

After reviewing/downloading this document, please **remove** it from your eLMS Learning Plan

# Self-Registration using Approval Roles for Employees

This document provides a step-by-step self-registration process that requires approval from the employee's supervisor as well as the Curriculum Lead overseeing management of the course.

Each employee has a User ID and password to access his/her own eLMS homepage. The User ID is the employee's FIRST INITIAL, LAST NAME, and LAST FOUR DIGITS of their SOCIAL SECURITY NUMBER. The User ID is case sensitive, so USE ALL CAPS. For example: JJONES1234. For additional assistance logging into eLMS, contact the eLMS help desk: eLMSHelp@dot.gov, 405-954-4568 (6am-6pm CT).

After logging into eLMS, employees will see their homepage below. The homepage provides a snapshot of alerts, summary of employee's Learning Plan, as well as other useful information.

The screenshot shows the eLMS homepage for Kelly Coachman. At the top, there is a header for the U.S. Department of Transportation with a search bar and navigation links. Below the header is a navigation menu with tabs for Personal, Learning, Career, Catalog, and Reports. A breadcrumb trail shows: Home » Approvals » Profile » Regional Settings » Communities » Skills. The main content area is titled "Welcome KELLY COACHMAN" with the date "6/6/2008". There are three main sections: "Alerts" with a notification "You have overdue learning", "Catalog" with links to view instructor-led and online items, and "Learning Plan" which contains a table of training items. Below the Learning Plan table is a "Curriculum Status" section indicating no incomplete curricula. On the left side, there are three informational sections: "Learning Plan", "Current Registrations", and "Learning History". At the bottom left, there is a "Personal" section with a small image of a woman and text describing the Personal menu options.

U.S. Department of Transportation

Welcome KELLY COACHMAN | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings • Communities • Skills

## Welcome KELLY COACHMAN

6/6/2008

**DOT's eLMS** provides users the power to access and manage their learning with online tools. Once logged into **eLMS**, users can manage their learning through the following features:

- Learning Plan**  
The Learning Plan is the list of assigned training. Users can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan. It should be noted that access to registration is determined by Modal policy.
- Current Registrations**  
The Current Registrations view enables users to view all of their registrations in Scheduled Offerings in one easy view.
- Curriculum Status**  
The Curriculum Status functionality provides users with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with each curriculum help manage your learning needs.
- Learning History**  
The Learning History allows users to see a list of all of the learning they have completed, as well as their performance on the item. For issue with your Learning History (e.g., missing history), contact your local training administrator.

**Alerts**  
You have overdue learning»

**Catalog**  
View all available instructor-led items»  
View all available online items»  
Browse Catalog»

Learning Plan			» Learning Plan
Title	Type	Required By	
Advanced Document Features in Word 2002	🔒	🚨 12/15/2006	
(10603) FY08 INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS (SMS)	🔒	🚨 4/4/2008	
(04202) Introduction to AMS	👤		
(04203) Fundamentals of Acquisition Management System (FAMS)	👤		
(04214) Benefits Estimating Workshop	👤		

**Curriculum Status** » Go to Curriculum Status  
There are no incomplete curricula for this User.

**Personal**  
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign

**NOTE:** Funding is provided by the office of leadership and professional development. Travel expenses, if applicable, are the responsibility of the participant's organization. Applicants are responsible for making their own hotel reservations.

Click the "Catalog" tab. The "Browse Catalog" screen will allow employees to view what courses are available by subject area. As a default, all acquisition workforce courses will be under the Subject Area titled, "Acquisition and Contracting". However, you may find a number of our courses under different Subject Areas.

Use the scroll bar to view all available courses under the "Subject Area Menu". After choosing the Subject Area, click the "Register" button associated with the course offering. Employees can then self-register for the course.

