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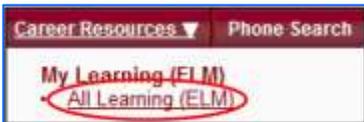
The below instruction will walk the user through completing the Managers Supporting Caregivers in the Workplace – Train-the-Trainer in ELM.

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*"

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

6. Click the *Enroll* link next to the activity name.

7. 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

[Submit Enrollment] 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

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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: | -- |

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| Title | Status | Sco... | |
| Course Object title | Not Attempted | | Launch |

Return To Activity Progress

10. The presentation will now begin.

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

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