Just Cause for Employee Discipline - Job Aid

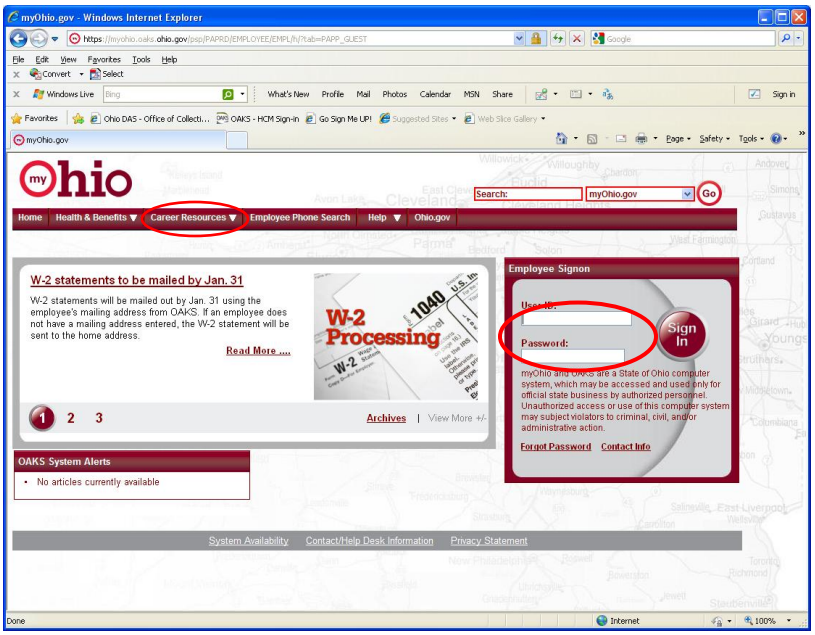
Please reference this job aid before launching course.

Log into ELM

1. Go to myOhio.gov
2. Enter your State of Ohio User ID and Password

   Note: **For password resets, contact OAKS HelpDesk:**
   - **Email: oaks.helpdesk@oaks.state.oh.us**
   - **Phone: 1-888-OhioOAKS (1-888-644-6625) or 614-644-6625**

   Note: **Contact the Ohio Shared Services Help Desk for questions or issues with ELM:**
   Email: OhioSharedServices@ohio.gov
   Phone: 614-338-4781 or 1-877-OHIOSS1 (1-877-644-6771)



3. Go to the **Career Resources** Menu, click on **All Learning** under the My Learning (ELM) section. The next step is to locate the course and options are outlined on the next page.

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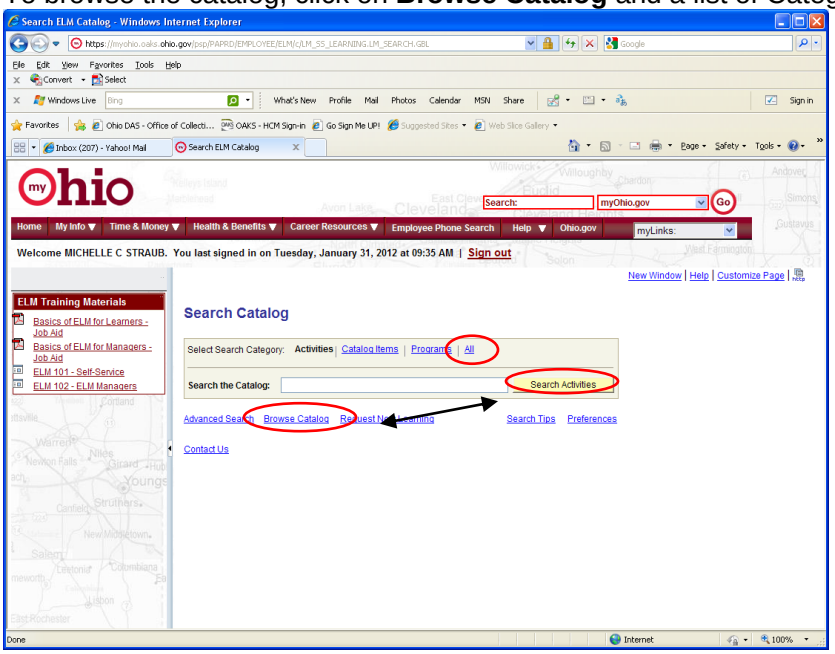
Search or Browse the Catalog

There are a few options to locate the course in the catalog. To <u>search</u> for the course, use the following navigation path to get to the screen below.

Career Resources>Search ELM Catalog.

