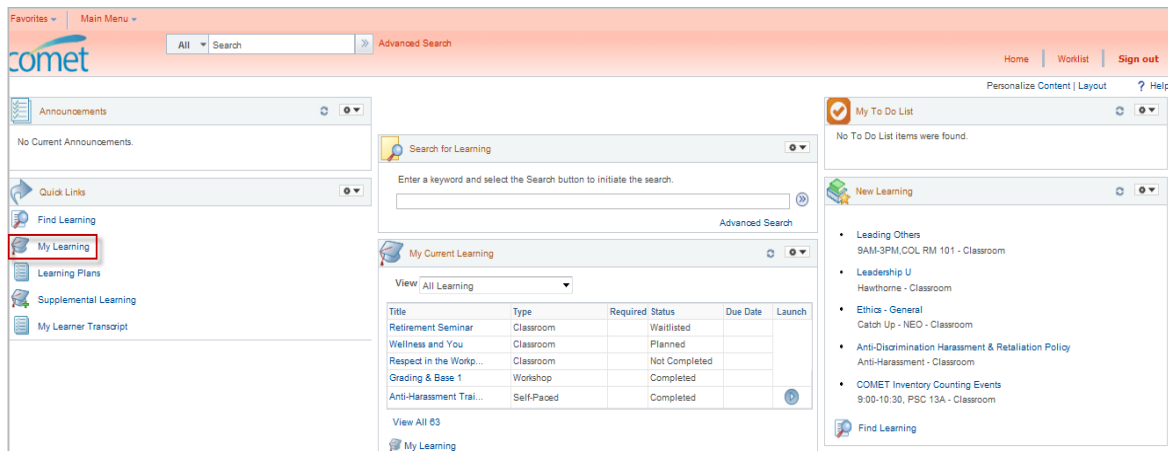
Procedure

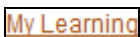| Step	Action
1.	From the COMET Home Page, select the **Learning and Development** link under the Learning and Development section. Click the **Learning and Development** link. Learning and Development
2.	A new browser session is opened up for Learning and Development. **End of Procedure.**

Dropping a Class

Menu Path: From the COMET 'home' page, select the Learning and Development link.

Procedure

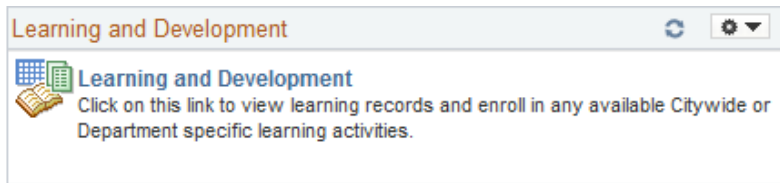| Step	Action
1.	Dropping a class is performed by selecting the **My Learning** hyperlink under Quick Links. Click the **My Learning** link. My Learning
2.	The learning history is displayed. Identify the class to be dropped, and then click on the **Drop** button. Click the **Drop** button. Drop
3.	The **Review Information** page displays, prompting the end user to confirm the dropping of a class. Click the **Drop** button. Drop

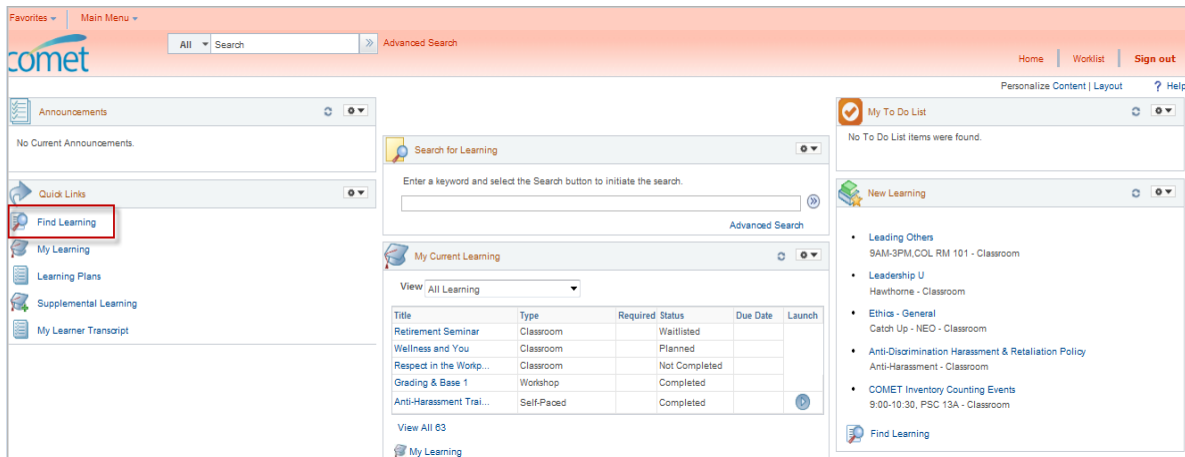| Step	Action
4.	A confirmation message is displayed. A confirmation e-mail will be sent to the learner. Click the **Learning Home** link.
5.	 **End of Procedure.**

