



ELM USER GUIDE

Workforce Development

ORACLE®

PEOPLESOFT ENTERPRISE

<p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p>Sign In</p>	<p>Select a Language</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Română</td><td>Suomi</td></tr><tr><td>Svenska</td><td>Türkçe</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Română	Suomi	Svenska	Türkçe	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																										
Dansk	Deutsch																										
Français	Français du Canada																										
Italiano	Magyar																										
Nederlands	Norsk																										
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UK English																											
<p>Set Trace Flags</p>																											

Use your Novell user id and password to login.

Favorites ▾ Main Menu ▾

Home | Add to Favorites | Sign out

ORACLE

Quick Links

- Find Learning **1**
- My Learning **2**
- Certifications
- Learning Objectives
- Learning Plans
- Supplemental Learning

Announcements

No Current Announcements.

Welcome

Search for Learning

Enter a keyword and select the Search button to initiate the search.

1

Advanced Search

Pending Approvals

No Pending Approvals Found.

Maintain Approvals

Manager Quick Links

- Team Members
- Team Certifications
- Team Objectives
- Team Learning Plans
- Find Team Learning
- Team Learning

1. Enter the course code in the keyword text box OR to refine your search, click the **Find Learning** link or the **Advanced Search** link.
2. Click the **“My Learning”** link to view completed and enrolled classes and launch online courses.

Searching for a course

Filter by

Location

No Country (1929)
United States (21)

Category

Learning Mgmt Content ..(1320)
Common Dept Code (OOA) (415)
Highway (330)
Equipment (278)
Administrative (258)
More...

Learning Type

Computer Assisted (1246)
Instructor Led Training (519)
No Learning Type (138)
eLearning (14)
VTC (5)
More...

Upcoming Events

Anytime (1939)
Next 90 Days (53)
Next 60 Days (49)
Next 30 Days (39)
Next 7 Days (24)
More...

Rating

5 stars (1)

Advanced Search ?

From Date	<input type="text"/>	Location	<input type="text"/>
End Date	<input type="text"/>	Category	<input type="text"/>
Learning Type	All	Objective	<input type="text"/>
Title	<input type="text"/>	Instructor	<input type="text"/>
Course Code	<input type="text"/>	Language	<input type="text"/>
Description	<input type="text"/>		

Search Results

[View All](#) [First](#) [1 - 15 of 200](#) [Last](#)

There were 1941 results found. Only the first 200 will be displayed.

405 M1 Mngd Contract Bulk Fuel (12MCBF)

★★★★★ (0)

405 M1 Mngd Contract Bulk Fuel [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price	
12MCBF	Instructor Led Training	2 Hrs	02/27/2014	Hillsboro, TX		<input type="button" value="Enroll Now"/>

1. To search for a specific course, enter the course code in the “**Course Code**” field and click the “**Search**” button.
2. Click the class code title to view the course description, prerequisite, class times and facility/room information.
3. To enroll for the class, click the “**Enroll Now**” button.

Instructor-led Courses

1. The **Review Information** page allows you to verify the class you are enrolling.
2. Click the **“Submit Enrollment”** button.

Enroll In Class

Review Information

Frances Delacruz, Information Specialist IV, WFD-PROF DEV & CONTRACTS (HRD)

Class Name	7 Habits of Highly Eff People®	Type	Instructor Led Training
Class Code	DEV116	Contact	Avelina Armendariz
Price Per Seat	0.000000 USD	Drop Charge	0.000000 USD
Start Date	01/27/2015	End Date	01/29/2015
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English	Duration	24 Hrs
Address	200 E Riverside Drive, Austin, TX 787041204	Room Number	CLASSROOM E-VTC

PCE	Personalize	Find	View All	First	1 of 1	Last
	PCE TYPE	Awarding Body	PCE Credit			
1						

[Submit Enrollment](#) [Find Learning](#)



3. Enrollment for instructor-led courses require manager’s approval.
4. Once enrollment has been approved by your manager, *you will receive an email notification confirming your enrollment.*

Enroll In Class

Enrollment Confirmation

⚠ This enrollment needs approval for 7 Habits of Highly Eff People®. This change in status will be updated on the My Learning page.

