

Signing In to ELM

1. Go to <http://dx.myohio.gov> to sign into the My Ohio portal.



The screenshot shows the login interface for OH|ID Workforce. At the top, there is a logo with a red padlock icon and the text "OH|ID WORKFORCE". Below the logo, the text reads: "Enter your OH|ID Workforce User ID (formally referred to as the State of Ohio User ID or SOUID) to access". Underneath this is the "ohio" logo. There are two input fields: "User ID:" and "Password:". The "Password:" field has a small eye icon to its right. Below the input fields is a blue "Log In" button with a white padlock icon. At the bottom, there is a link that says "Forgot password?".

2. Enter your State of Ohio User ID in **User ID**.
3. Enter your OAKS password in **Password**.
4. Click the **Log In** button.

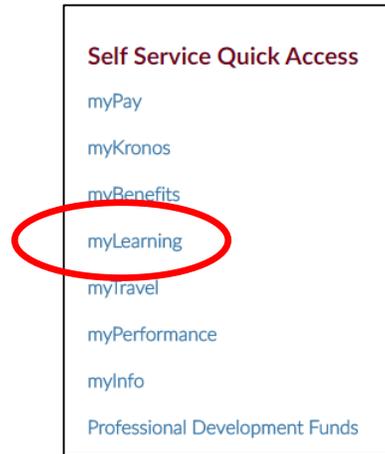
NOTE: For login issues, contact the Customer Service Center (CSC) at 1-614-644-6625.

Navigating to ELM

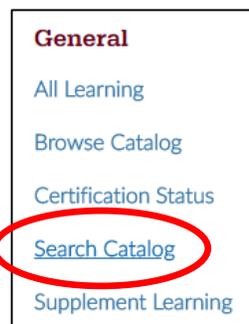
5. From the home page select **MY WORKSPACE**.



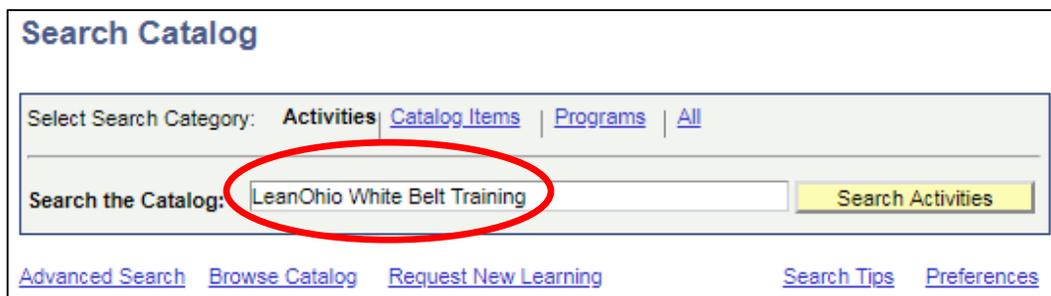
6. Under the Self Service Quick Access header select **MyLearning**.



7. Under the General Heading select **Search Catalog**.



8. In the **Search the Catalog** field, enter the Course Title of the course that you would like to search for. **LeanOhio White Belt Training**



A screenshot of the 'Search Catalog' search form. The form has a title 'Search Catalog' and a 'Select Search Category' dropdown menu with options: Activities, Catalog Items, Programs, and All. Below the dropdown is a search input field with the text 'LeanOhio White Belt Training' entered, which is circled in red. To the right of the input field is a yellow 'Search Activities' button. At the bottom of the form are links for 'Advanced Search', 'Browse Catalog', 'Request New Learning', 'Search Tips', and 'Preferences'.

9. Click the **Search Activities** button.

10. The courses that meet your search criteria will be displayed. Select **LeanOhio White Belt Training**.

Search Results:	Previous Next
Results 1 - 1 of 1 for LeanOhio White Belt Training	
LeanOhio White Belt Training (online) (DA S-LN-100) Web Based	Enroll
This online training is a high-level overview of why and how Lean Ohio utilizes continuous improvement methodologies to help make state government in Ohio simpler, faster, better and less costly.	

11. Select the **Enroll** button.

Search Results:	Previous Next
Results 1 - 1 of 1 for LeanOhio White Belt Training	
LeanOhio White Belt Training (online) (DA S-LN-100) Web Based	Enroll
This online training is a high-level overview of why and how Lean Ohio utilizes continuous improvement methodologies to help make state government in Ohio simpler, faster, better and less costly.	

12. Select the **Submit Enrollment** button.

Activity Name:	LeanOhio White Belt Training (online)	Type:	Web Based
Activity Code:	DAS-LN-100DASWEBTRA20180214381	Contact:	SCOT BURBACHER
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	02/14/2018	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	0
Language:	English		
<hr/>			
* Required Field			
Submit Enrollment Search Catalog Browse Catalog			

13. Click the **Launch** button to begin the training.

✓ You have successfully enrolled in LeanOhio White Belt Training (online). This change in status will be updated on the All Learning page.

Activity Name:	LeanOhio White Belt Training (online)	Type:	Web Based
Activity Code:	DAS-LN-100DASWEBTRA20180214381	Contact:	SCOT BURBACHER
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	4919666
Start Date:	02/14/2018	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[Launch](#)

Questions

If you need assistance with ELM, please contact the Ohio Shared Services Contact Center.

- Email: ohiosharedservices@ohio.gov
- Phone: 1 (877) OHIO-SS1