

ELM CREATE CATEGORY REQUEST

This form is to request the creation of a category for addition to ELM. The completed form requires the approval of and must be submitted by the requesting Agency ELM Point of Contact. Please email ohiosharedservices@ohio.gov to submit this form. If you have any questions, please contact Rusty Martin or Katherine Vanhooose.

Note: If you have CRM 9.0 access, you may also create a CRM case with this form attached and assign it to the HCM-ELM provider group for Katherine Vanhooose or Rusty Martin.

* Asterisks indicate required fields for this form

*Category Long Name:
(200 character max)

*Category Short Name:
(10 character max)

*Status:

Choose an item.

*Description:
(254 character max)

OAKS Employee ID:

Owner:

Security (Agency Learning Environment & Learner Groups)

*Learning Environments

1.

Primary:

Choose an item.

2.

Primary:

Choose an item.

3.

Primary:

Choose an item.

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***Learner Groups**

- 1.
- 2.
- 3.

Category Relationships

- | | | | |
|-------------------|----------------------|-----------------|----------------------|
| 1. Display Order: | <input type="text"/> | Child Category: | <input type="text"/> |
| 2. Display Order: | <input type="text"/> | Child Category: | <input type="text"/> |
| 3. Display Order: | <input type="text"/> | Child Category: | <input type="text"/> |
| 4. Display Order: | <input type="text"/> | Child Category: | <input type="text"/> |
| 5. Display Order: | <input type="text"/> | Child Category: | <input type="text"/> |
| 6. Display Order: | <input type="text"/> | Child Category: | <input type="text"/> |