



COURSE EXPECTATIONS

As a new ELM user, you will be expected to complete the following courses:

- GEN101: STAR Project/Basic Enterprise Resource Planning (ERP) Overview
- GEN102: STAR PeopleSoft Basic Navigation

The courses listed above include important introductions to familiarize you with the PeopleSoft system and how to enter your work time and request leave.

To start your learning, go to <https://starlrn.wi.gov/psp/pelstr/?cmd=login>.

- Enter your IAM username (i.e. smithJxyz) and password.



FINDING COURSES & ENROLLING IN CLASSES

Once you have accessed the Enterprise Learning Management System (ELM) page, click the **Find Learning** link located on the left-hand column.



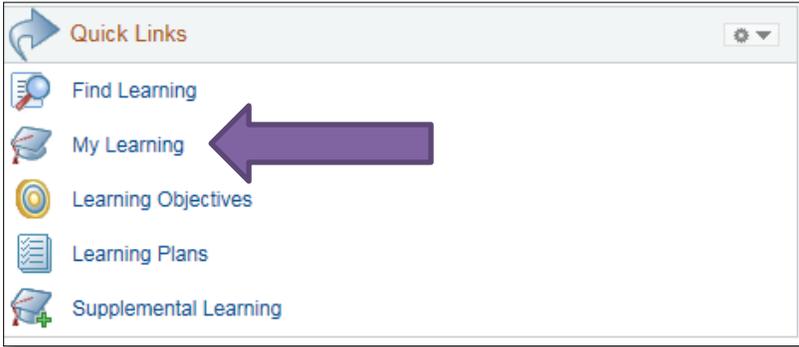
Enter in the desired course name (i.e. LEAN) in the search field, and press **Enter**.

Courses related to your search will pop up. Click on any applicable links listed under the Class Code, Start Date, and Location columns to view the syllabus and additional class details. Click on **Enroll** or **Launch** to get started.



HOW TO TRACK OR VIEW YOUR PROGRESS

To track or view your progress, select the **My Learning** link located on the ELM homepage. This will bring up your entire learning history including classes you've enrolled in, dropped, completed, or are in the process of completing.



On the My Learning page, click on the title of the class you wish to complete or review.



This will bring up the entire course layout for that class. (The example below shows the course layout for PRO300: Requisitions and Purchase orders.)

2	Module 1: Create and Maintain Requisitions	Re-Launch
	Required Web-based	
	Progress Completed	
3	Module 2: Create Requisitions and Ordering from WISBuy	Re-Launch
	Required Web-based	
	Progress In-Progress	
4	Module 3: Create Requisitions from an Item Catalog	Launch
	Required Web-based	
	Progress Not Attempted	

To complete an "In-Progress" or "Not Attempted" course component (indicated above), click the **Re-Launch** or **Launch** link. This will launch the module in a new window.

NOTE: Each course component needs to be completed in 60 minutes for your completion to be recorded in ELM. If your computer time-outs for any reason (ex: inactivity) and you have not properly closed the module, you will lose your connection to ELM and your progress will not be saved.

To close the module correctly, click the “X” button on the control panel in the lower left. This will save your progress.



SUPPORT/ASSISTANCE

If you have questions or need support while reviewing courses, be sure to use one of the options below.

- DOA LEAN at DOALean@wisconsin.gov
- STAR resources at <http://starconnection.wi.gov/Home>
- STAR Training Liaison [STAR Training Liaison](mailto:STARTraining@wisconsin.gov)
- STARTraining@wisconsin.gov
- Ask your Supervisor