Find Learning

Menu Path: From the COMET 'home' page, select the Learning and Development link.
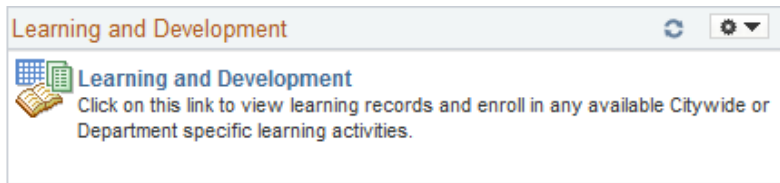

Procedure

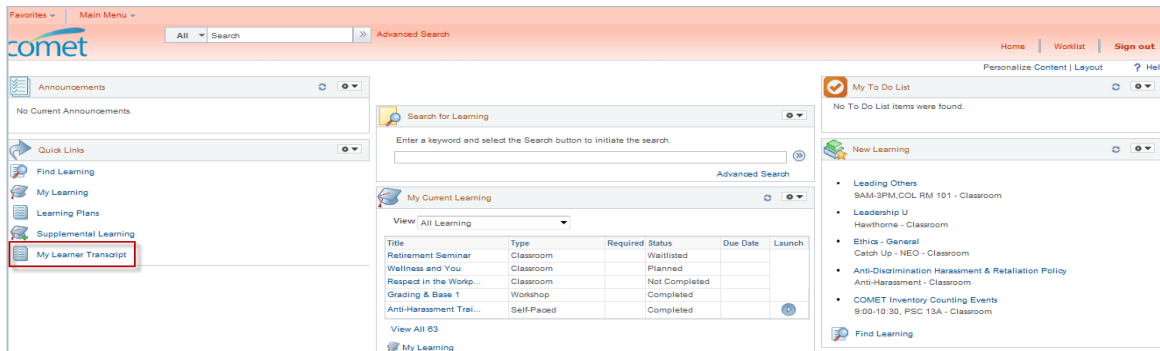| Step	Action
1.	The **Find Learning** link is located under the Quick Links section. Click the **Find Learning** link.

Step	Action
2.	The **Find Learning** page displays. You have the ability to search for learnings using the **"Filter by"** options on the left side of the **Find Learning** page. You can filter by: • Category • Facility • Learning Type • Upcoming Events • Rating • Location In this example, the **Upcoming Events** filter is demonstrated. Scroll down the page until you locate the **Upcoming Events** section.
3.	Future learning events can be located under **Upcoming Events**. Click the **Next 90 Days (11)** link. Next 90 Days (11)
4.	Upcoming learning events within the next 90 days are displayed. Click the **Clear All Filters** link. Clear All Filters
5.	The Find Learning page displays all Learnings (without filters).
6.	Click the **Learning Home** link.
7.	 **End of Procedure.**

Learner Transcript
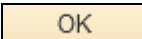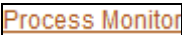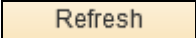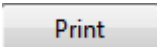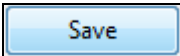
Learning and Development

Learning and Development
Click on this link to view learning records and enroll in any available Citywide or Department specific learning activities.

Menu Path: From the COMET 'home' page, select the Learning and Development link.

