



Welcome to eLMS Siteminder Login Job Aid

eLMS is the FAA's electronic Learning Management System (eLMS), and the official system of record for all employee training and learning events. eLMS program goals are:

- To record completion of employee learning events;
- To deliver online learning for FAA; and
- To become a system to support FAA's strategic human capital goals.

The system allows FAA employees to receive online learning from anywhere, at anytime, and at their own pace. eLMS provides:

- More than 3,000 online courses;
- Tools for scheduling instructor-led courses;
- Personalized To-Do Lists; and
- The capacity for competency management, employee assessments, succession planning and more.

Note: eLMS also contains FAA contractors with FAA email address which allows for FAA-wide mandatory training to be assigned. FAA contractors are able to take only limited training through eLMS. In eLMS, only items in the contractor catalog are available to contractors. FAA contractors do not have access to Skillsoft catalogs. eLMS administrators may not assign SkillSoft courses to contractors.

eLMS Access

The web address (URL) used to access the eLMS home page is: <https://elms.faa.gov>. Both eLMS administrators and users will access eLMS from the welcome or splash page. You will use your FAA email address and eCenter (webmail) password to login to eLMS. Your local eLMS administrator is your resource for more information about eLMS. If you haven't been introduced to him or her during your first week in your new position, ask your supervisor for an introduction.

New FAA employee user accounts are generated in eLMS via the Federal Personnel and Payroll System (FPPS). If you are a new FAA employee you may not have an FAA email address and eCenter (webmail) password right away.

Contractor user accounts are generated in eLMS once an FAA email address has been created. Contractors must work with local IT to establish a FAA email address and eCenter (webmail) password.

Tasks: **A: Logging into eLMS with a FAA email address (utilizing Siteminder)**

B: Screen Overview

This Job Aid shows the main screen areas found in eLMS.

C: Viewing Your To-Do List

Your To-Do List (also known as your Learning Plan) provides a list of tasks that you are required to complete. It may also contain items that are not required. If you have questions about this training, please speak to your supervisor.

D: Using Learning Notifications

E: Viewing Your Curriculum Status

This job aid assists users in checking any curricula to which they are assigned. The example used in this job aid is the FAA Accountability Board Curriculum. This curriculum requires you to complete one of the items from the pool of items listed to

satisfy the curriculum requirements.

F: Viewing Your Completed Work

The purpose of this job aid is to guide users through the step-by-step process of viewing their Completed Work (also known as Learning History).

G: Launching Online Content

The purpose of this job aid is to guide users through the step-by-step process of identifying and launching online content. If there is an issue or problem with the online training not automatically recording a learning event, contact the eLMS Help Desk at 405.954.4568 or email eLMSHelp@faa.gov.

H: Using the Simple Catalog Search

At times users want to search or are asked to search for items in eLMS. All Items available for users to view are located in Catalogs.

Users can use the catalog to locate items, assign items to their To-Do list, launch online items, and register for scheduled offerings (if their Line of Business allows for self-registration).

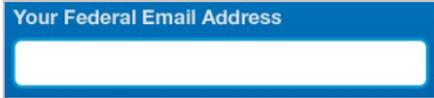
I: Using the Advanced Catalog Search

J: To-Do List Tools

K: Resources

From the eLMS welcome or splash page there are additional training and informational resources for users and supervisors.

Task A: Logging into eLMS with a FAA email address (Utilizing Siteminder)

<p>1. Open the URL https://elms.faa.gov in your web browser.</p>	
<p>2. Click the login link.</p>	
<p>3. Enter your FAA email address.</p>	
<p>4. Enter your FAA eCenter (webmail) password.</p>	
<p>5. Click the Agree & Sign In button.</p>	
<p>6. If you forget your password, contact your local IT help desk.</p>	<p>The help desks serving the most customers are:</p> <ul style="list-style-type: none"> • ATO National Service Center (NSC), 1-866-954-4002 • ARC Customer Service Center (CSC), 1-866-641-3500 • AVS National Service Desk (NSD), 1-877-287-6731

