How to sign up for TDOT training in ELM

Before getting started: Please know the 8 digit Course Code (Example: TDOT9999) of the course you would like to enroll. *You can easily search the system for course code (see above), course title, date range, etc. After searching for all available sessions of a particular type of course, you will be able to select which specific activity you would like to attend (Example – activity code: TX-H-030215A).

*Note: You can also request administrative enrollment through TDOT HQ Learning & Development or your regional training/ HR contacts.

Step 1: Log-in to Edison

https://edison.tn.gov/

Step 2: Click the ELM Tab



Step 3: Search Catalog

🛐 edison)	
Favorites Main Menu	
My Page General Info Payroll HR Benefits T&L	ELM Finance Procurement Logistics Training
Personalize Content Lavout Mon, Feb 23, 15 12:05 PM	
ELM News Alerts 🛛 🖬 🖾 🖬 🔀	Self Service Learning 🛛 🖻 🗷
DOHR Performance Management On-line Course Completion Status - Query There is an Edison query available to determine your agency's employee completion status for the required Performance Management on-line training course. Click this article for more information. Enterprise Learning Management Frequently Asked Questions Brand New ELM FAQ now available!	Search Catalog Search the learning catalog by title description or other selection criteria. Browse Catalog Browse the learning catalog using subject-based categories and subcategories.
Great Learning Opportunities for Executives, Managers, & Employees! Want to build knowledge and enhance your skills? For available development opportunities view the State of Tennessee Talent Development Strategy at: http://www.tn.gov/dohr/learning/pdf/Talent_Development_Strategy.pdf	All Learning View your enrollment record, progress status, and schedule using selected filter options.
View All Articles and Sections ELM Support Info	Wy Learning View a summary of your learning activities, certification status, and objectives.
Training	N

Step 4: Advanced Search

Search Catalog

Basic Search					
Select Search Category: Activities Catalog Items Programs All					
Search the Catalog:		Search	Activities		
Advanced Search	Browse Catalog Request New Learning	Search Tips	Preferences		

Search Catalog	Tip on Advanced Search:			
Advanced Search Type: All Title: Code: Description: Location: Category: Objective:	You can search by any of the fields on this page. Search using the 8 digit course code/ or title you want to enroll in to see all available sessions. Use the Start/End Dates to narrow your date range.			
Language: English Start/End Dates From Date: Through Date:				
Search Reset Basic Search Browse Catalog Request New Learning Search Tips F	Preferences			

See below for sample results after you hit Search.

Step 5: Enroll yourself

Search Result	S:				Previous	Next	
Results 1 - 1 o	f 1 for TDOT999	99					
🗶 Your Sea	arch was restric	ted to Langua	age : English				
🗶 🛛 Your Sea	arch was restric	ted to Type :					
How to Use EL	<u>M - TDOT HR (i</u>	nternal) (TDC) <u>T9999)</u>		Г	<u>Enroll</u>	
internal TDOT-	HR course		K				For more information/ details:
How to Use	ELM - TDO	OT HR (inte	ernal)				Click the Blue Hyperlink to see more information about this particular
Description: This is an internal TDOT HR course to learn the basic functionality of ESS enrollment in ELM. Please enroll in this course.internal TDOT-HR course				course.			
The table below shows the different delivery options and start dates for the Catalog Item. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.				After clicking enroll above, you will see ALL available activities These activities include activity code and start date as seen below. To view more information about this			
Please note that activities without a specified Start Date can be taken at any time. Abstract:							
This is an internal TDOT HR course to learn the basic functionality of ESS enrollment in ELM. Please enroll in this course.internal TDOT-HR course							
Activity Options f	or How to Use ELN	1 - TDOT HR (inte	ernal)				porticular activity, click View Details
Activity Code	Туре	Start Date	Price		Ad	ld to Plan	particular activity, click view Details.
TX-H-030215A	Classroom	03/02/2015	0.00 USD	View Details	Enroll	Add to Plan	
Activity C standards	ode: To le please ge	earn mor o to page	e about t e 4.	he activity code	е		

Step 6: Submit

Enroll In Activity

Review Information

George Poor, HR MGR 2, Human Resources Office

Activity Name:	How to Use ELM - TDOT	Classroom	
Activity Code:	TX-H-030215A	Contact:	
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	03/02/2015	End Date:	03/02/2015
Last Enrollment Date:		Last Drop Date:	
Available Seats:		Available Waitlist:	0
Language:	English	Duration:	1 Hrs
	_		
Submit Enrollment	Search Catalog E	Browse Catalog	

You will receive the following CONFIRMATION when successfully enrolled (see below)

Enroll In Activity

Enrollment Confirmation

George Poor, HR MGR 2, Human Resources Office

You have successfully enrolled in How to Use ELM - TDOT HR (internal). This change in status will be updated on the All Learning page.

Activity Name:	How to Use ELM - TDOT HR (interna	I)Type:	Classroom
Activity Code:	TX-H-030215A	Contact:	
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	1575962
Start Date:	03/02/2015	End Date:	03/02/2015
Last Enrollment Date:		Last Drop Date:	
		Duration:	1 Hrs

More information about the Activity Code standards - TDOT

TX-H-010115A (1) (2) (3) (4)

- (1) All TDOT internal activity codes will begin with TX-
- (2) Which Region or HQ is this training course taking place
 - a. H Headquarters
 - b. 1 Region 1
 - c. 2 Region 2
 - d. 3 Region 3
 - e. 4 Region 4
- (3) What date does this course START
 - a. January, 1, 2015 will be 010115 as above.
- (4) Unique identifier.
 - a. As there may be more than one course offered in each region, per day, another sequential letter has been added to activity code (A,B,C,D, etc.)