Procedure

Step	Action
1.	Your learning transcript can be produced by selecting the **My Learner Transcript** hyperlink under the Quick Links section of the Learning and Development home page. Click the **My Learner Transcript** link. My Learner Transcript
2.	The **My Learning Transcript** page displays. To create a Learner Transcript for the first time, follow the steps listed below. Click the **Add a New Value** tab. Add a New Value
3.	Click in the **Run Control ID** field.
4.	Enter the desired information into the **Run Control ID** field. Enter "**1**".
5.	Click the **Add** button. Add

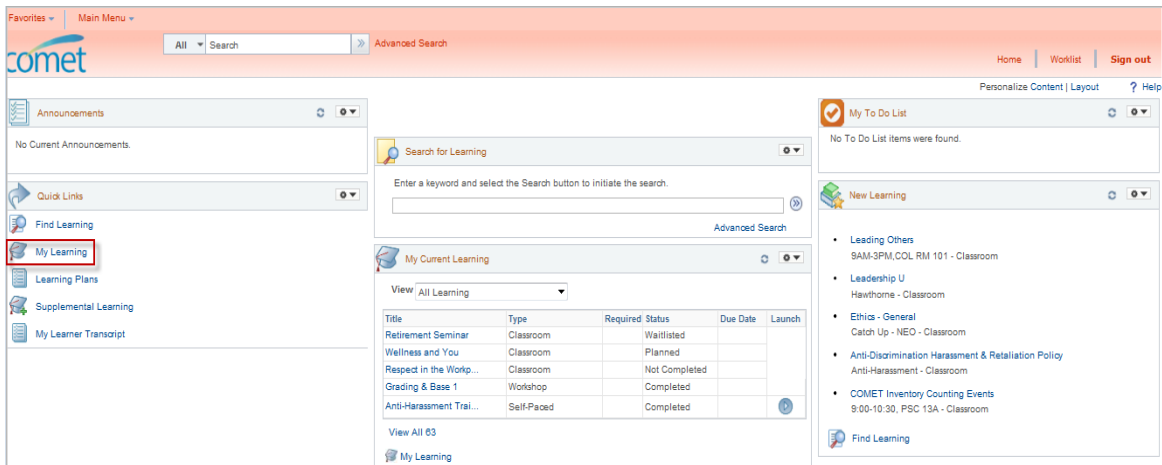| Step	Action
6.	On the **My Learner Transcript** page, information for the report is displayed under the Report Request Parameter(s) section. Click the **Run** button. Run
7.	The **Process Scheduler Request** pop-up window displays. Click on the **Server Name** drop-down to see a list of server names. Click the **Server Name** list.
8.	Select the appropriate **Server Name**. Click the **PSNT** list item. PSNT
9.	Scroll towards the bottom of the pop-up window to select the **OK** button. Click the **OK** button. OK
10.	The batch job to produce the Learner Transcript will now execute. On the **My Learner Transcript** page, select the **Process Monitor** hyperlink at the top of the page. Click the **Process Monitor** link. Process Monitor
11.	The batch job is listed in the Process List section, showing information such as the Process Name, User, Run Date/Time and Run Status. Under the View Process Request For section, select the **Refresh** button to update the status of your batch job. Click the **Refresh** button. Refresh
12.	Under the Process List section, the batch job is completed when the Run Status is 'Success' and the Distribution Status is 'Posted'. Click the **Go back to My Learner Transcript** link. Go back to My Learner Transcript
13.	Select the **Report Manager** hyperlink at the top of the **My Learner Transcript** page. Click the **Report Manager** link. Report Manager

Step	Action
14.	Click the **Administration** tab. Administration
15.	To display the Report - under the Report List section, click on the hyperlink under the **Description** column. Click the **LM002 - LM002.pdf** link. LM002 - LM002.pdf
16.	The **Learning Plan Transcript Report** displays in a separate pop-up window. The report lists the Student Name, Course Name, Completed Date, Enrollment Status, Passing Status and Grade. The Transcript Report is displayed in a PDF format. The report can be printed by selecting the **Printer** icon at the bottom of the browser. Click the **Printer** object.
17.	Confirm your print destination and settings, and then click on the **Print** button. Print
18.	Optionally, the **Learning Plan Transcript** can be saved as a PDF file. Click the **Save** object.
19.	Select the appropriate directory folder and specify a file name before clicking on the **Sav**e button. Click the **Save** button. Save
20.	The **Learning Plan Transcript** browser window can be closed to return to the Learning and Development browser window. Click the **Close Tab (Ctrl+W) or Click the 'X'' in the Browser tab** button. ✖
21.	Click the **Home** link. Home
22.	**End of Procedure.**

My Learning

Menu Path: From the COMET 'home' page, select the Learning and Development link.