1. Click the **ALL** link under **Select Search Category**.
2. Enter the name/title
3. Click **Search Activities**

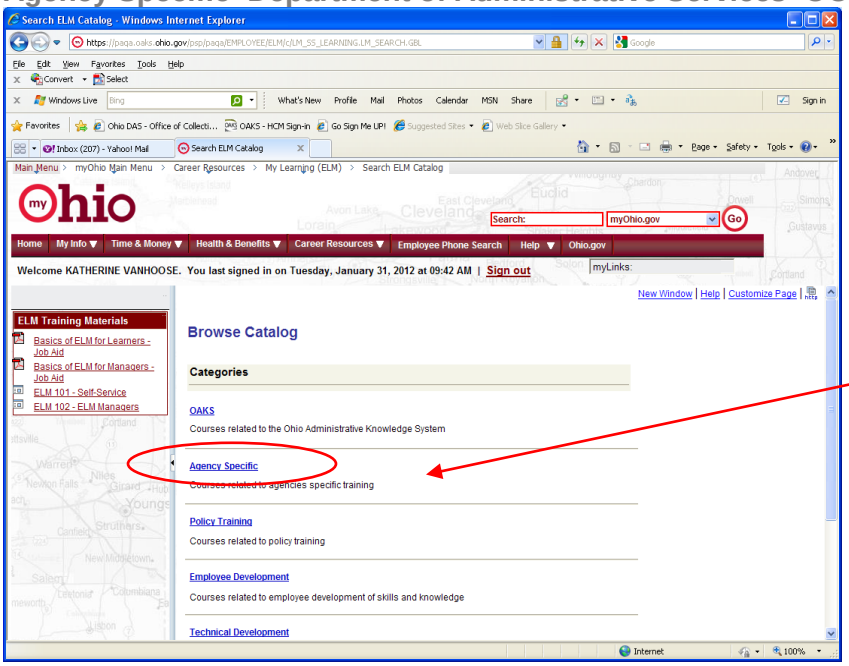
To browse the catalog, click on **Browse Catalog** and a list of Categories will appear.



You have two options, to search or browse the catalog.

Below is a sample navigation path to find the course when you choose the browse option.

Agency Specific>Department of Administrative Services>OCB



This is helpful when you do not know the exact course title.

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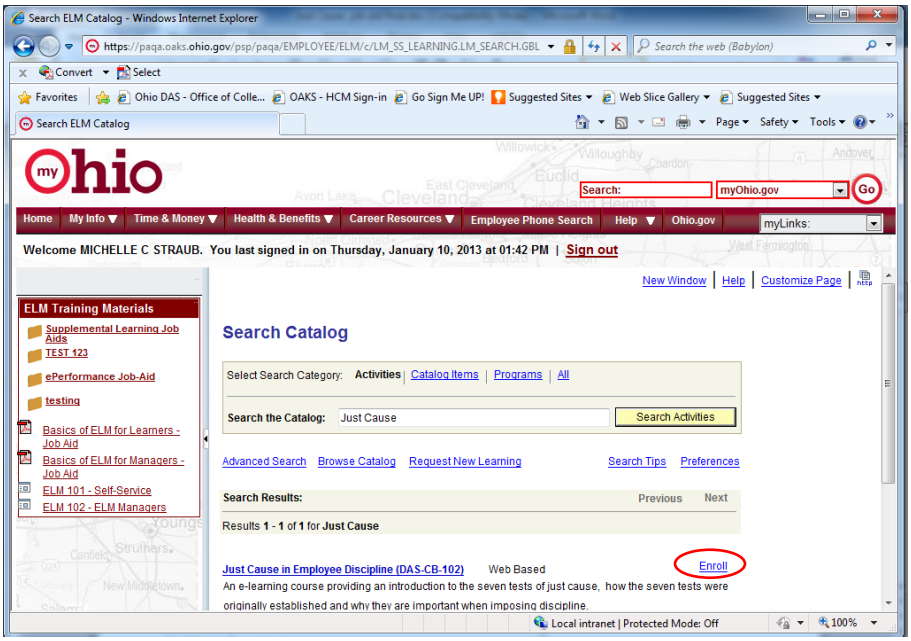
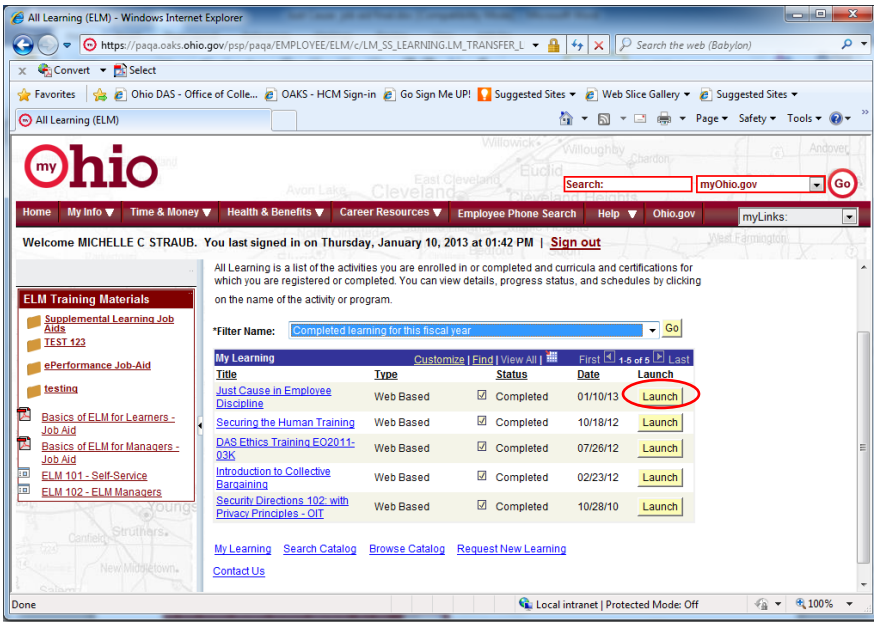
Enroll in the course