Task B: Screen Overview

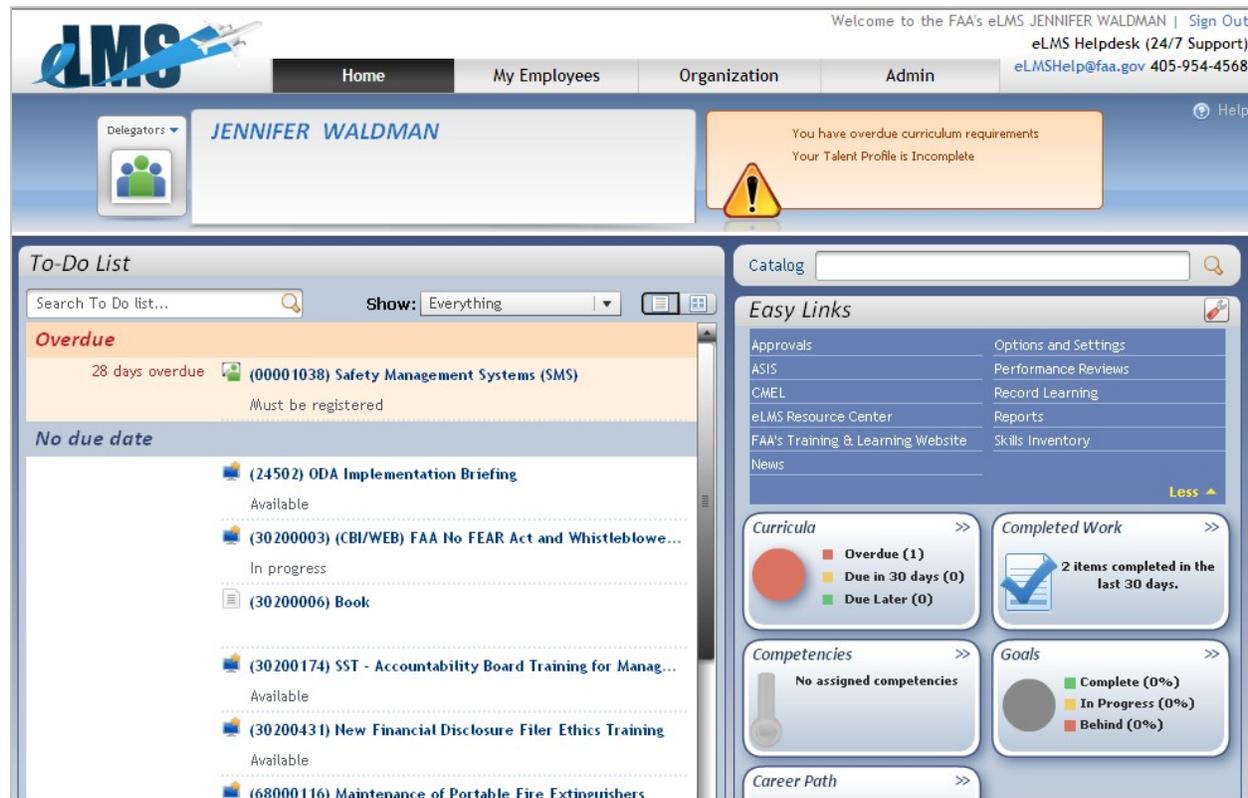
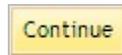
- When you log on, the system displays a News page that the FAA and Lines of Business (LOBs) can use to communicate with you.

(Optional) Check the **Do not show this page every time I sign in** checkbox to have the system only show the News page when it has new or modified content.

*If you check this checkbox, you can click the **News** link (under Easy Links) to review the content of the News page or change the setting.*

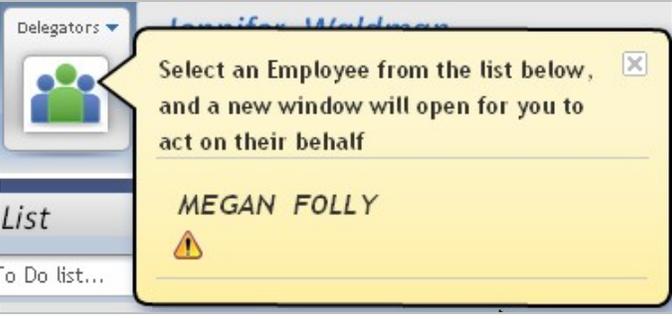
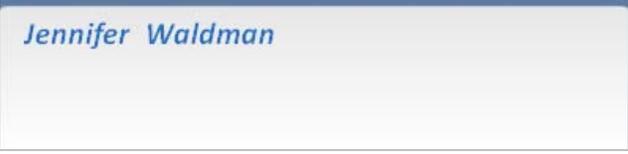
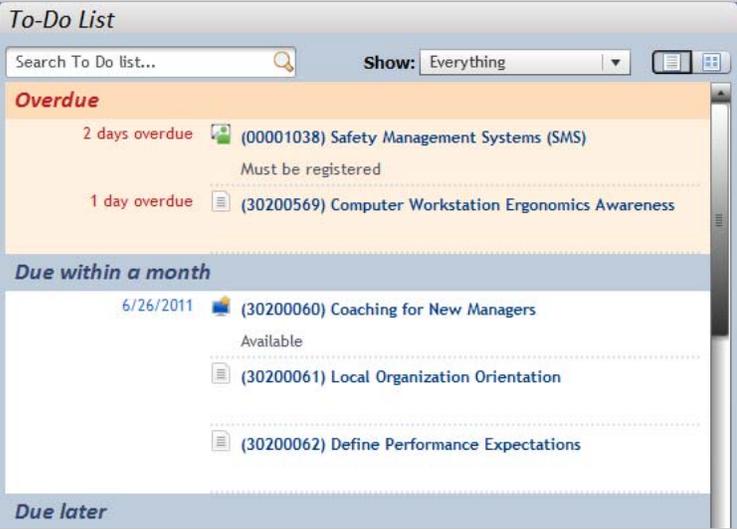