Procedure

Step	Action
1.	The **My Learning** page will list your entire learning history with the City. This includes learning that you have already completed, and learning you are currently enrolled in or plan to attend in the future. Select the **My Learning** hyperlink under Quick Links. Click the **My Learning** link. My Learning

Step	Action
2.	Information displayed on the **My Learning** page can be controlled by applying a filter. You can apply the following filters: * All Learning - Any Status, Type, Date (default) * All Learning - Completed * All Learning - Currently Enrolled, In Process * All Learning - Within Last Month * All Learning - Within Last Year * Supplemental - Continuing Education Only * Supplemental Only - All Click the **View** list. All Learning - Any Status, Type, Date ▼
3.	Click the **All Learning - Completed** list item. All Learning - Completed
4.	Once a **View** has been selected, click on the **Go** button to display information. Click the **Go** button. Go
5.	**End of Procedure.**

Plan for Later
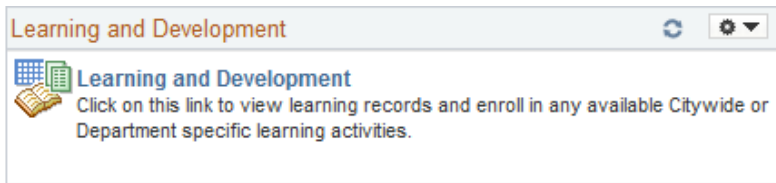
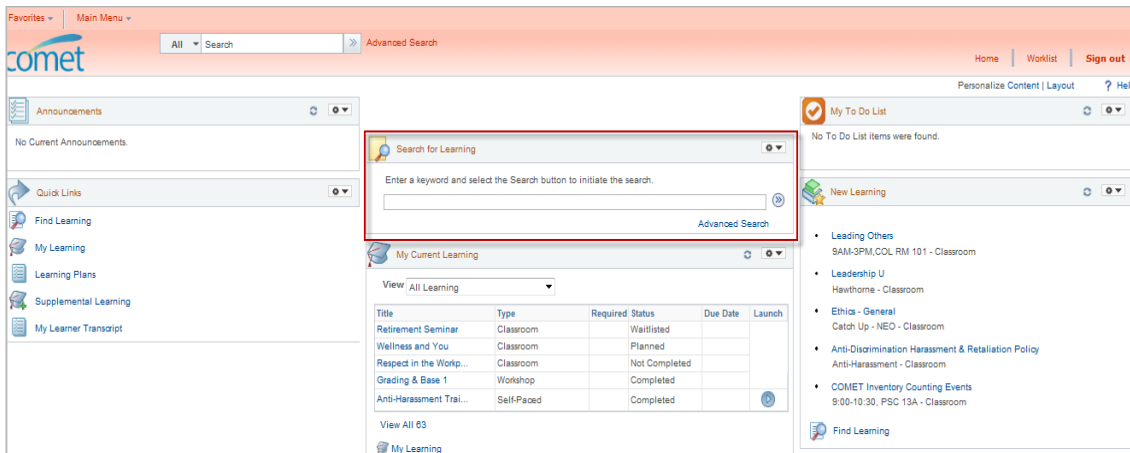**Menu Path:** From the COMET 'home' page, select the Learning and Development link.

Notes: You are encouraged to add courses to your learning plan and let your Training Administrator know you are interested in a particular learning opportunity. This helps Training and Development and your Department administrators effectively plan for future offerings.

