

Print Certificate – ELM Learner Basic Job Aid



This job aid is designed to assist the learner to print a certificate for completion of an Activity in ELM.

1. Log into myohio.gov with your State of Ohio User ID and Password:

The image shows a web form titled "State of Ohio User ID Sign In". It contains two input fields: "User ID:" and "Password:". To the right of these fields is a red circular "Sign In" button. Below the input fields is a disclaimer: "myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." At the bottom of the form are two links: "Forgot Password" and "Contact Info".

2. Once you have completed the training, navigate to **Career Resources > My Learning (ELM) > All Learning (ELM)**.



3. The All Learning page appears. Find the course on your All Learning Transcript.

The image shows a screenshot of the "All Learning" page. At the top, there is a blue header with the text "All Learning". Below the header is a paragraph: "All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program." Below this paragraph is a filter section: "*Filter Name:" followed by a dropdown menu set to "All Learning for Last 6 Months" and a "Go" button. Below the filter is another section: "*Education Type" with a dropdown menu set to "None" and "Total Count" followed by "0.00". Below this is a table with the following columns: "Title", "Education Type", "Education Units", "Type", "Status", "Date", "Action", and "Launch". The table contains three rows of data. The first row is "BWC Active Shooter Training" with Education Type "Training", Education Units "2.50", Type "OAKS Supplemental Learning", Status "Completed", Date "10/23/13", and a "Modify" button. The second row is "Basket Weaving" with Education Type "CEU", Education Units "3.50", Type "OAKS Supplemental Learning", Status "Completed", Date "02/03/14", and a "Modify" button. The third row is "DAS Ethics Training EO2013-03K" with Education Type "Training", Education Units "1.00", Type "Web Based", Status "Completed", Date "10/08/13", and a "Launch" button. The third row is highlighted with a red border.

Title	Education Type	Education Units	Type	Status	Date	Action	Launch
BWC Active Shooter Training	Training	2.50	OAKS Supplemental Learning	Completed	10/23/13	Modify	
Basket Weaving	CEU	3.50	OAKS Supplemental Learning	Completed	02/03/14	Modify	
DAS Ethics Training EO2013-03K	Training	1.00	Web Based	Completed	10/08/13		Launch

Print Certificate Job Aid



- You will then need to click on the name of the Course. The Activity Progress page is displayed. Click on the Print Course Certificate link.

Activity Progress

DAS Ethics Training EO2013-03K

Kathy Vanhose, Business T, OAKS Management

Activity Name:	DAS Ethics Training EO2013-03K	Type:	Web Based
Activity Code:	DAS-ET-101DASWEBTRA20131007066	Contact:	SHELIA SMITH
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Completed	Confirmation Number:	1732229
Start Date:	10/07/2013	End Date:	--
Last Enrollment Date:	10/31/2013	Last Drop Date:	--

Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

[Print Course Certificate](#)

Activity Progress Summary

Progress:	Completed	Grade:	Not Marked
Passing Status:	Completed	Comments:	

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

1	DAS Ethics Training EO2013-03K	Re-Launch
	Short Name	Web Based
	Progress:	Completed

[Drop](#)

[Return to Previous Page](#)

Print Certificate Job Aid



5. Enter the information requested. Click Apply and OK buttons.

Print Certificate Request

Please enter your State of Ohio User ID and Position Title so it will show on your certificate of completion

Certificate Data	
*E-Mail To:	katherine.vanhoose@das.state.oh.us
State of Ohio User ID	12345678
Position Title	ELM BTA

6. This will take you back to your Activity Progress screen.

Activity Progress

DAS Ethics Training EO2013-03K

Kathy Vanhoose, Business T, OAKS Management

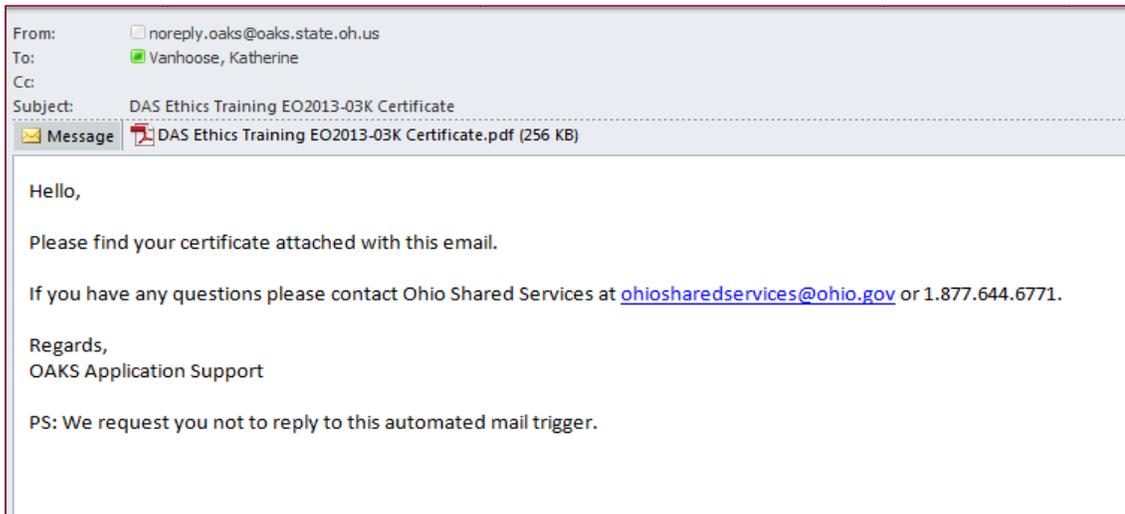
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Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

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7. In one hour you will receive an email with your **Course Certificate** attached.



8. Your Certificate:

