

Enterprise Learning Management (ELM)  
Online Training Completion Guide  
Owner: Talent Management  
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## ELM Online Training Completion Guide

The steps outlined in this guide will provide instruction for employees to launch online modules and monitor progress in their assigned online training courses and programs.

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### Why complete assigned online training?

Completing assigned employee training programs and online courses in ELM is very important. You are helping our colleges and universities obtain accurate training data to comply with state and federal regulations, accrediting agencies, and outside requests for training data.

- Our ELM training records are considered public data.
- Completing online training keeps our campuses in compliance with state and federal laws.
- An OSHA training violation at one campus may carry consequences for our entire system.

### Training Programs

As part of your job assignment, you may be registered in a training program. Your manager, campus HR office, or campus safety and security officers may register you for a training program to meet training requirements related to a job role or topic area.

#### Examples of ELM Training Programs:

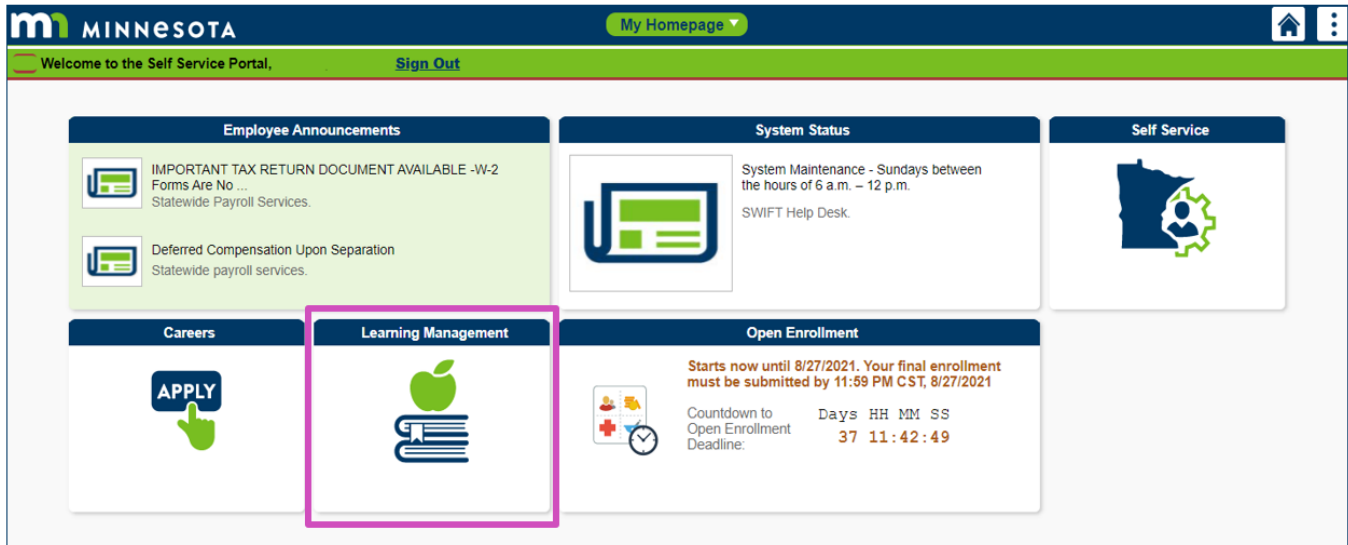
- Required Annual Compliance Training program - training for all employees (New/Returning).
- Job Role hazard training programs, also known as safety training programs.
- Newly promoted supervisors, deans or administrators' programs.
- Special projects on campus, example: Search Advisory Committee member programs.

# Online Training Completion Steps

## Step 1: Navigate to ELM

Login to the [State of Minnesota Self Service site](#) using your eight-digit State ID Number and password. Please check with your campus HR Office if you do not have a State ID Number.

Select the **Learning Management** tile to access the Enterprise Learning Management (ELM) system.



## Step 2: Access Learning Record

Select the **My Learning** tile to access your learning record.

NOTE: Use the My Learning area to review your learning record and launch assigned online training.