- Click the **Continue** button.
The Home screen appears.



- The **Top Menu** bar divides the system interface areas.



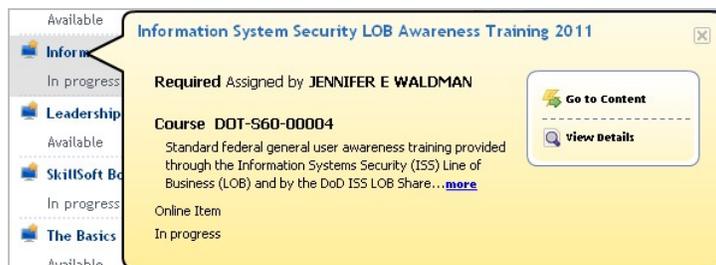
<p>Tab options include Home, My Employees, Organization, and Admin. Your tabs may differ depending on your roles.</p>	
<p>4. The Delegators icon contains all of the supervisors who have identified you as a delegate.</p>	
<p>5. The User Card navigates to your Talent Profile screen. Note: This is only available to a few users involved in a performance pilot. <i>Click on User Card to show your name, job title, organization, and any alerts that you might need to address, as well as provide access to your Talent Profile.</i></p>	
<p>6. The Alerts link tells you if you have actions pending. This link will take you directly to the correct screen to take the action.</p>	
<p>7. The To-Do List is a consolidated view of tasks requiring action. All tasks are in one place. Select the Show drop-down list to view your To-Do List by All Learning, Registrations, Online Courses, or Assessments, etc. There are two ways to view the To-Do List: List View (which is default) and Card View (which displays more information about each task).</p>	

8. Click the **Card View**  icon to show full details for each task. The card view displays available actions.

Click the **List View**  icon to switch back to the default view.



9. Hover over the **Title** in the To-Do List for additional information and available links.



10. The **Catalog** search box allows you to perform a quick search for related items in the catalog.

Note: Contractors are not allowed to search for items. Items are assigned directly to them based on permission from the contractor's COTR.



11. The **Easy Links** support easy navigation.

You can access a link to locate and perform your activities. You can also configure the **Easy Links** by clicking the **Configure Easy Links**  icon. Then click the **up arrow**  to contract the list or click the **down arrow**  to expand the list.

You must show at least one link.



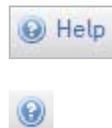
12. The **Status Pods** panel is a way for you to view a snapshot of progress on your learning and performance activities.

*Pod options include Curricula, Completed Work, Competencies, Goals, and Career Path. Your pods may differ depending on your roles. Click on each **Pod Title** to see details for each.*

Note: Contractors will not see all of these pods.



13. The **Help** link or the **Help** icon (in the upper right-hand corner) display context-sensitive help for the specific section currently open.



14. Use the **Breadcrumbs** link to view previous screens.
Do not use the back button on your web browser while working in eLMS.

