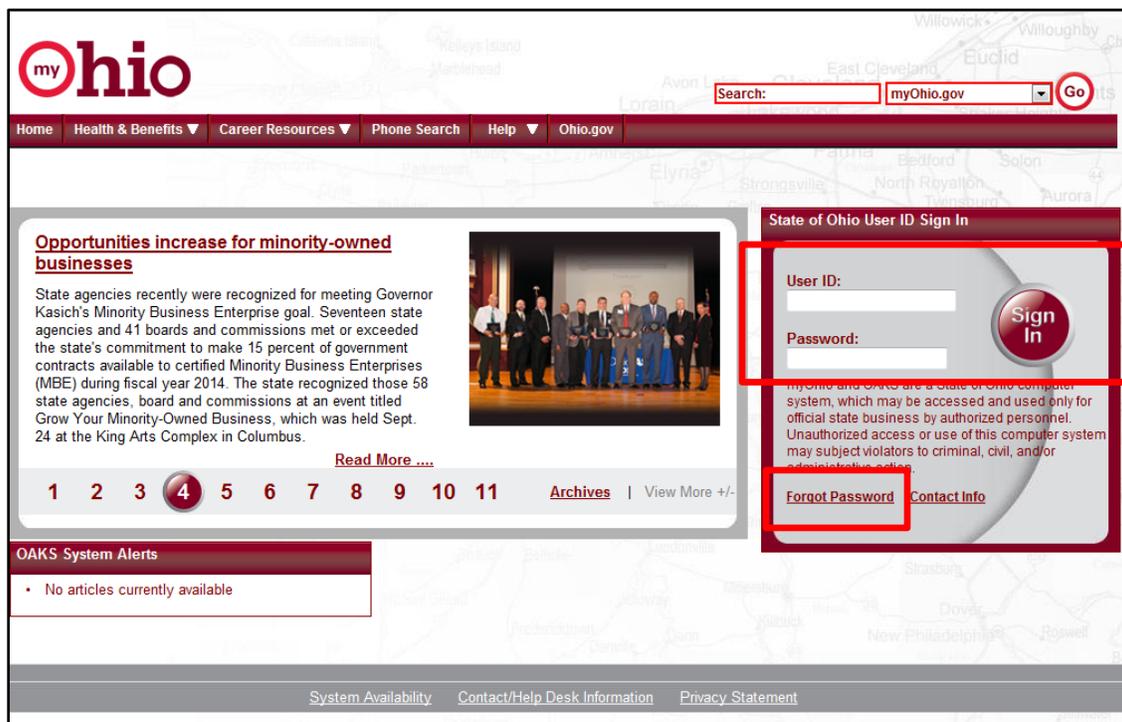


Launching the Equal Employment Opportunity (EEO) Web-Based Training in ELM

Why ELM?

The Equal Employment Opportunity training has been loaded into ELM and this has many advantages. Once enrolled, learners will have a record of progress and/or completion and may re-launch the training as often as necessary. The training becomes a part of the learner's transcript that can then be printed for verification.

1. Log into **MyOhio.gov** using your State of Ohio User ID and password.



Note: for password resets use the **Forgot Password** link in the sign in box or contact the OAKS Helpdesk:

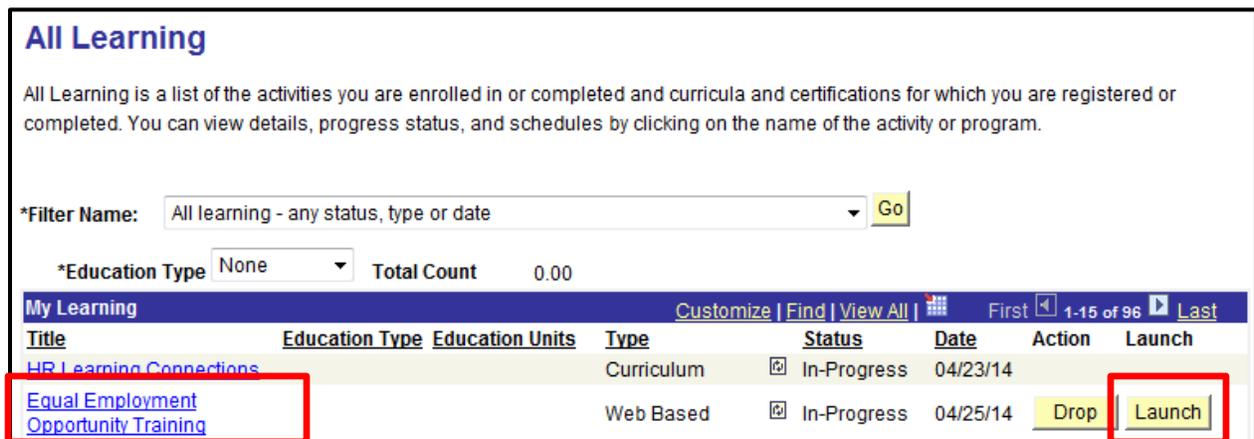
- Email: oaks.helpdesk@oaks.state.oh.us
- Phone: 1-888-OhioOaks (1-888-644-6625) or 614-644-6625

