

# Lead Ohio: Inspirational Leaders

## Job Aid to Acknowledge Program Completion

By completing this assignment, you are acknowledging completion of 20 learning hours for the year to earn/maintain your Lead Ohio: Inspirational Leaders (LO:IL) certificate.

**If you have not completed the 20 learning hours, please exit out of this assignment without completing it. The assignment will be available once you have completed the required hours.**

The following step-by-step procedures describes how to access the online learning activities for Lead Ohio: Inspirational Leaders.

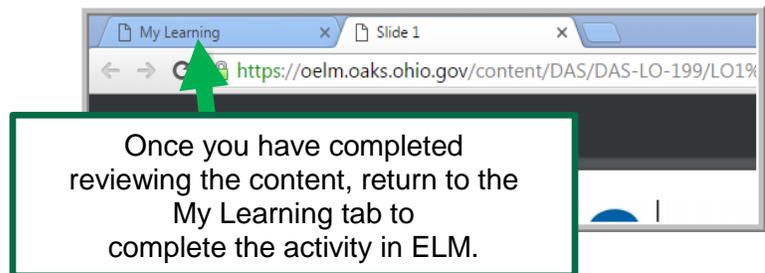
### Step 1:

Once you have completed reviewing the content in ELM, return to the **My Learning** tab.



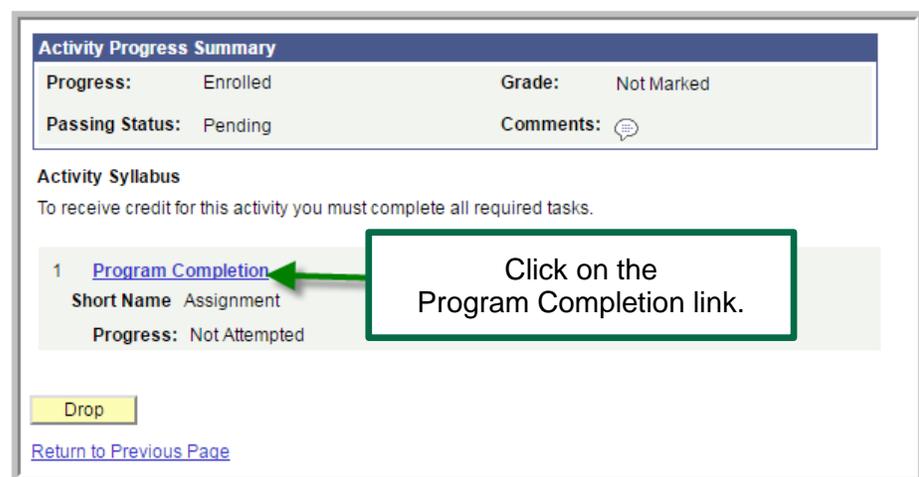
### Step 2:

Click on the **LO:IL Program Completion** link at the bottom of the list of program activities.



### Step 3:

Click on the **Program Completion** link.

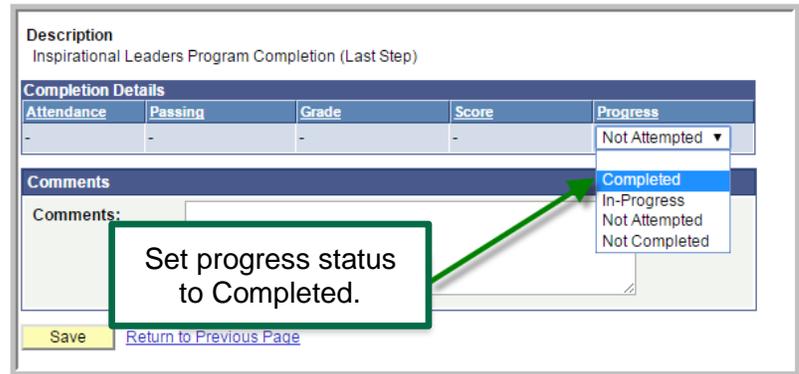


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### Step 4:

