

Want to register for a DAS Office of Learning & Professional Development class?



Once there, do the following:

1. Enter your Employee Sign on.
Click on the **Career Resources** label in the top navigation bar.
Follow this navigation: **My Learning (ELM) > All Learning (ELM)**
2. On the left side of screen, click on **Search ELM Catalog**.
3. Type in a course title or key word related to the class you want to take (such as “supervisor”); you can also leave this field blank to retrieve all available classes.
4. Click the **Search Activities** button.

A screenshot of a web interface for searching activities. At the top, it says 'Select Search Category: Activities | Catalog Items | Programs | All'. Below this is a search bar with the placeholder text 'Search the Catalog:' and a yellow button labeled 'Search Activities'.

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)

5. Choose the class you wish to enroll in and click the Enroll button for that class.
6. Or use the **Advanced Search** link to choose specific search parameters like title, location, category or date range.

A screenshot of the 'Advanced Search' form. It includes several fields: 'Type' (dropdown menu set to 'Instructor Led'), 'Title', 'Code', 'Description', 'Location' (dropdown menu set to 'James A. Rhodes State Office Tc'), 'Category' (dropdown menu set to 'Employee Development'), 'Objective' (dropdown menu), 'Instructor' (text input with a search icon), 'Language' (dropdown menu set to 'English'), and 'Start Date' (with 'From' and 'Through' date pickers).

[Search](#) [Reset](#)

[Basic Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#)

Need training on ELM? For simulations and Job Aids go to the **OAKS Quick Access** block > **Enterprise Learning Management** > **ELM Home** > **ELM Training Materials**.

Have questions about our classes? Contact us at das.hrd.training.staff@das.ohio.gov

Have technical questions about ELM? Call the ELM Help Desk at 614.338.4781 or 877.644.6771