Procedure

Step	Action
1.	You can search for Learnings under the Search for Learning section by entering a keyword and pressing the **Enter** key. Click in the **Enter a keyword and select the Search button to initiate the search** field.
2.	Enter the desired information into the field. For Example: "**Excel 2010**".
3.	Press **[Enter]**.
4.	Click the **Plan for Later** button. Plan for Later

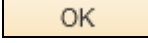| Step	Action
5.	The **Select Learning Plans** pop-up window displays your Learning Plans. Click in the **Target Completion** field.
6.	You can enter a Target Completion date for this Learning Plan, although this field is not required. Click the **Priority** list. Low
7.	The Priority setting is a required field that defaults to "Low" but can be changed. Click the **Clear All** object.
8.	Select the **Required** option, if applicable. Click the **Required** option.
9.	Click the **OK** button. OK
10.	The **Course Details** page displays information for the selected Learning Plan, including a course description.
11.	Click the **Learning Home** link.
12.	The **Learning and Development** home page displays. Click the **Learning Plans** link. Learning Plans
13.	Under the Learning Plans section, planned learning is displayed. Selecting the **Details** link will display information for the course that was added. Click the **Details** link. Details
14.	The Learning Plan Details page displays. The new course has been added under the Learning Plan Details section. Click the **Learning Home** link.
15.	**End of Procedure.**

Search and Enroll

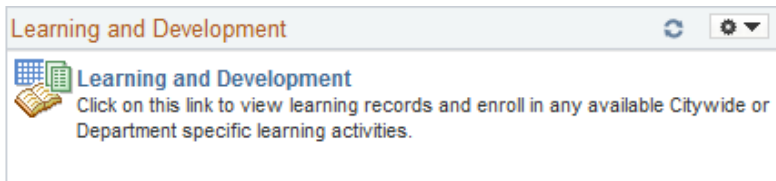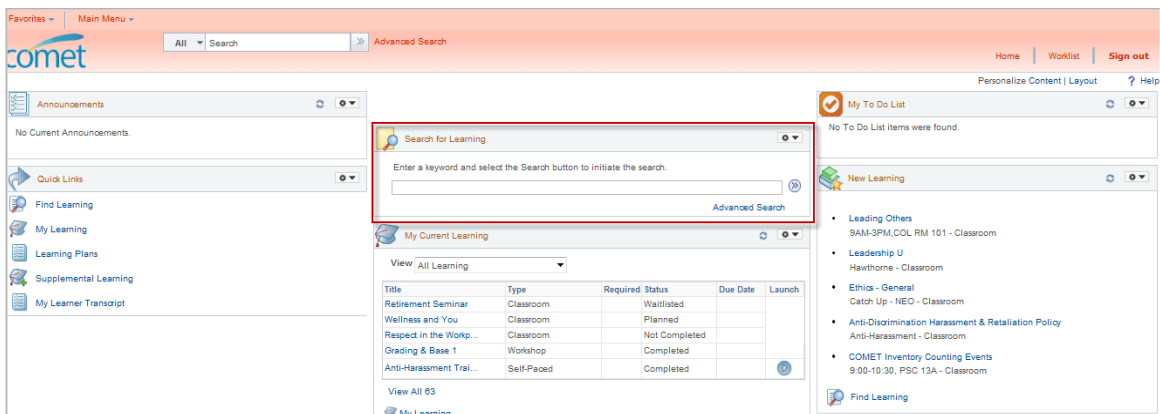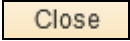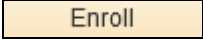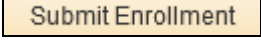**Menu Path:** From the COMET 'home' page, select the Learning and Development link.

Procedure

Step	Action
1.	Click in the **Enter a keyword and select the Search button to initiate the search** field. Enter a keyword to initiate the search (e.g. Ergonomics). You can also perform a partial word search using an asterisk (e.g. Ergo*)
2.	Press **[Enter]**.
3.	On the **Find Learning** page, scroll down to find the appropriate search result. Click the scrollbar.
4.	Under **Class Code**, select the hyperlink for the appropriate class.
5.	The **Course Details** pop-up window displays information for the selected course. This is where you can see if seats are available before submitting your enrollment.