U.S. Department of Transportation

Welcome KELLY COACHMAN | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career **Catalog** Organization Reports

• Browse Catalog • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

## Browse Catalog

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	<b>Acquisition and Contracting (8)</b> Ste 800, Washington, DC
Accounting and Finance (53)	
<b>Acquisition and Contracting (8)</b>	
Administrative Support (25)	
▶ Business and e-Business (29)	
Civil Rights and Equal Employment Opportunity (EEO) (18)	
Communication (160)	
Community Planning (10)	
▶ Computer Software Development (14)	
▶ Computers and Software Applications (3)	
Consulting Skills (16)	
Customer Service (63)	
▶ eLMS-Training (1)	
Environmental (10)	
Ethics (11)	
▶ FAA Specific Training (15)	

Start Date/Time	Facility & Location	Places Filled	Price (\$)	Action
3/18/2009 09:00 AM EST	National Louis Univ., 1325 G Street, NW, Washington, DC - 1325 G Street, NW, Room 740	21/25	0.00	<b>Register</b>

**(04204) PMP Certification Training**  
Description : This course provides attendees with the information they need to prepare for the PMP Certification E [More >](#)

Request Schedule  
Add to Learning Plan

The system will not allow employees to successfully register for a course if prerequisites have not been met.

A warning sign will appear in red to inform the employee that the course will require approval and the request will remain in “pending” status until the approvers have approved or denied the request. To proceed, employees should click the “Yes” button.

The screenshot shows the top navigation bar of the U.S. Department of Transportation website. The logo is on the left, and the user name 'KELLY COACHMAN' is displayed in the center. To the right of the user name are links for 'Home', 'Search Catalog', 'Go', 'Help', and 'Logout'. Below the navigation bar is a dark blue menu with tabs for 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. Under the 'Catalog' tab, there is a sub-menu with 'Browse Catalog', 'Calendar of Offerings', 'Simple Catalog Search', and 'Advanced Catalog Search'. The main content area features a red heading 'Warning Details:' followed by a red bullet point: 'The scheduled offering (20953) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.' Below this is the question 'Do you wish to proceed?' and two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red rectangular box.

The registration page will then provide the employee with details of the course.

In order to ensure that we meet the needs of our intended target audience, the Acquisition Workforce business process requires each employee attending an ABMTD course to answer the following question in the “Comments” field:

### 1. Why is training required?

• **Browse Catalog** ▪ Calendar of Offerings ▪ Simple Catalog Search ▪ Advanced Catalog Search

## Registration ?

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

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### Offering

Managing Multiple Projects  
COURSE FAA04240  
Revision: 7/18/2006 08:29 AM EST  
Start Date: 7/9/2008 08:00 AM EST  
End Date: 7/11/2008 04:00 PM EST  
Capacity: 0 of 30 enrolled, 0 waitlisted  
Price (\$): 0.00

### Approval Steps

Approval Step	Approvers
Supervisor Approval	Supervisor Level 1 (Show All)
PM Curricula Lead Approval	FAA-ATO-PM Curriculum Lead (Show All)

### Registration Comments

User Name: COACHMAN, KELLY  
Registration Status: PENDING (Pending)

**Comments:** Support P&R on service area training projects to better manage scope and resource allocations of training programs.  
Training Programs/Projects: Systems Engineering, Cost Estimating, and Program Management training courses

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**NOTE: “Why is training required?” should be answered in the “Comments” field.**

**NOTE:** If the “Supervisor Approval” name is incorrect, the employee should discontinue registration and contact their organization’s Learning Coordinator to make corrections in the system. If you are a new hire and not in eLMS, please contact your Learning Coordinator for registration instructions.

After the employee has answered the required question in the “Comments” field, click the “Confirm” button.