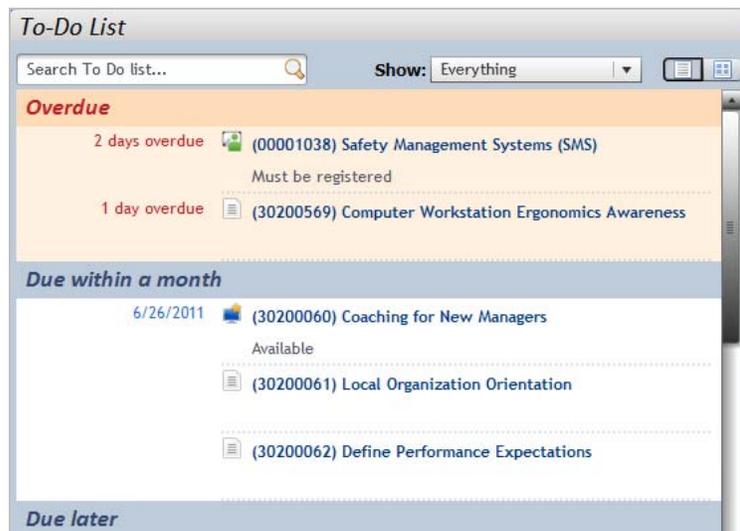


Task C: Viewing Your To-Do List

1. The **To-Do List** appears from the Home screen.

The **To-Do List** is a consolidated view of tasks requiring action. All tasks are in one place.

There are two ways to view the To-Do List: **List View** (which is default) and **Card View** (which displays more information about each task).



2. Click the **Card View**  icon to show full details for each task. The card view displays available links.

Click the **List View**  icon to switch back to the default view.



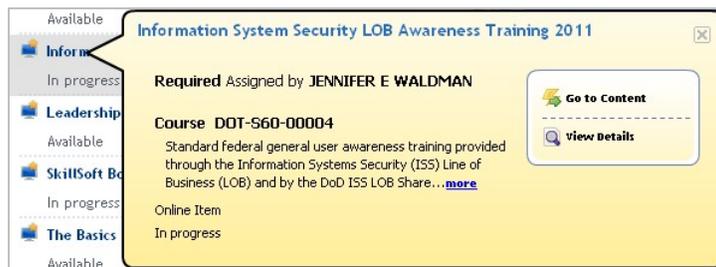
3. (Optional) Select the **Show** drop-down list to view your To-Do List by All Learning, Registrations, Online Courses, or Assessments, etc.



4. (Optional) Enter text into the **Search** box to search your To-Do List. Then click the **Search**  icon.



5. Hover over the **Title** in the To-Do List for additional information and available links.



Task D: Using Learning Notifications

1. Click the **Options and Settings** link from the Easy Links submenu on the Home screen.



<p>2. Check the appropriate checkbox(es) next to the Learning Notifications you would like to receive.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Learning Notifications</p> <p><input type="checkbox"/> Notify me when an item is added to my To-Do List</p> <p><input type="checkbox"/> Notify me when an item is modified in my To-Do List</p> <p><input type="checkbox"/> Notify me when an item is removed from my To-Do List</p> </div>
<p>3. Click the Apply Changes button.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>Apply Changes</p> </div>

Task E: Viewing Your Curriculum Status

<p>1. Click the Curricula pod, from the Home screen.</p> <p>Or click the You have curriculum requirements to address link next to your User Card.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Curricula >></p> <ul style="list-style-type: none"> ■ Overdue (1) ■ Due in 30 days (0) ■ Due Later (0) </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; background-color: #fff9c4;"> <p>You have curriculum requirements to address</p> </div>										
<p>2. The Curriculum Status screen will appear. Click the Curriculum Title for more information about the curriculum.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Curriculum Title</th> <th style="text-align: left;">Next Action Date</th> <th style="text-align: left;">Expiration Date</th> <th style="text-align: left;">Assigned By</th> <th style="text-align: left;">Remove</th> </tr> </thead> <tbody> <tr> <td>FAA Accountability Board training</td> <td>N/A</td> <td>N/A</td> <td>Admin (Jennifer Waldman)</td> <td></td> </tr> </tbody> </table>	Curriculum Title	Next Action Date	Expiration Date	Assigned By	Remove	FAA Accountability Board training	N/A	N/A	Admin (Jennifer Waldman)	
Curriculum Title	Next Action Date	Expiration Date	Assigned By	Remove							
FAA Accountability Board training	N/A	N/A	Admin (Jennifer Waldman)								
<p>3. Click the plus icon next to the Curriculum Title to view the items that are included in the curriculum requirements.</p> <p><i>This will display the items, the curriculum, those you have completed, and how many hours are recorded against the curriculum requirements.</i></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p> FAA Accountability Board training</p> <p>Curriculum ID: FAA ACCOUNTABILITY BOARD</p> <p>Assigned By: Admin (Jennifer Waldman)</p> <p>Description: No Description</p> <hr/> <p>Due by</p> <p style="text-align: right;"> FAA-ACCOUNTABILITY BOARD - 1 items from item pool 0 of 1 Items Complete </p> </div>										

4. From the items listed, choose which items you want to add to your To-Do List by either clicking the:

- **Add to To-Do List** button (to add the item to your To-Do List) **Note:** *adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.*
- **Go to Content** button (to launch the content right away)

If the item is instructor-led  you will need to ask your training coordinator to register you in a scheduled offering of the item.