Step	Action
6.	Scroll down to the bottom of the pop-up window and select the **Close** button.
	Click the **Close** button.
7.	If current offerings are available, you will be presented with a list. Locate the appropriate date and time and click on the **Enroll** button.
	Click the **Enroll** button.
8.	The **Review Information** page displays. Clicking on the **Submit Enrollment** button will enroll you into the class. Click the **Submit Enrollment** button.
9.	A confirmation message is displayed on the **Review Information** page. A confirmation e-mail will also be sent to the end user within 15 minutes, which will contain an attachment to add the class to your Outlook Calendar
	Click the **Learning Home** link.
10.	**End of Procedure.**

Supplemental Learning

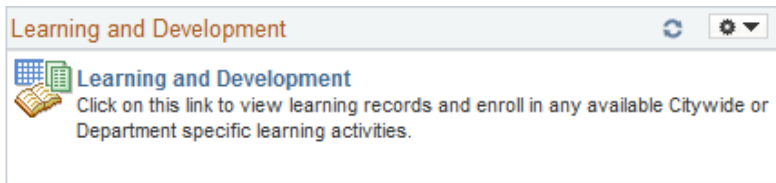**Menu Path:** From the COMET 'home' page, select the Learning and Development link.
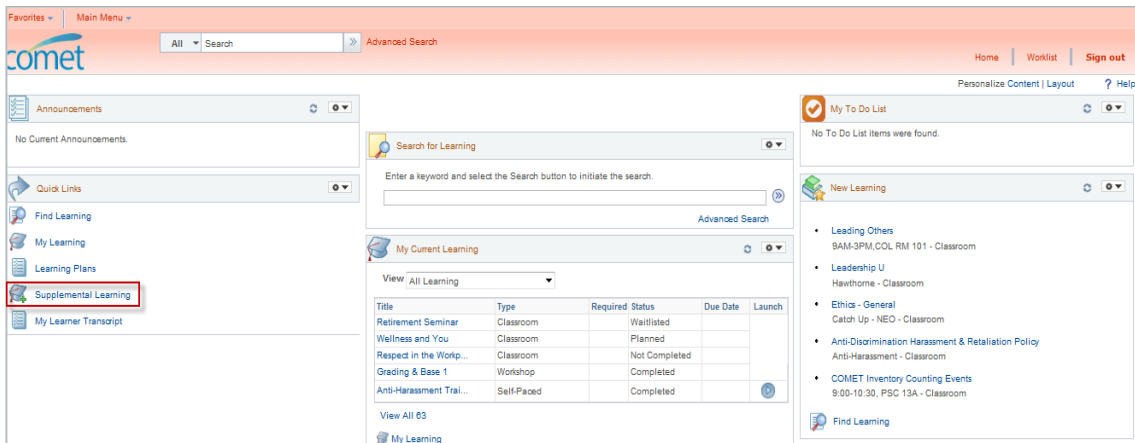
Notes: Supplemental Learning is used only to record any completed training that is NOT listed specifically on the City's Learning Catalog. All training available through the City's Learning Catalog must be administered through standard enrollment procedures.

Record any training that is significant to your current or any future role(s) with the City. Contact your Training Administrator if you have questions.

Procedure

Step	Action
1.	Recording completed training not listed on the City's Learning Catalog can be entered by selecting the **Supplemental Learning** hyperlink under Quick Links. Click the **Supplemental Learning** link. Supplemental Learning
2.	The **Add Supplemental Learning** page displays. Click the **Type** list. Select...

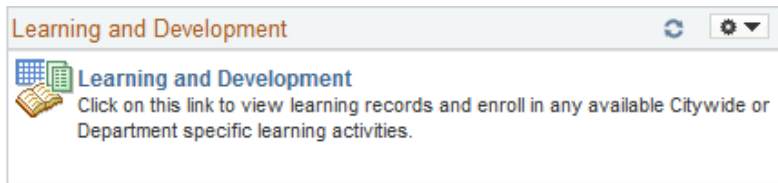| Step	Action
3.	Valid Supplemental Learning **Types** include: * Conference/Seminar * Continuing Education * On-the-Job Training * Project Work * Self-Paced Learning * Workshop Click the **Conference/Seminar (as an example)** list item. Conference/Seminar
4.	Click the **Add Supplemental Learning** button. Add Supplemental Learning
5.	Click in the **Title** field. Enter a **Title** for the Supplemental Learning Details.
6.	Click in the **Description** field. Enter a **Description** for the Supplemental Learning.
7.	Click the **Status** list. Select...
8.	A valid **Status** includes: * In-Progress * Planned * Submit For Approval Click the **Submit For Approval** list item. Submit For Approval
9.	Click in the **Start Date** field. Enter a valid **Start Date**. 10/06/2015
10.	Click in the **End Date** field. Enter a valid **End Date**. 10/06/2015
11.	Click in the **Location** field. Enter a **Location** (optional field).

