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”
8. You will receive an Enrollment Confirmation. Click on the Launch link to begin the Training.

9. On the next page, click the Launch link once again.
10. The presentation will now begin.

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