

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

Self-Registration using Approval Roles for Supervisors

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 supervisor 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, supervisors will see their homepage below. The homepage provides a snapshot of alerts, summary of employee's Learning Plan, as well as other useful information. Supervisors will be alerted via Lotus Notes email that their employee's require approval for training as well as alerts on the homepage.

U.S. Department of Transportation

Welcome SHELLY WALKER | [Home](#) | Search Catalog [Go](#) | [? Help](#) | [Logout](#)

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

• [Home](#) • [Approvals](#) • [Profile](#) • [Regional Settings](#) • [Communities](#) • [Skills](#)

Welcome SHELLY WALKER

7/14/2008

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 User training approvals>

Catalog
[View all available instructor-led items>](#)
[View all available online items>](#)
[Browse Catalog>](#)

Learning Plan		↔ Learning Plan
Title	Type	Required By
(60000044) MISSION SUPPORT PLANNING (CON 110)	📖	7/16/2008
(60000046) MISSION PERFORMANCE ASSESSMENT (CON 112)	📖	7/16/2008
(60000048) CON LEVEL I ELECTIVE	📖	7/16/2008
(04207) Introduction to FAA Risk Management	👤	9/30/2008
(04239) Project Management Principles	👤	9/30/2008

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.

To approve training requests, use the mouse by scrolling over the blue bar to the “Personal” tab. A sub-menu will appear below the tab in which supervisors can select “Approvals” to view what courses need approval.

Using the radio buttons, supervisors can “Approve” or “Deny” the employee’s training request.

The screenshot shows the U.S. Department of Transportation eLMS interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'Personal' tab is selected, and a sub-menu is visible with 'Approvals' highlighted. Below the navigation bar, there is a header for 'Pending Reviews and Approvals' with a help icon. The main content area shows two sections: 'Performance Management (0)' and 'Training (2)'. The 'Training (2)' section is expanded, showing a table of training requests. The table has columns for User Name, Title, Price (\$), Type, and Action. Two training requests are listed for Blake, Tracy E. The first request is for 'Project Management Principles' with a price of 0.00 and type 'ENROLLMENT'. The second request is for 'Managing Multiple Projects' with a price of 0.00 and type 'ENROLLMENT'. The 'Action' column for each request contains radio buttons for 'Approve', 'Deny', and 'Skip'. The 'Approve' and 'Deny' buttons for the second request are highlighted with red boxes. There is also a 'Next' button in the top right corner of the table area.

Training

▼ **Internal Training (2)**

Enter Reasons for Approvals or Denials All Direct Reports Only [Next](#)

User Name ▲	Title	Price (\$)	Type	Action [Approve All / Deny All]
▶ BLAKE, TRACY E	(04239) Project Management Principles	0.00	ENROLLMENT	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip
▶ BLAKE, TRACY E	(04240) Managing Multiple Projects	0.00	ENROLLMENT	<input type="radio"/> Approve <input checked="" type="radio"/> Deny <input type="radio"/> Skip

▼ **External Training (0)**

All Direct Reports Only

No items were found using this search criteria.

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.

To obtain more detailed information about the course the employee is requesting, supervisors can expand the training request by clicking the arrow next to the employee's name.

U.S. Department of Transportation

Welcome SHELLY WALKER | Home | Search Catalog Go | ? Help | Logout

Personal Learning Career Catalog Reports My Employees

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

Pending Reviews and Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) **Training (2)**

Training				
Internal Training (2)				
<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials		<input checked="" type="radio"/> All <input type="radio"/> Direct Reports Only		Next
User Name	Title	Price (\$)	Type	Action Approve All / Deny All
▼ BLAKE, TRACY (04239)	Project Management Principles E	0.00	ENROLLMENT	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip
Description: Start Date: 8/12/2008 08:00 AM EST End Date: 8/14/2008 04:00 PM EST Facility: 919 18th St, NW, Ste 800, Washington, DC Comments:				
▼ BLAKE, TRACY (04240)	Managing Multiple Projects E	0.00	ENROLLMENT	<input type="radio"/> Approve <input checked="" type="radio"/> Deny <input type="radio"/> Skip
Description: Start Date: 8/25/2008 08:00 AM EST End Date: 8/27/2008 04:00 PM EST Facility: FAA, Orville Wright Bldg, FOB10A Comments:				

When denying a training request, supervisors are strongly encouraged to provide employees with comments in the “Denial Reasons” field. The employee will be able to view the comments when they receive the eLMS email notification. Click the “Next” button.