Step	Action
12.	Click in the **Study Hours** field. Enter **Study Hours** (optional field). `0.00`
13.	Click in the **Price** field. Enter **Price** (optional field). `0.00`
14.	Click in the **Education Units** field. Enter **Education Units** (optional field).
15.	Click in the **Provided By** field. Enter a value for the learning **Provider**.
16.	Click in the **Instructor/Facilitator** field. Enter an **Instructor/Facilitator** (optional field).
17.	Click the **Save** button. Save
18.	Click the **Learning Home** link.
19.	**End of Procedure.**

View All
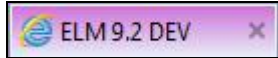
Menu Path: From the COMET 'home' page, select the Learning and Development link.
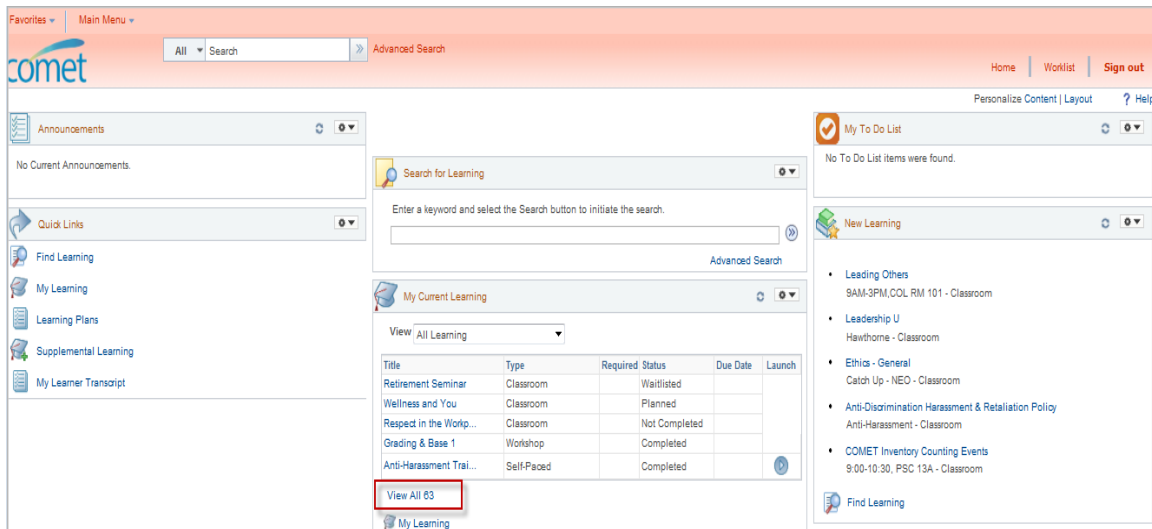
Procedure

Step	Action
1.	Scroll down to the My Current Learning section, and select the **View All ##** hyperlink. Click the **View All ##** link. View All 64
2.	The **Learning** pop-up window displays the "All Learnings" view by default. The view can be changed to display "Required Learnings". Select a class title to view.
3.	The **Class Detail** pop-up window displays, providing a Course Description, Class Code, Type, Status and Price Per Seat. Click the **Close** button. Close

Step	Action
4.	Information for each Learning event can be downloaded into Excel. Click the **Download** button.
5.	A pop-up displays for the Excel download. This file can be opened in Excel or saved as a file. Click the **Open** button.
6.	Click the Yes button to open the Excel file, if prompted about a different file extension. The Excel file displays all Learner information.
7.	Select the ELM browser tab (Learning and Development) to return to the Learning and Development session. Click the **ELM 9.2 PROD** tab.
8.	On the Learning pop-up window, select the '**X**' or the **Return** button at the bottom of the pop-up to close the window and return to the Learning and Development home page. Click the **Return** button.
9.	**End of Procedure.**