If the item is online , you can launch the content from this screen or, after adding the item to your To-Do List, you can launch it from your To-Do List.



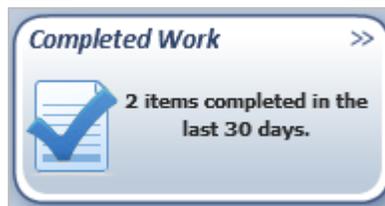
1 items from item pool
0 of 1 Items Complete

Effective Date: 10/1/2009
Assignment Date: 5/25/2011
Retraining Assignments: N/A

Title	Type	Date Completed	Hours Completed	Action
(30200134) Accountability Board Training for FAA Managers FY11				<input type="button" value="Add to To-Do List"/> <input type="button" value="Go to Content"/>
(30200174) SST - Accountability Board Training for Managers FY11				<input type="button" value="Add to To-Do List"/> <input type="button" value="Go to Content"/>
(30200177) Accountability Board Training [instructor led] FY11				<input type="button" value="Add to To-Do List"/> <input type="button" value="Request Schedule"/>
(30200352) The Interface Between LR/ER Principles and AB Investigations FY11				<input type="button" value="Add to To-Do List"/>

Task F: Viewing Your Completed Work

1. Click the **Completed Work** pod from the Home screen.



Completed Work >>

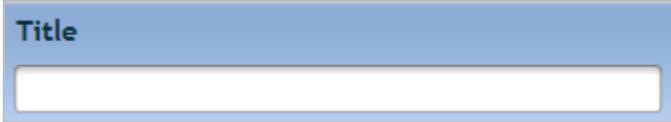
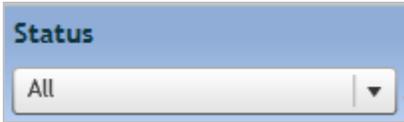
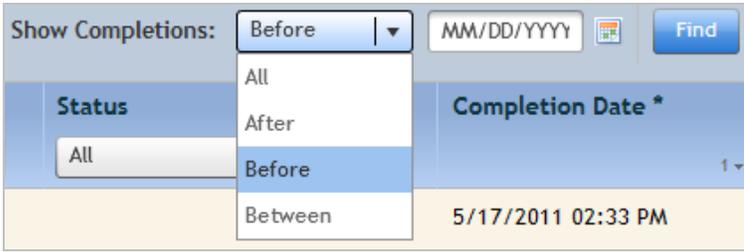
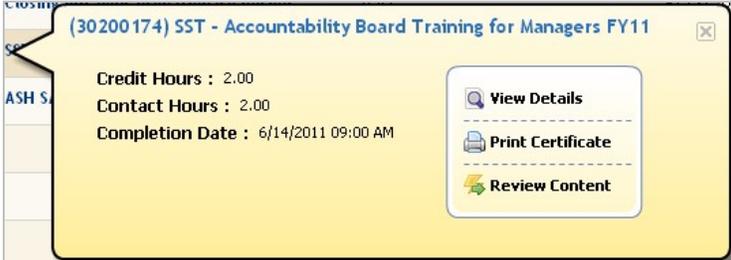
2 items completed in the last 30 days.

2. The Completed Work displays a combined list of all tasks completed. It combines learning and performance activities such as courses, performance reviews, and competency assessments.

Select any column header to sort the display based on Title, Status, or Completion Date.