Once the course is located as seen below, click **Enroll**. Two more enrollment screens will appear (not shown), click **Enroll** again and on the last screen click **Submit Enrollment**.



Launching the Course

Please click on the yellow Launch button when the below screen appears.



Another screen (not shown) will appear, please click the underlined **<u>Launch</u>**. Please note it could take up to **<u>two minutes</u>** for the course to launch.

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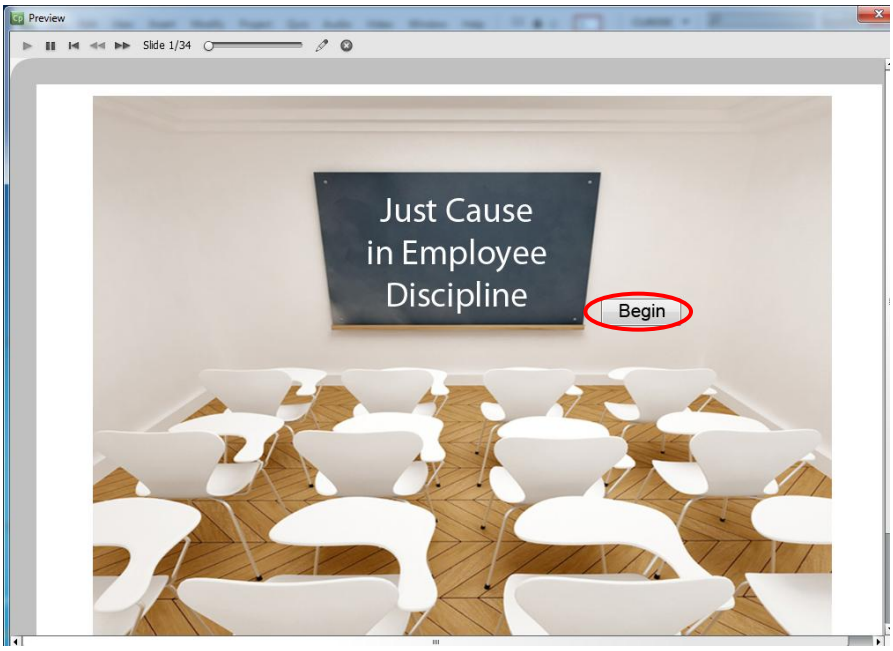
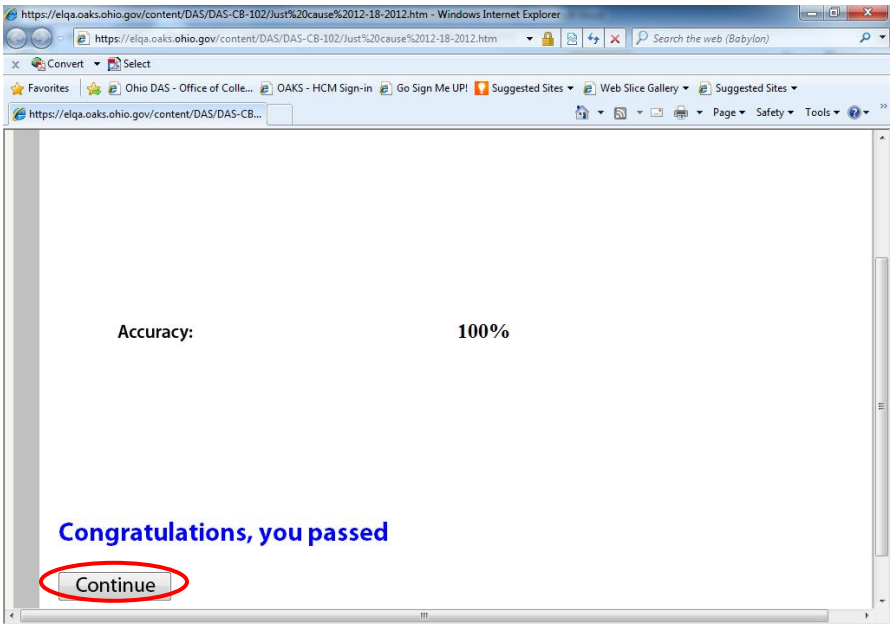
Begin the course

This is the first screen of the training, click the Begin button to begin the training module.



After completion of course

A score is provided as shown below. You will need to get 100 to pass the course. Please note that the content will not allow a wrong answer. Please click the **Continue Button** to proceed.



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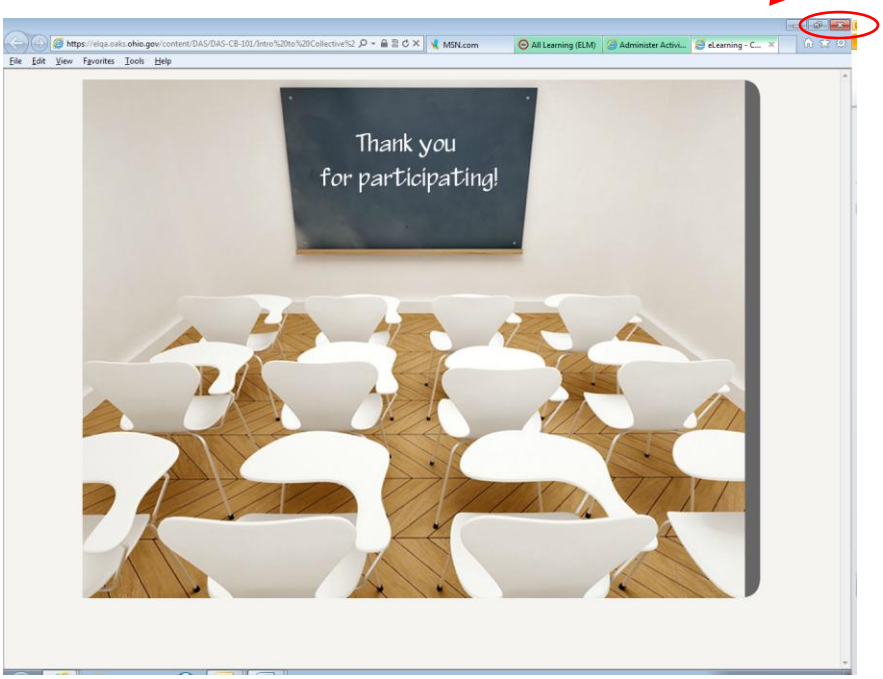
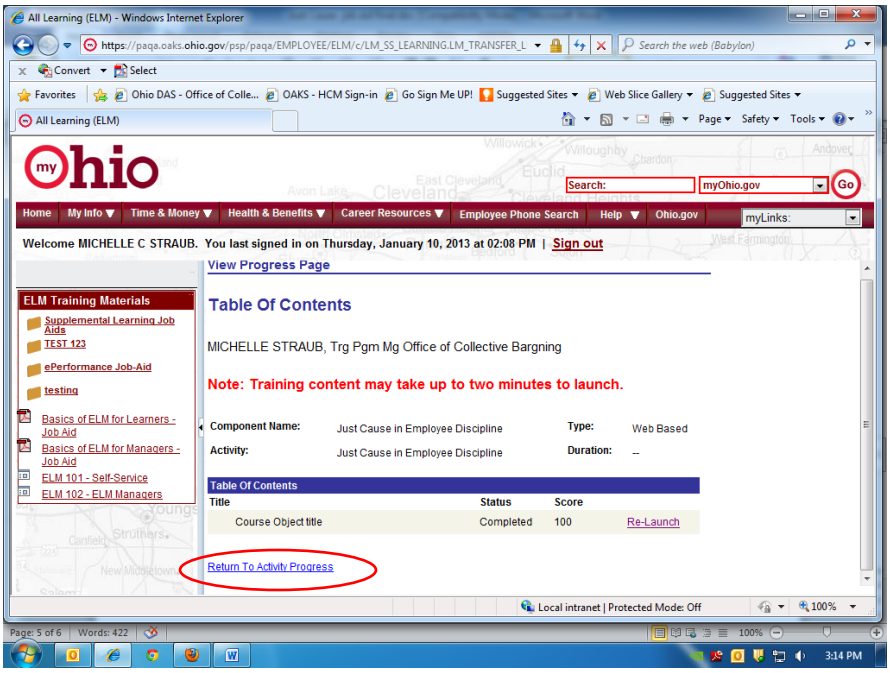
After completion of course

