

Managers Supporting Caregivers in the Workplace – Train-the-Trainer Enrollment and Completion Instructions

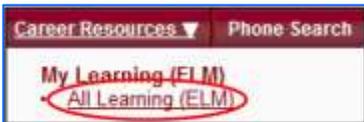
The below instruction will walk the user through completing the Managers Supporting Caregivers in the Workplace – Train-the-Trainer in ELM.

To complete the training

1. Sign into **MyOhio.gov**. Sign in as you regularly would to access OAKS. Enter your **Employee ID** and your **OAKS Password**.



2. Click the **Career Resources** tab
3. On the drop down menu, click on **All Learning (ELM)**. This is located underneath "My Learning". The All Learning screen will show all of your training activities



4. On the All Learning Screen navigate to the Left menu and select "**Search ELM Catalog**"

Welcome STANLEY W SIKORSKI. You last signed in on Wednesday, April 08, 2015 at 04:23 PM | [Sign out](#)

All Learning

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.

*Filter Name: All learning - any status, type or date

*Education Type: None Total Count: 0.00

Title	Education Type	Education Units	Type	Status	Date	Action	Launch
Trafficking for General Public Health	None	0.00	Web Based	In-Progress	05/02/14	Drop	Launch
Performance Management Tool for Supervisors (WBT)	None	0.00	Web Based	In-Progress	04/14/14	Drop	Launch
Performance Management Tool for Supervisors (WBT)	None	0.00	Web Based	In-Progress	11/25/13	Drop	Launch
Performance Management Tool for Supervisors (WBT)	None	0.00	Web Based	In-Progress	08/29/13	Drop	Launch
Electronic Payroll Action Request for Trainees	None	0.00	Web Based	Enrolled	04/08/15	Drop	Launch
Equal Employment Opportunity Training	None	0.00	Web Based	Enrolled	11/12/14	Drop	Launch
DDH Rule Making Process	None	0.00	Instructor Led	Enrolled	08/25/14	Drop	Launch
Directive 10-RAC-01	None	0.00	Assignment	Completed	04/02/15		

- In the “Search box”, type “**Managers Supporting Caregivers in the Workplace – Train-the-Trainer**” and click on “**Search Activities**”.

Search Catalog

Select Search Category: **Activities** | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

- Click the [Enroll](#) link next to the activity name.

Search Catalog

Select Search Category: **Activities** | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

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

Search Results: Previous Next

Results 1 - 1 of 1 for **Managers Supporting Caregivers in the Workplace - Train the Trainer**

[Managers Supporting Caregivers in the Workplace - Train the Trainer \(DAS-PD-169\)](#) Web Based [Enroll](#)

To raise awareness of the issue that many of us face or may face sometime in the future. Caregiving for loved ones

This activity Starts on 08/08/2017 at a price of **0 USD**

- Click “**Submit Enrollment**”

Enroll In Activity

Review Information

Activity Name: [Managers Supporting Caregivers in the Workplace - Train the Trainer](#) Type: Web Based
 Activity Code: DAS-PD-169DASWEBTRA20170808813 Contact: .
 Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Start Date: 08/08/2017 End Date: --
 Last Enrollment Date: -- Last Drop Date: --
 Available Seats: -- Available Waitlist: 0

Language: English

* Required Field
 [Search Catalog](#) [Browse Catalog](#)

8. You will receive an Enrollment Confirmation. Click on the [Launch](#) link to begin the Training

Enroll In Activity

Enrollment Confirmation

You have successfully enrolled in **Managers Supporting Caregivers in the Workplace - Train the Trainer**. This change in status will be updated on the **All Learning** page.

Activity Name: [Managers Supporting Caregivers in the Workplace - Train the Trainer](#) Type: Web Based
 Activity Code: DAS-PD-169DASWEBTRA20170808813 Contact: .
 Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Enrollment Status: Enrolled Confirmation Number: 4546510
 Start Date: 08/08/2017 End Date: --
 Last Enrollment Date: -- Last Drop Date: --

[Launch](#)

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)

9. On the next page, click the [Launch](#) link once again.

View Progress Page

Table Of Contents

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

Component Name: Managers Supporting Caregivers in the Workplace - Train the Trainer **Type:** Web Based
Activity: Managers Supporting Caregivers in the Workplace - Train the Trainer **Duration:** --

Table Of Contents		
Title	Status	Score
Course Object title	Not Attempted	Launch

[Return To Activity Progress](#)

10. The presentation will now begin.

Managers Supporting Caregivers in the Workplace
Train the Trainer

Caregiver Resources

11. To exit the presentation click the **Exit** button at the bottom of the screen.

Thank you for participating in this session!

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Phone: (614) 387-6183.

Exit

Navigation Bar Controls

	Rewind to the beginning of the presentation		Mute or unmute the volume
	Play or Pause the presentation		Turn closed captioning off/on
	Rewind to the beginning of the current slide		Exit the presentation