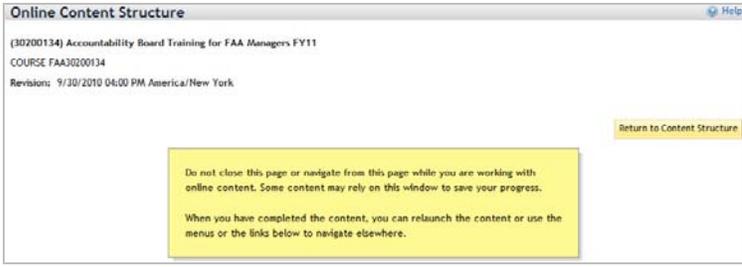
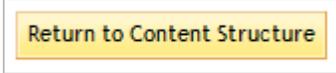
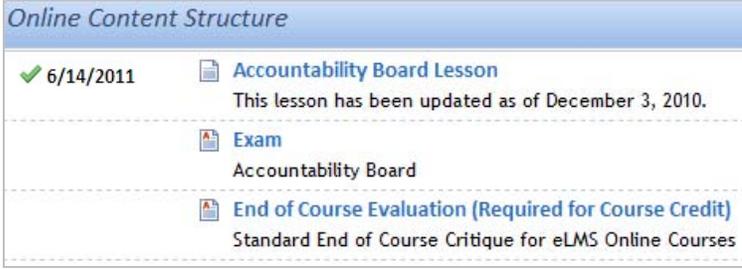
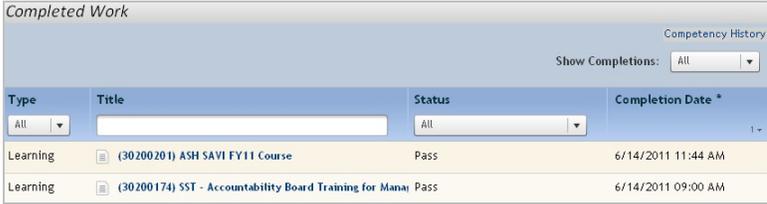
The **sort order**  arrow indicates the column is sorted

Type	Title	Status	Completion Date *
Learning	RM MCI Contract Formation I		5/17/2011 02:33 PM
Learning	(01022) (CBI) DLS - Change Management	Pass	5/10/2011 10:32 AM
Learning	(30200003) (CBI/WEB) FAA No FEAR Act and Whistleblow	Pass	5/6/2011 04:00 PM
Learning	(40056) COMMUNICATIONS SYSTEMS FOR NEW HIRES	Pass	10/12/2005 08:30 PM
Learning	(12673001) ATO Employee General EOSH Awareness (Nor Equivalency		10/12/2005 08:30 PM
Learning	(12677001) ATO EMPLOYEE GENERAL EOSH AWARENESS Equivalency		10/12/2005 08:30 PM

<p>in ascending order.</p>	
<p>3. (Optional) Select the Type drop-down list to view your Completed Work by Learning and Performance Activities.</p>	
<p>4. (Optional) Enter text into the Title box to search your Completed Work.</p>	
<p>5. (Optional) Select the Status drop-down list to view your Completed Work by Completion Status.</p>	
<p>6. (Optional) Select the Show Completions drop-down list to view your Completed Work by completions After, Before, or Between selected dates. Then click the Calendar icon to select a date.</p>	
<p>7. Click the Find button.</p>	
<p>8. Hover over the Title to show the item record. The View Details, Print Certificate, or Review Content links allow you to view more information, print the certificate, and review online content (if enabled). DO NOT print the completion certificate. There is no need to print and save the certificate because eLMS stores your completion record in your completed work.</p>	

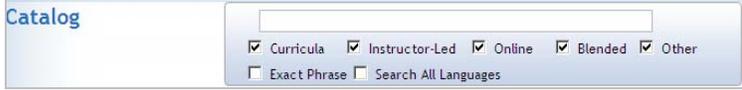
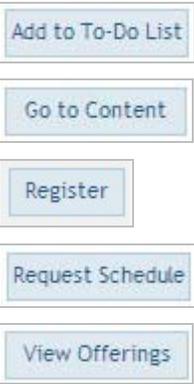
Task G: Launching Online Content

<p>1. Hover over the Title of the item you wish to launch from the To-Do List on the Home screen.</p>	
<p>2. Click the Go to Content link.</p>	
<p>3. The Online Content Structure page will appear. An item may contain one or more content objects.</p> <p><i>Note: If there is one content object within an item the content opens up immediately, skipping the content structure page. Upon closing the content window, the user is presented with a landing page that contains multiple links for the user to complete a logical workflow.</i></p>	
<p>4. Click the Content Object Title link to launch the content object.</p>	
<p>5. The content launches in a separate window. Complete the content as prescribed in the course.</p> <p><i>Note: If you need to exit the online course before you finish completing it, make sure you close the course via the exit menu of the launched course. This will bookmark your place in the course.</i></p>	

