

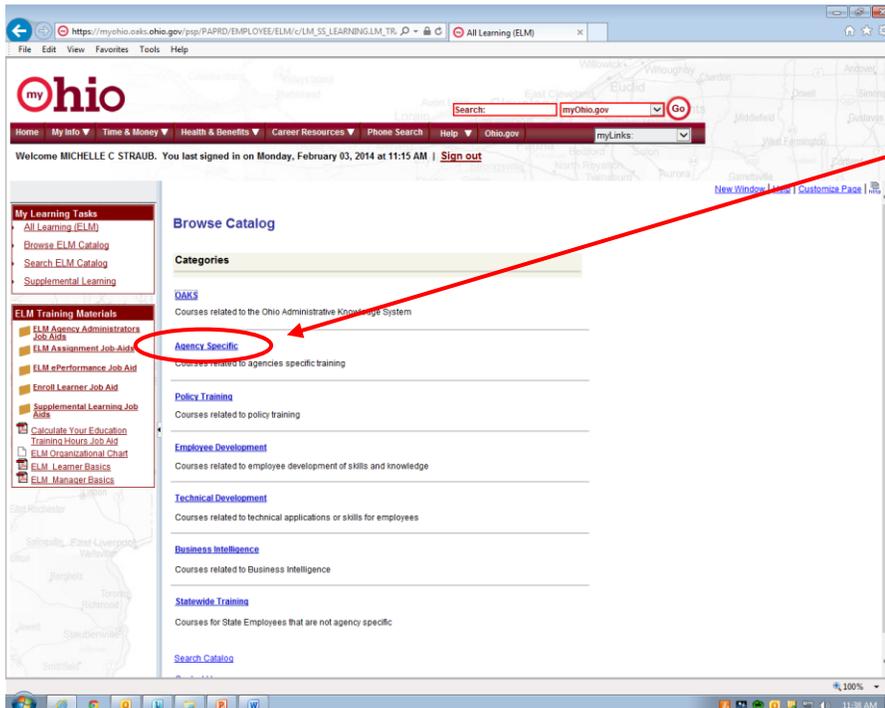
OCB Academy Registration in OAKS - Job Aid

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:
 1. Email: oaks.helpdesk@oaks.state.oh.us
 2. Phone: 1-888-OhioOAKS (1-888-644-6625) or 614-644-6625
3. Go to the **Career Resources** Menu, click on **All Learning** under the My Learning (ELM) section. The next step is to search for the course.



Browse the Catalog



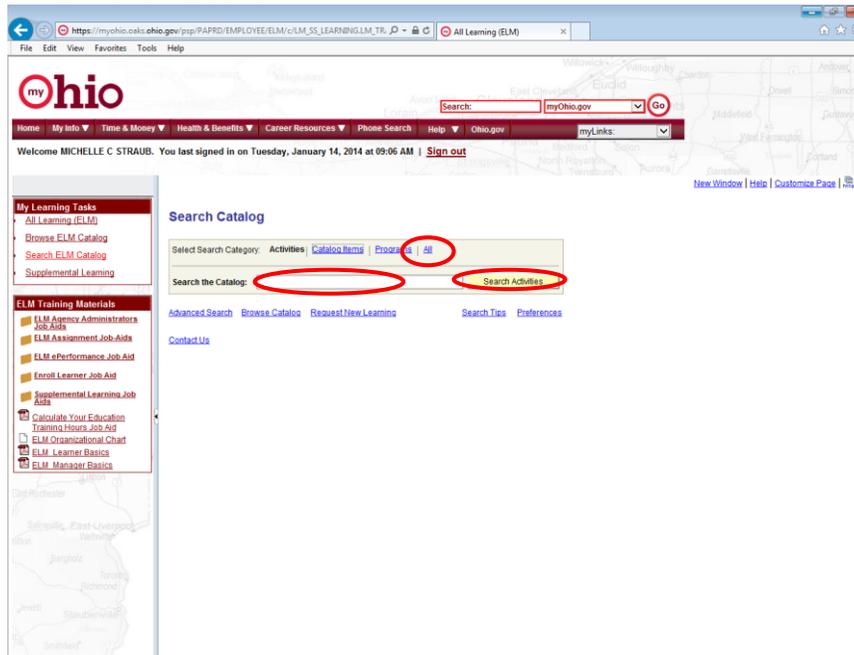
To browse the catalog for Office of Collective Bargaining (OCB) offerings, click on **Browse ELM Catalog** on the left hand side of the screen and this screen will appear. Click on **Agency Specific**, a new screen will appear with a list of agencies. Click on **DAS**, a new screen will appear, click on **OCB** to get the listings of classes. Please note to click on **Next** to see the full listing of classes.

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Search the Catalog

To search for a specific course, click on **Search ELM Catalog** on the left hand side of the screen.

1. Click the **All** link under **Select Search Category**.
2. Enter the full name/title of course in the **Search the Catalog** box
3. Click **Search All**



Enroll in the course

Once the course is located, click **Enroll** (screen shot on next page). Another enrollment screen will appear (not shown), click **Submit Enrollment**.