Class Name	7 Habits of Highly Eff People®	Type	Instructor Led Training
Class Code	DEV116	Contact	Avelina Armendariz
Price Per Seat	0.000000 USD	Drop Charge	0.000000 USD
Enrollment Status	Pending Approval	Confirmation Number	260679
Start Date	10/28/2014	End Date	10/30/2014
Last Enrollment Date	--	Last Drop Date	--
Address	200 E Riverside Drive, Austin, TX 787041204	Duration	24 Hrs
		Room Number	CLASSROOM E-VTC

[Find Learning](#) [My Learning](#) [Request New Learning](#)



Online Courses

Online Courses

1. The **Review Information** page allows you to verify the class you are enrolling.
2. Click the **“Submit Enrollment”** button.

Review Information

Frances Delacruz, Information Specialist IV, WFD-PROF DEV & CONTRACTS (HRD)

Class Name	PMIS Basic Concepts	Type	eLearning/Instructor
Class Code	CON128	Contact	Bunny Neible
Price Per Seat	0.000000 USD	Drop Charge	0.000000 USD
Start Date	09/05/2014	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English	Duration	2 Hrs, 30 Mins
Address	Not Specified	Room Number	Not Specified

PCE	Personalize Find View All Print Refresh	First 1 of 1 Last		
	PCE TYPE	Awarding Body	PCE Credit	
1				+ -

2

[Submit Enrollment](#) [Find Learning](#)

3. Enrollment for online courses does not need manager's approval.
4. Click the **“Launch”** link.

Enrollment Confirmation

Frances Delacruz, Information Specialist IV, WFD-PROF DEV & CONTRACTS (HRD)

✓ You have successfully enrolled in PMIS Basic Concepts. This change in status will be updated on the My Learning page.

Class Name	PMIS Basic Concepts	Type	eLearning/Instructor
Class Code	CON128	Contact	Bunny Neible
Price Per Seat	0.000000 USD	Drop Charge	0.000000 USD
Enrollment Status	Enrolled	Confirmation Number	260696
Start Date	09/05/2014	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Address	Not Specified	Duration	2 Hrs, 30 Mins
		Room Number	Not Specified

[Launch](#) [Find Learning](#) [My Learning](#) [Request New Learning](#)

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5. Click the **“Launch”** link to start the course.

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Frances Delacruz, Information Specialist IV WFD-PROF DEV & CONTRACTS (HRD)

Component Name:	PMIS Concepts Course Part1	Type:	Web-based
Class:	PMIS Basic Concepts	Duration:	--

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Title	Status	Score	
PMIS Basic Concepts: Part 1	Not Attempted		Launch

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[Return To Class Progress](#)

My Learning

*View

My Learning

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Title	PCE Credits	My Ratings	Type	Status	Date	Launch	Action	Print
Lead Self		★★★★★	Curriculum	Completed	07/24/2014		<input type="button" value="Drop"/>	
A+ Ess: Oper Pro/Prevent Maint		★★★★★	Computer Assisted	Enrolled	08/08/2014		<input type="button" value="Drop"/>	
Cryogenic Safety		★★★★★	Computer Assisted	Enrolled	08/08/2014		<input type="button" value="Drop"/>	
AED Orientation		★★★★★	Computer Assisted	Enrolled	08/08/2014		<input type="button" value="Drop"/>	
CRAFT-Cust Relat Feedback Trng		★★★★★	Instructor Led Training	Enrolled	08/04/2014			
Decontamination (HAZWOPER)		★★★★★	Computer Assisted	Enrolled	07/24/2014		<input type="button" value="Drop"/>	
Generic OOA		★★★★★	Instructor Led Training	Completed	10/04/2013		<input type="button" value="Review"/>	
Bloodborne Pathogen Awareness		★★★★★	Computer Assisted	Completed	09/19/2013		<input type="button" value="Review"/>	
Intrl Ctrl over FIN Reporting		★★★★★	Computer Assisted	Completed	08/21/2013		<input type="button" value="Review"/>	

1. You can view all the courses that you have completed or are currently enrolled.
2. Click the **play** icon under the “Launch” column to start the online course.
3. Click the “**Drop**” button to drop courses .
*You can drop courses only if it is self-initiated enrollment.
4. Click the “**Review**” button to provide feedback about the course.
5. Click the **printer** icon under the “**Print**” column to print your certificate.