<p>6. When the content object is complete, the window closes, and returns you to the Online Content Structure page.</p>													
<p>7. Click the Return to Content Structure button to continue.</p>													
<p>8. A completed content object is indicated with a green check mark and the completion date the content object was completed.</p> <p><i>If the online item contains more than one content object, all objects must be completed in order for the item to be complete.</i></p>													
<p>9. Click the next Content Object Title link to continue completion of the course.</p>													
<p>10. Once all content objects are completed, the completed item will appear in your Completed Work.</p> <p>DO NOT print the completion certificate. There is no need to print and save the certificate because eLMS stores your completion record in your completed work.</p>	 <table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> <th>Status</th> <th>Completion Date *</th> </tr> </thead> <tbody> <tr> <td>Learning</td> <td>(30200201) ASH SAVI FY11 Course</td> <td>Pass</td> <td>6/14/2011 11:44 AM</td> </tr> <tr> <td>Learning</td> <td>(30200174) SST - Accountability Board Training for Mana</td> <td>Pass</td> <td>6/14/2011 09:00 AM</td> </tr> </tbody> </table>	Type	Title	Status	Completion Date *	Learning	(30200201) ASH SAVI FY11 Course	Pass	6/14/2011 11:44 AM	Learning	(30200174) SST - Accountability Board Training for Mana	Pass	6/14/2011 09:00 AM
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Learning	(30200201) ASH SAVI FY11 Course	Pass	6/14/2011 11:44 AM										
Learning	(30200174) SST - Accountability Board Training for Mana	Pass	6/14/2011 09:00 AM										

Task H: Using the Simple Catalog Search

<p>1. Click the Catalog link from the Home screen and continue to Step 3.</p> <p>Or, enter one or more key words in the Search Box to search for a specific item.</p> <p>Note: Contractors are not allowed to search for items.</p>	
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<p>Items are assigned directly to them based on permission from the contractor's COTR.</p>	
<p>2. Click the Search icon.</p>	
<p>3. Enter one or more key words in the keywords field (next to the Catalog link) to search for a specific item or leave the field blank to display all items in the catalog.</p> <p>You can also filter your search by checking any combination of the Instructor-led, Online, Blended, Other, or Exact Phrase checkboxes.</p> <p><i>The Exact Phrase searches for your precise search phrase.</i></p>	
<p>4. Click the Go button.</p>	
<p>5. The search results will display below. To view more information regarding the item, click on the Item Title.</p>	
<p>6. From the results, you can either click the:</p> <ul style="list-style-type: none"> • Add to To-Do List button (to add the item to your To-Do List) Note: <i>adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.</i> • Go to Content button (to launch the content right away) • Register button (to register for the scheduled offering) 	

Note: most FAA items do not allow for self-registration.

- **Request Schedule** button (to send a request to the administrator for more information about the item)
- **View Offerings** button (to view the available scheduled offerings)

Task I: Using the Advanced Catalog Search

1. Click the **Catalog** link from the Home screen.



Note: Contractors are not allowed to search for items. Items are assigned directly to them based on permission from the contractor's COTR.

2. Click on the **Advanced Search** link.



3. Enter the appropriate criteria (i.e., the Title, Description, [item] ID, or Subject Area) to locate the item.

You can select the drop-down lists to help with your search.

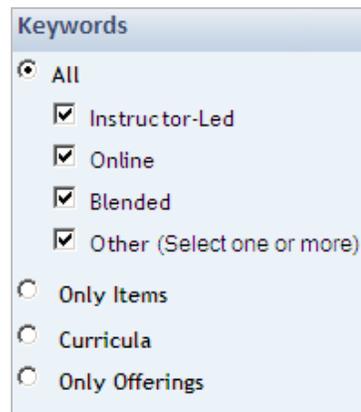
*The **Select** link to the right of a field takes you to a new screen where you can select from a list of entries.*

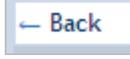


4. Filter your search by selecting the **All**, **Only Items**, **Curricula**, or **Only Offerings** radio buttons.

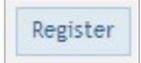
You can also filter your search by checking any combination of the **Instructor-Led**, **Online**, **Blended**, or **Other** checkboxes.

*The **Only Offerings** radio button brings up facility and date search fields.*



5. Click the Search button.	
6. See Task I, Step 6 for the next step.	
7. If your search results do not produce what you were looking for, click the Back link.	

