Acknowledgement of Drug and Alcohol Testing

Step-by-Step Guide



Logging into ELM:

Navigate to https://www.in.gov/core/info employees.html

TRAINING & SUPPORT

Under **Training & Support**, select PeopleSoft Learning Management (ELM).

PeopleSoft Learning Management (ELM)

To access the online training, it is important to <u>turn off</u> your pop-up blockers.

Enter your User ID and Password into the appropriate field.

- A user ID is comprised of the first letter of the first name (capitalized) & the last six digits of your PeopleSoft ID number.
- Learners may use their network password, also known as their computer login, as their PeopleSoft password.

If you do not know your PeopleSoft ID number, please contact your supervisor or HR staff for assistance.

If you do not know your account password, please visit <u>www.in.gov/iot</u> and use the **IOT Self-Service Password Management** application.

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Liser ID	
A123456	
Password	
Select a Language	
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Sign In	
Enable Accessib PeopleSoft 9.2 ELM U Time and Labor PeopleSoft e-Learning Report an Issi	ility Mode ser Guides Help g Tutorials
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Locating & Completing the Acknowledgement of Drug and Alcohol Testing

Click on The Nav-Bar Icon
 A dropdown will appear. Select Navigator

If you have any questions pertaining to this information, please contact INSPD Learning & Development: <u>SPDTraining@spd.in.gov</u>

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- 3. Select Self Service Learning **My Learning** A Q ≡ NavBar: Navigator NavBar: Navigator Ö Self Service Self Service NavBar: Navigator Ö 4 \odot \odot cent Places Man elf Service Learning Ŧ Learning \odot Enterprise Learning My Learning
 - > From here you can view all of your trainings and *change your view*

*View	All learning - any status, type or date 🔹 🔻	Go
	All Planned, Requested, and Offered	
	All learning - any status, type or date	
My Lea	Completed External and Internal Learning	
Title	Completed learning for this calendar year	
	Learning for last 90 days, not dropped or deleted	
SPD God	od to Great Training Program Curriculum	

Arrange your learning classes by clicking the links at the top of the "My Learning" listings.
 Click the <u>Title</u> header to alphabetize your classes or click the <u>Date</u> header twice to sort to the most recently enrolled classes. (Example below):

	My Learning		 View Cale 	ndar 🛛 🍓 Reque	st New Learning	Tearning Home	ð
	*View All learning - any status, type or date My Learning	Go				Contact U	\$
	野					1-15 of 290	▼ ►
C	Titie	Туре	Statue	Date	Launch	Action	Print
	Manager & Supervisor Training 2019	Computer-Based Training	Enrolled	03/20/2019	D	Drop	
	Privacy Principles	Computer-Based Training	Completed	03/20/2019	D		<i></i>
	Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders	Computer-Based Training	Enrolled	03/19/2019		Drop	
	Social Engineering	Computer-Based Training	Completed	03/19/2019	D		<i></i>

You are looking for the class title **"Acknowledgement of Drug and Alcohol Testing (Non-DOT) for Employees in Testing Designated or Other Positions"** (DCS, DOC and INDOT employees) OR

"Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders" (DOC and INDOT employees)

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- 5. Once the correct title has been located click on the Acknowledgment class title.
 - > There will be no launch button here

Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders	Computer-Based Training	Enrolled	03/19/2019	Drop

6. This will take you to the Class Syllabus page where you will see two Assignments to complete. First, click on the Policy Statement link:

Progress	Enrolled	Grade	Not Graded	
Passing Status	Pending	Comments	œ	
Class Syllabus To receive credit for this cl	lass you must complete	e all required tasks		
1 Drug and Alcohol	Testing Policy Stater	ment		
Progress Not Atte	mpted			
 2 Drug and Alcohol Required Assign Progress Not Atte	Testing Policy Ackno ment moted	owledgement Form		

7. This will take you to a second page where you will click the **Assignment URL** link to review the actual Policy. **Once you have reviewed the policy in its entirety; you must manually move your**

Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders	omplete and click
Review your class progress, grade, score, and attendance record.	SAVE.
Component Name Drug and Alcohol Testing Policy Statement Type Assignment Class Name Acknowledgement of Drug and Alcohol Testing under DOT Regulations for Commercial Driver's License Holders Description Progress Not Attempte	
Completion Details Attinizance Progress Attinizance Progress Not Attempte In-Progress Not Attempte In-Progress Not Attempte Not Attempted Not Attempted Not Completed y%20for%20CDL%20Holders.pdf Strepsen	
Comments Comments	

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Step-by-Step Guide

8. Next click Return to Previous Page at the top of the Class Progress Page



9. You will then click the second launch link for the Policy Acknowledgement Form

Progress	Enrolled	Grade	Not Graded	
Passing Status	Pending	Comments	P	
Class Syllabus				
To receive credit for this c	lass you must complete	e all required tasks.		
Drug and Alcoho	Testing Policy State	ment		
Required Assign	ment	inen.		
Not Atte	impled			
 Drug and Alcohol 	Testing Policy Ackn	owledgement Form		
Required Assign	ment	omedgement i onn		
Progress Not Atte	empted			

10. You will then launch the Assignment URL that will pull up the Policy Form. Once you have viewed this form in its entirety you must mark yourself as complete by using the dropdown under Progress and hit SAVE.

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				Not Attempte			n-Progress
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Progress



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11. Another page will open showing a Learner Agreement. Fill in the circle next to "I agree to these terms" and hit Submit.

Learner Agreement Review the 'Terms and Agreements' and select your option.
Terms and Agreements
Please read the agreement.
Selecting "Agree" button below will ask you for password. Your learning will be complete only if you enter correct password. Selecting "Disagree" will set the learning to Not Completed.
I agree to these terms
Submit Cancel

12. Once you have hit the **Submit** button, a pop-up box will appear with your User ID populated. Fill in your **PeopleSoft Password** and **click Continue**.

Verify Identity	
To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel. User ID: Password:	
Continue	

13. After completing the steps you may return to your **My Learning** page and print off a **Certificate** of your completion by clicking on the **printer icon** to the right of the completion date.

Acknowledgement of Drug and Alcohol Testing (Non-DOT) for Employees in Testing Designated or Other Positions Computer-Based	raining Completed	03/07/2019		

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