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
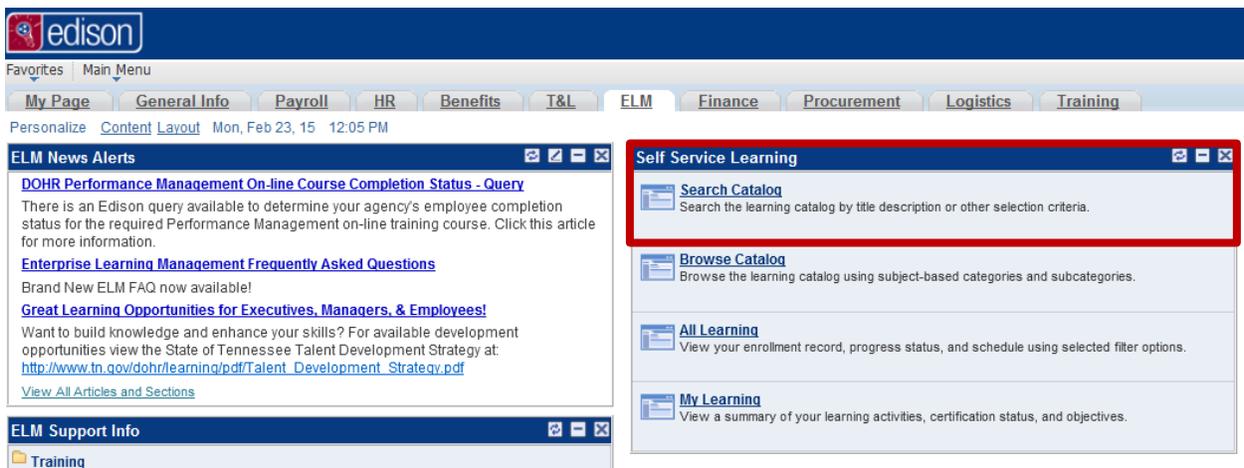
Step 4: Advanced Search
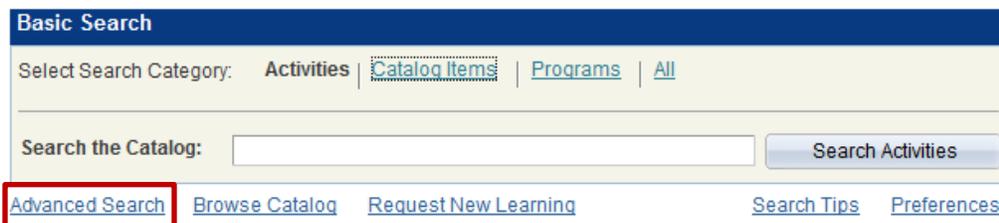
Search Catalog

Advanced Search

Type:	All ▼
Title:	
Code:	
Description:	
Location:	🔍
Category:	▼
Objective:	▼
	🔍
Language:	English ▼

Start/End Dates

| From Date: | 📅 | Through Date: | 📅 |

[Search] [Reset]

Basic Search   Browse Catalog   Request New Learning   Search Tips   Preferences

> **Tip on Advanced Search:**
>
> 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.

See below for sample results after you hit Search.

Step 5: Enroll yourself

Search Results: Previous   Next

Results **1** - **1** of **1** for TDOT9999

Ⓧ Your Search was restricted to **Language : English**

Ⓧ Your Search was restricted to **Type :**

How to Use ELM - TDOT HR (internal) (TDOT9999)   Enroll
internal TDOT-HR course

How to Use ELM - TDOT HR (internal)

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

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.

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 for How to Use ELM - TDOT HR (internal)

Activity Code	Type	Start Date	Price		Add to Plan
TX-H-030215A	Classroom	03/02/2015	0.00 USD	View Details [Enroll]	[Add to Plan]

> **For more information/ details:**
>
> Click the Blue Hyperlink to see more information about this particular course.
>
> **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 particular activity, click View Details.

> **Activity Code:** To learn more about the activity code standards, please go to page 4.

Step 6: Submit

Enroll In Activity

Review Information

George Poor, HR MGR 2, Human Resources Office

Activity Name:	How to Use ELM - TDOT HR (internal)	**Type:**	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   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 (internal)	**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

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.)**