Task J: To-Do List Tools

Button or Icon	Does this:
 or 	These icons indicate that this item is online training.
 or 	These icons indicate that this is On-The-Job Training (OJT). Click on the Item Title for more information. Your manager must mark these items completed (record the completion in eLMS) after you meet with him or her.
 or 	These icons indicate that this is instructor-led training. You will need to ask your training coordinator to register you in a scheduled offering of the item, or follow your organization's business process for registration.
	Available if online content exists and is available at this time. This will open the content. Employees must receive supervisory approval prior to taking training, including online content.
	This button only appears if the item allows for self-registration. Most FAA items do not allow for self-registration. Clicking on this button will allow you to register for a scheduled offering for the item you selected. Most organizations have several levels of approval for the registration to be complete.
	This button allows you to request to be registered for an item. Please make sure to follow your Line of Business (LOB) process to obtain permission to attend training and to be registered in eLMS. Clicking on this button and adding information does not mean that you are or will be registered for an item and/or scheduled offering. Not all FAA LOBs are using this function.
	This button allows you to add the item to your To-Do list. However, adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.
	This button allows you to view the available scheduled offerings.

Task K: Resources



MyFAA

MyFAA
eLMS

FAA eLearning Management System



Welcome to the FAA eLearning Management System (eLMS), the FAA's training and learning management system. Using eLMS, employees can take online training, register for course offerings, and view their learning histories.

To view mandatory training requirements, [click here](#).

ACCOUNT ACCESS

Click Here to Log into eLMS >

FAA Email address and password required for login.

[Forgot your eCenter password?](#)

If you *do not* have an FAA email address, [click here](#) if you are an Administrator [click here](#) if you are a Learner/User.

eLMS Alerts

JAVA ISSUES: If you get a JAVA error when launching online content in eLMS, or while working in eLMS, [please contact one of these Help Desks](#). . ATO National Service Center (NSC), [1-866-954-4002](tel:1-866-954-4002). . ARC Customer Service Center (CSC), [1-866-641-3500](tel:1-866-641-3500). . AVS National Service Desk (NSD), [1-877-287-6731](tel:1-877-287-6731).

Teleworking? To take on-line courses while you are teleworking, **ALWAYS** access eLMS directly through Internet Explorer. **DO NOT** access eLMS through VPN because completions for on-line courses aren't recorded.

If you have trouble logging in with your FAA email address and eCenter (webmail) password, please call your local LOB IT Help Desk. If you are able to login and receive an error message once in eLMS, please contact the Distance Learning Resource Center (DLRC) at eLMSHelp@faa.gov or 405-954-4568 (Monday-Friday, 6 am to 6 pm Central Time).

Need Help?

[Resource Center](#)

[Welcome to eLMS Job Aid](#)

[Contractor's Job Aid](#)

For online content or technical issues, please contact the Distance Learning Resource Center (DLRC) at eLMSHelp@faa.gov or 405-954-4568

1. The **eLMS Alerts** section will notify users and supervisors of any important information.

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<p>2. Click the appropriate link for the information you need.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #0070c0; color: white; padding: 5px;">Need Help?</p> <p>Resource Center</p> <p>Welcome to eLMS Job Aid</p> <p>Contractor's Job Aid</p> <p>For online content or technical issues, please contact the Distance Learning Resource Center (DLRC) at eLMSHelp@faa.gov or 405-954-4568 (Monday-Friday, 6 am to 6 pm Central Time).</p> <p>Or contact us: 9-AHD-Learning-Services@faa.gov</p> </div>
<p>3. Web-Based Training for Employees and Supervisors</p>	<p>The following web based training (WBT) is available in eLMS for employees and supervisors:</p> <ul style="list-style-type: none"> • FAA30200666, Employee Tutorial - Using the FAA's eLMS • FAA30200667, Supervisor Tutorial - Managing My Employees in eLMS • FAA30200674, Using My Goals Workspace in eLMS (Target Audience is all employees.)
<p>4. eLMS Resource Center</p>	<p>The eLMS Resource Center (http://www.academy.faa.gov/intranet/elmsadmin/AdminCrs/FAA_eLMS_Resources/pages/basic.htm) include job aids, web based demonstrations, practices and frequently asked questions for eLMS. This area is behind the FAA firewall. Contractors that do not have access to sites behind the FAA firewall will have access to training materials from a separate web location at: https://elms.faa.gov/contractors.html.</p> <p>Some examples of the demonstrations and practices that are available on the eLMS Resource Center are:</p> <ul style="list-style-type: none"> • Launch an Online Item - Try It (Target Audience is all employees.) • Create a Direct Link - Watch It (Target Audience is eLMS Administrators.) • View Curricula - Try It (Target Audience is all employees.)