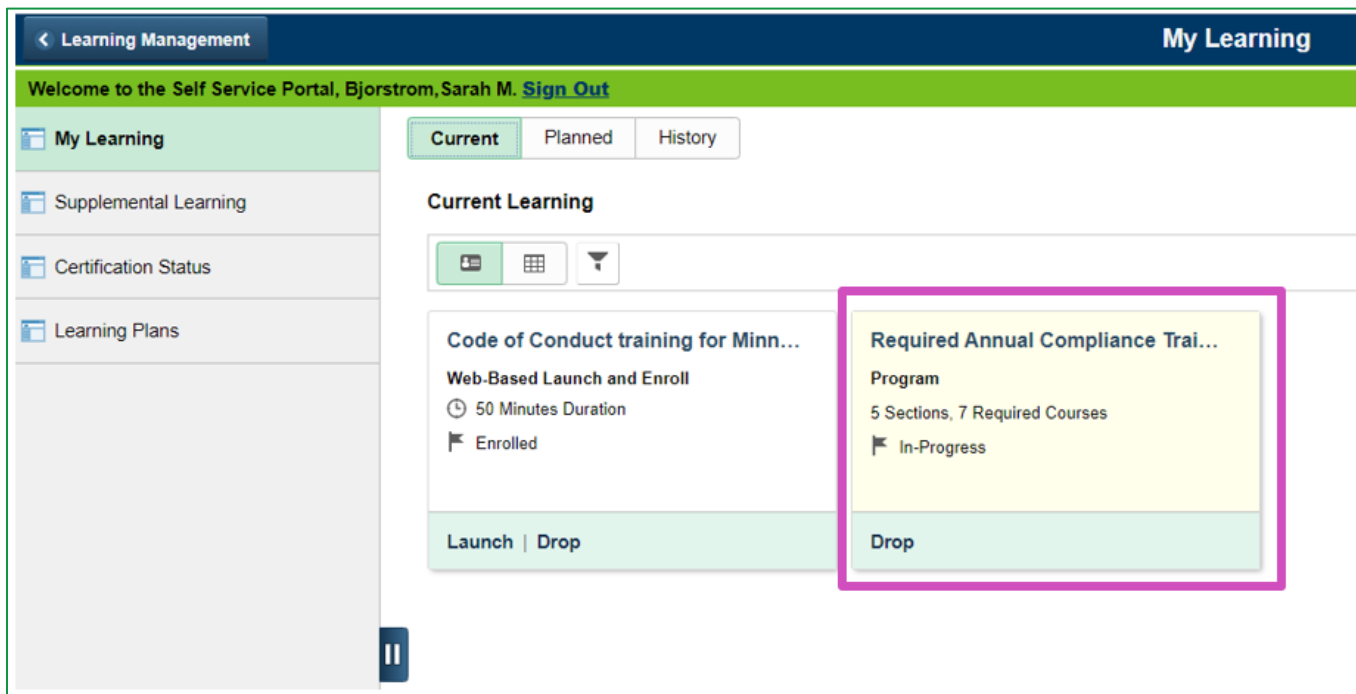


### Step 3: Access Training Module Links

#### Training Programs

If you are registered for a curriculum program, you can track your progress and launch modules from the program view, as outlined below.

From your My Learning page, select the Required Training (or other) program tile to open the list of assigned modules in your curriculum.



## Courses with Annual Review or New Employee options

Many courses have two options to choose from: **Annual Review** version or **New Employee** version.

Choose the course option appropriate to you:

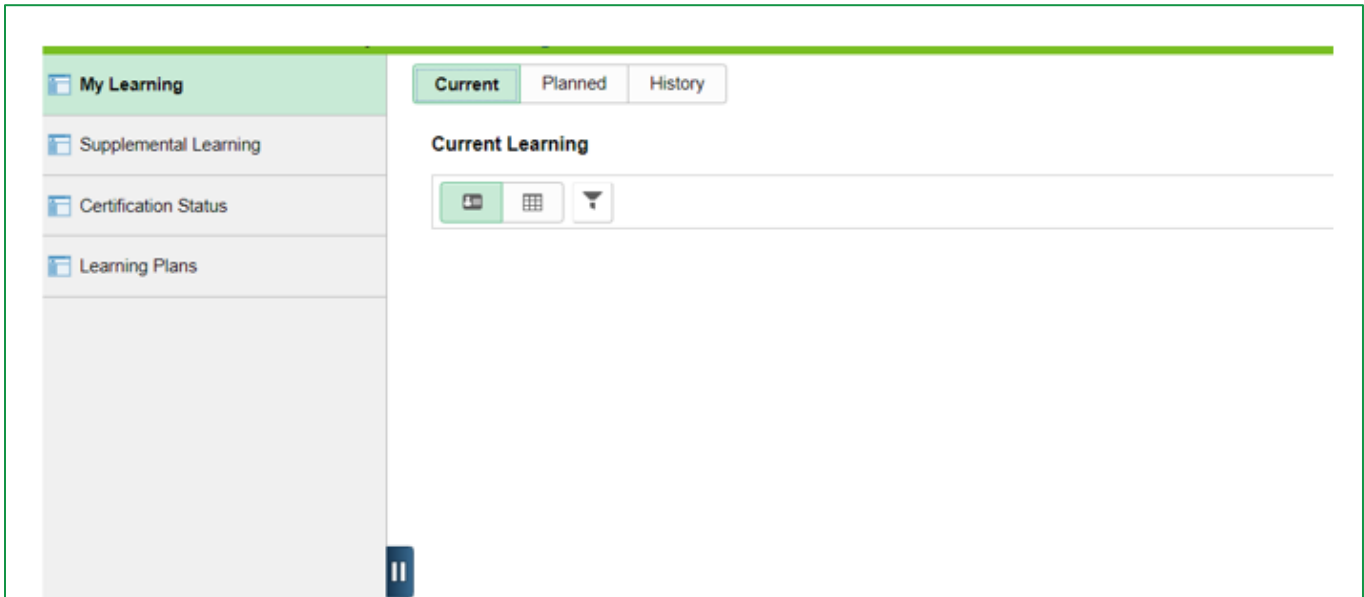
- **Option 1: Returning Employees** who have viewed the longer course within the past 3 years, may choose the first option (shorter *Annual Review* version).
- **Option 2: New Employees**, or employees who have not viewed the full-length course within the past 3 years, should choose the second option (longer *New Employee* version).

The screenshot displays a learning management system interface. At the top, it shows 'Required Annual Compliance Training for All Employees Academic Year 2021 2022' with a status of 'In-Progress'. A sidebar on the left lists 'My Learning', 'Supplemental Learning', 'Certification Status', and 'Learning Plans'. The main content area is divided into 'Program Details' and 'Course Description'. The 'Program Details' section lists several training requirements, with 'Public Jobs Private Data training for Minnesota State Academic Year 2021 2022' highlighted in a pink box. The 'Course Description' section provides details for the selected course, including 'New Employee version 45 minutes Annual Review version 20 minutes'. Below this, the 'Enrollment Options' section is highlighted in a pink box, showing two options: 'Web-Based Launch and Enroll' with a 20-minute duration (Option 1) and 'Web-Based Launch and Enroll' with a 45-minute duration (Option 2). The options are labeled 'Option 1 – shorter Annual Review version' and 'Option 2 – longer New Employee version' respectively.

When you have finished viewing your training module, close the browser window to return to your training records. ELM will bookmark your place if you don't complete the entire module. Repeat the steps outlined above to complete each assigned training requirement.

## Training Program Completion Monitoring

Once your assigned training is complete, your completed courses will move to your History section, and your Current Learning section will be empty.



## Technical Troubleshooting

Alternate formats of the training modules are available. Contact your HR office if you need the materials in an alternate format.

- [eLearning Helpful Tips](#) – helpful tips to ensure your online training is recorded correctly.
- [Software and Hardware Requirements for SEMA4 and Self Service \(mn.gov\)](#)
- [Self Service FAQ](#) – find help for password reset and screen display issues.

Contact the [ELM.Helpdesk@MinnState.edu](mailto:ELM.Helpdesk@MinnState.edu) with questions, or if your grade is stuck “in-progress.”

Note: Part-time/Adjunct Faculty who do not have an active teaching assignment between semesters, will not be able to access ELM courses until their teaching assignment becomes active again the following semester.