2. Click the **Career Resources** link at the top of the page.

3. Click the **All Learning (ELM)** link under **My Learning (ELM)**.

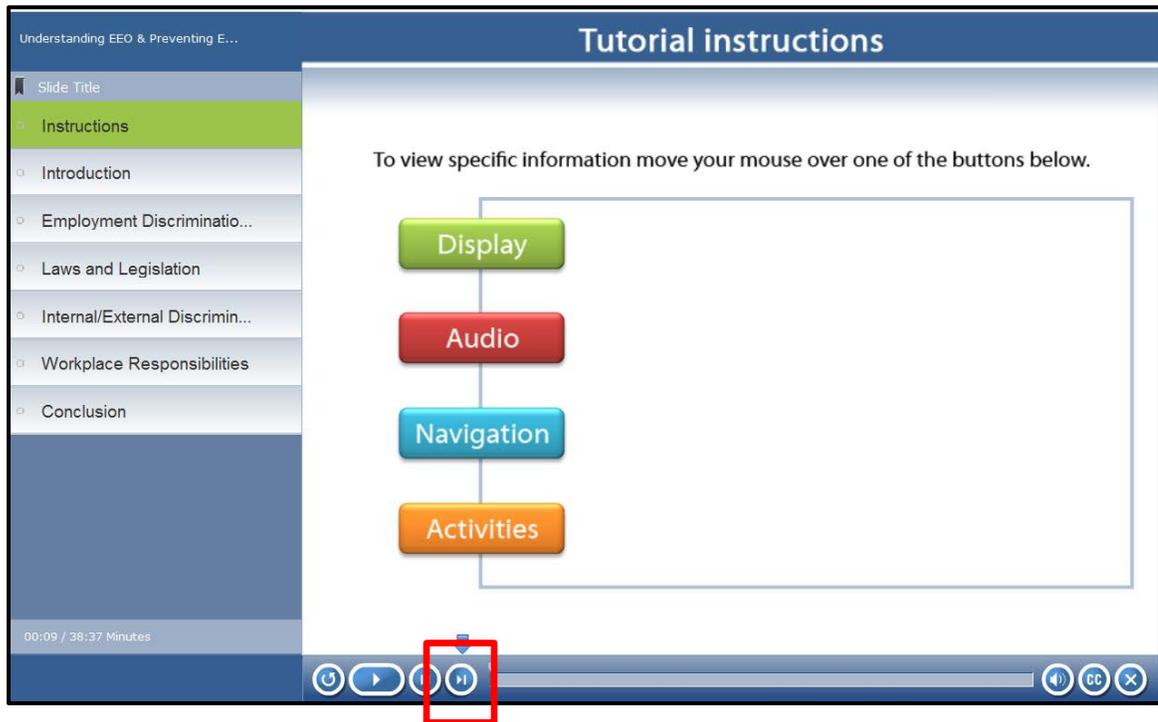


You will be taken to the **All Learning** page where you will see a list of all courses you have enrolled in via ELM (this may include web-based courses you have not yet completed and are therefore “in Progress”).



Look for the “Equal Employment Opportunity Training” and click the **Launch** button on the right of that entry.

The program will launch. You will see this screen; click the **Forward** button to begin:

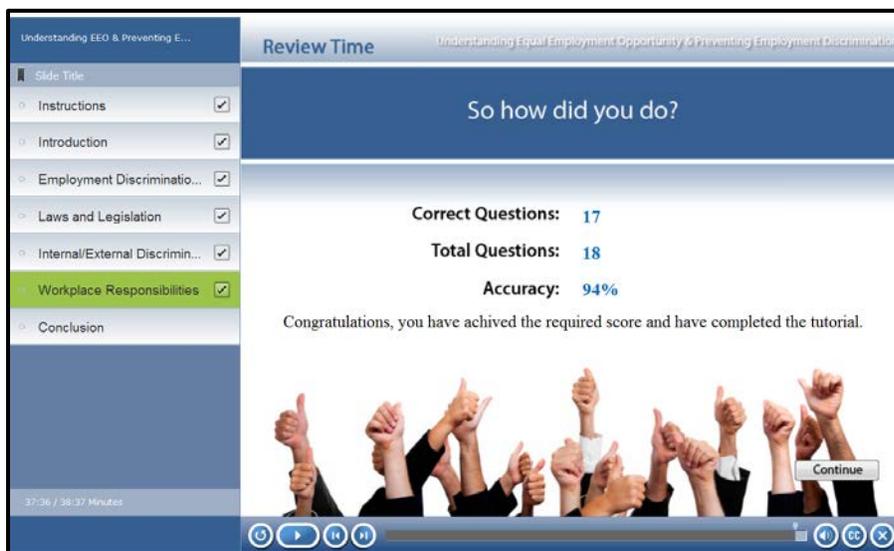


Then the training will begin with this screen:



You can use the navigation buttons at the bottom of the screen to pause, go forward, go back, or start over.

- When you have finished the training, you will have to take an 18-question assessment in order to be given credit for the course. You may take the assessment as often as necessary to earn a passing grade of 80%.



- When you have passed the assessment, click the **Continue** button at the bottom right of the training window. You will be taken to the **Conclusion** screen.



6. Click the “X “at the bottom right-hand corner to exit the video screen.
7. Once the training is closed, you will be taken to the **Table of Contents** screen. You should now see the course with a status of “Completed.”

[View Progress Page](#)

Table Of Contents

ROBERT COOPERMAN, HCM Adm 2 LEARNING & PROF DEVELOP ADMIN

Note: Training content may take up to two minutes to launch.

Component Name:	Equal Employment Opportunity Training	Type:	Web Based
Activity:	Equal Employment Opportunity Training	Duration:	--

Table Of Contents			
Title	Status	Score	
Understanding EEO and Preventing Employment Discrimination	Completed	94.44	Re-Launch

[Return To Activity Progress](#)

Note: You can re-launch the course from here by clicking the **Re-Launch** button.

For technical/functional questions or concerns with ELM, contact the Ohio Shared Services Help Desk:

- Email: OhioSharedServices@ohio.gov
- Phone: 614-338-4781 or 1-8778OHIOSS1 (1-877-644-6771)

For Equal Employment Opportunity content questions, contact Felicia Godbolt, DAS EEO Program Manager, at 614-466-7313 or felicia.godbolt@das.ohio.gov.