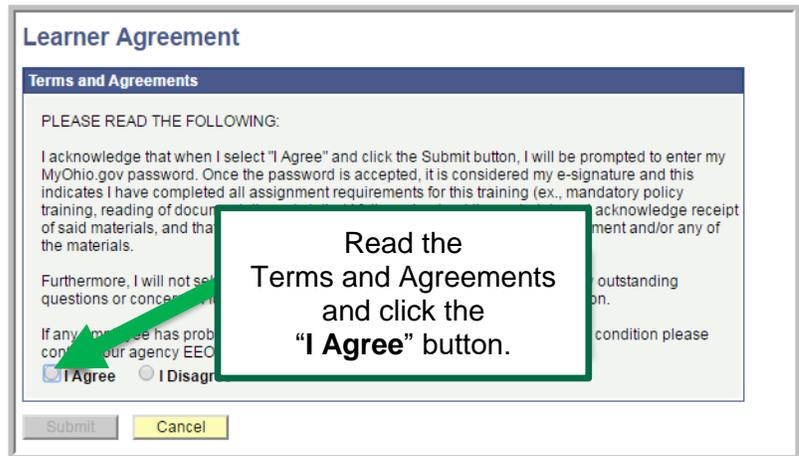
From the dropdown menu, switch the program status to **“Progress”** from Not Attempted, to **Completed**.



The screenshot shows a form titled "Inspirational Leaders Program Completion (Last Step)". It includes a "Completion Details" table with columns for Attendance, Passing, Grade, Score, and Progress. The Progress column currently shows "Not Attempted". A dropdown menu is open, showing options: "Completed", "In-Progress", "Not Attempted", and "Not Completed". A green box with the text "Set progress status to Completed." has an arrow pointing to the "Completed" option in the dropdown. Below the table is a "Comments" section with a text area and a "Save" button. A link "Return to Previous Page" is also visible.

### Step 5:

Read the **Terms and Agreements**, then click the **“I agree”** button.

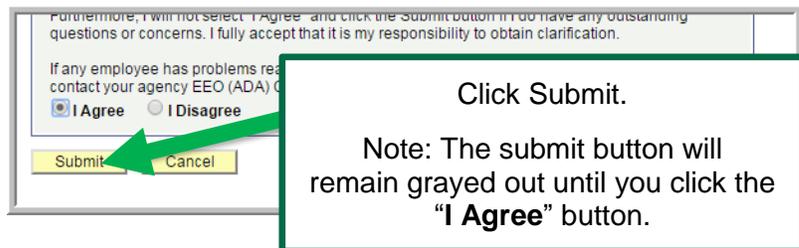


The screenshot shows a "Learner Agreement" form. It contains a section titled "Terms and Agreements" with the text: "PLEASE READ THE FOLLOWING: I acknowledge that when I select 'I Agree' and click the Submit button, I will be prompted to enter my MyOhio.gov password. Once the password is accepted, it is considered my e-signature and this indicates I have completed all assignment requirements for this training (ex., mandatory policy training, reading of documents of said materials, and that I acknowledge receipt of said materials, and that I acknowledge receipt of said materials)." Below this text are radio buttons for "I Agree" (selected) and "I Disagree". A green box with the text "Read the Terms and Agreements and click the 'I Agree' button." has an arrow pointing to the "I Agree" radio button. At the bottom are "Submit" and "Cancel" buttons.

### Step 6:

Click **Submit**.

**Note:** The **Submit** button will remain grayed out until you click the **“I Agree”** button.



This screenshot is a close-up of the bottom portion of the form from Step 5. It shows the "I Agree" radio button selected and the "Submit" button. A green box with the text "Click Submit. Note: The submit button will remain grayed out until you click the 'I Agree' button." has an arrow pointing to the "Submit" button.

**Step 7:**

Enter your myohio.gov/sign-on password.

The program will now show as **Completed** in ELM.

The activity will now show as **Completed**.

Completion Details				
Attendance	Passing	Grade	Score	Progress
-	-	-	-	Completed