- **Browse Catalog** • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

## Registration ?

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

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### Offering

[Managing Multiple Projects](#)

COURSE FAA04240

Revision: 7/18/2006 08:29 AM EST

Start Date: 7/9/2008 08:00 AM EST

End Date: 7/11/2008 04:00 PM EST

Capacity: 0 of 30 enrolled, 0 waitlisted

Price (\$): 0.00

### Approval Steps

Approval Step	Approvers
Supervisor Approval	ABIGAIL A SMITH; <a href="#">(Close View)</a>
PM Curricula Lead Approval	FAA-ATO-PM Curriculum Lead <a href="#">(Show All)</a>

### Registration Comments

User Name: COACHMAN, KELLY

Registration Status: PENDING (Pending)

Status:

Comments:

[Previous](#) [Confirm](#)

The next step the employee will see is the “Finished” screenshot. The request will send an email to the employee and the employee’s supervisor alerting them of the pending request (Supervisors can also see alerts on their eLMS homepage. See Appendices for sample email notifications). After the supervisor has approved the request, it will automatically be routed to the final approver(s) via eLMS.

The screenshot shows the U.S. Department of Transportation eLMS interface. At the top left is the department logo. A navigation bar includes links for Home, Search Catalog, Go, Help, and Logout. Below this is a menu with Personal, Learning, Career, Catalog, and Reports. The 'Catalog' menu is expanded to show 'Browse Catalog', 'Calendar of Offerings', 'Simple Catalog Search', and 'Advanced Catalog Search'. The main content area is titled 'Registration' and shows 'Registration Comments → Finished'. It lists details for 'Managing Multiple Projects' with course ID 'FAA04240', including revision, start/end dates, capacity, and price. A 'Success' banner is displayed, followed by registration details for Kelly Coachman, with a status of 'PENDING (Pending)'. Comments mention support for P&R on training projects.

U.S. Department of Transportation

Welcome KELLY COACHMAN | [Home](#) | Search Catalog  [Go](#) | [? Help](#) | [Logout](#)

[Personal](#) | [Learning](#) | [Career](#) | [Catalog](#) | [Reports](#)

▪ **Browse Catalog** ▪ [Calendar of Offerings](#) ▪ [Simple Catalog Search](#) ▪ [Advanced Catalog Search](#)

## Registration ?

Registration Comments → **Finished**

[Managing Multiple Projects](#)

COURSE FAA04240

Revision: 7/18/2006 08:29 AM EST

Start Date: 7/9/2008 08:00 AM EST

End Date: 7/11/2008 04:00 PM EST

Capacity: 0 of 30 enrolled, 0 waitlisted, 1 pending

Price (\$): 0.00

**Success**

**User Name:** COACHMAN, KELLY

**Registration Status:** PENDING (Pending)

**Comments:** Support P&R on service area training projects to better manage scope and resource allocations of training programs.  
Training Programs/Projects: Systems Engineering, Cost Estimating, and Program Management training courses

**NOTE:** There may be additional internal business processes within your organization that are outside of this automated process. Please consult with your local Learning Coordinator for instructions/directions.

Employees are encouraged to periodically monitor the status of their registrations. Scroll over the blue bar to “Learning”, a sub-menu will appear below the tab. Click “Current Registrations” link to view all registration statuses. Should an employee need to withdraw/cancel from a course, he/she can do so on this screen.

U.S. Department of Transportation

Welcome KELLY COACHMAN | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar **Current Registrations** Curriculum Status Learning History Record Learning

## Current Registrations ?

This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click **Go**.

Title	Start Date/Time	Facility & Location	Status	Action
<a href="#">Managing Multiple Projects</a>	7/9/2008 08:00 AM EST	FAA, Orville Wright Bldg, FOB10A - FOB-10A, Rooms 5ABC	Pending	<input type="button" value="Withdraw"/>

**NOTE:** There are two approvers in this process:

First Approver: Supervisor

Final Approver: Curriculum Lead

The employee’s registration status will remain “**Pending**” until the supervisor has approved the training in eLMS. Employees are strongly encouraged to follow-up with supervisors to ensure training is approved in eLMS. When the registration is approved by both approvers, the status will change to “Active Enrollment”. The eLMS will update the employee and the supervisor via Lotus Notes every step of the way on his/her pending, registration, and/or withdrawal status.