The screenshot shows the U.S. Department of Transportation eLMS interface. At the top, there is a header with the logo and the text "U.S. Department of Transportation". Below the header, there is a navigation bar with tabs for "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". A search bar is located in the top right corner, with the text "Welcome SHELLY WALKER | Home | Search Catalog" and a "Go" button. There are also links for "? Help" and "Logout".

The main content area is titled "Pending Reviews and Approvals" and includes a breadcrumb trail: "Approve or Deny → Approval Reasons → Denial Reasons". Below this, there is a prompt: "Enter a reason for denying your employee's training request below." In the top right corner of this section, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box.

The "Denial Reasons" section is a table with two columns: "User Name and Schedule" and "Denial Reason (optional)". The first row contains the following information:

User Name and Schedule	Denial Reason (optional)
BLAKE, TRACY E (04240) Managing Multiple Projects	This course conflicts with our organizations offsite. Please reschedule for another date.

Providing the employee with comments in the “Approval Reasons” field is optional. Click the “Next” button.

The screenshot shows the U.S. Department of Transportation eLMS interface. At the top, there is a header with the logo and the text "U.S. Department of Transportation". Below the header, there is a navigation bar with tabs for "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". A search bar is located in the top right corner, with the text "Welcome JENNIFER WALDMAN | Home | Search Catalog" and a "Go" button. There are also links for "? Help" and "Logout".

The main content area is titled "Pending Reviews and Approvals" and includes a breadcrumb trail: "Approve or Deny → Approval Reasons". Below this, there is a prompt: "Enter a reason for approving your employee's training request below." In the top right corner of this section, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box.

The "Approval Reasons" section is a table with two columns: "User Name and Schedule" and "Approval Reason (optional)". The first row contains the following information:

User Name and Schedule	Approval Reason (optional)
WALKER, SHELLY DIANNE (04239) Project Management Principles	This course is required to work on the eLMS projects for FY09.

After the supervisor has provided comments, in the “Approval/Denial Reasons” field, click the “Confirm” button.

The screenshot shows the U.S. Department of Transportation eLMS interface. The user is logged in as SHELLY WALKER. The navigation menu includes Personal, Learning, Career, Catalog, Reports, and My Employees. The breadcrumb trail is Home > Approvals > Profile > Regional Settings > Communities > Skills. The main heading is "Pending Reviews and Approvals" with a help icon. Below the heading is a breadcrumb trail: Approve or Deny → Approval Reasons → Denial Reasons → Confirm. There are two buttons: "Previous" and "Confirm", with "Confirm" highlighted by a red box. Below the buttons are two tables. The first table is titled "Approve" and has columns for User Name, Title, and Price (\$). The second table is titled "Deny" and has the same columns.

User Name	Title	Price (\$)
BLAKE, TRACY E	(04239) Project Management Principles	0.00

User Name	Title	Price (\$)
BLAKE, TRACY E	(04240) Managing Multiple Projects	0.00

This screenshot shows that the Approval Process was successful. After the supervisor has approved the request, it will automatically be routed to the final approver(s) via eLMS. eLMS will send an email notification informing the employee that pending requests are going through process steps and waiting for a final approval.

The screenshot shows the U.S. Department of Transportation eLMS interface. The user is logged in as SHELLY WALKER. The navigation menu is the same as in the previous screenshot. The breadcrumb trail is Home > Approvals > Profile > Regional Settings > Communities > Skills. The main heading is "Pending Reviews and Approvals" with a help icon. Below the heading is a breadcrumb trail: Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success. The word "Success" is highlighted with a red box. There is a "Start Over..." button. Below the breadcrumb trail is a "Success" message box.

Success

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.