Please click the red X in upper right hand corner to exit the course.
If you hesitate – the course will start over.



After completing the course and clicking the red X, the following will appear. Click on* Return to Activity Progress *to get the screen shot on the next page.



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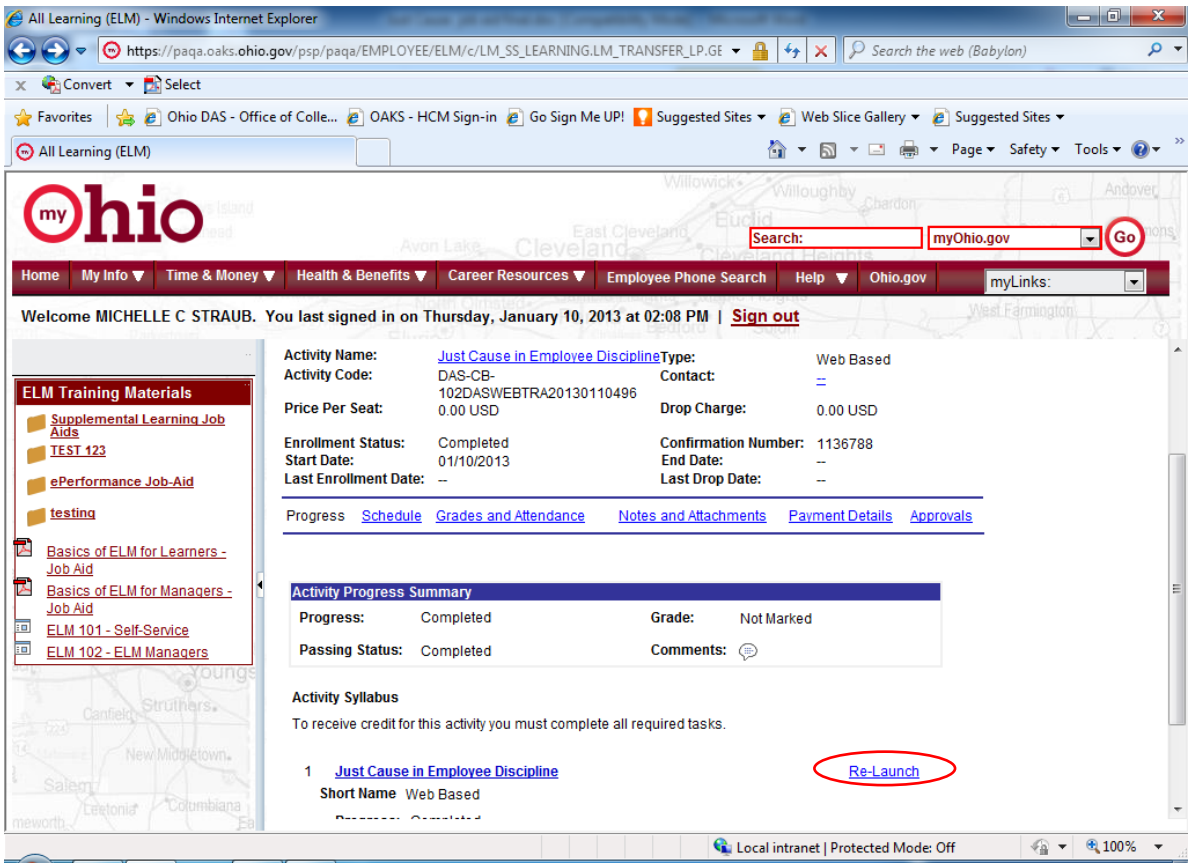
After completion of course

Career Resources>All Learning, click name of the course to get to the Activity Progress screen. The screen below allows you to:

1. Re-Launch the course, by clicking on **Re-Launch**
2. Review the progress on this course.