

New Employee: Welcome to eLMS

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.

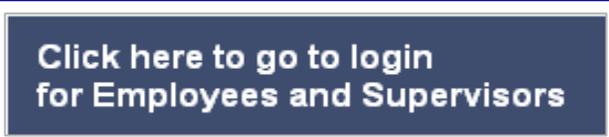
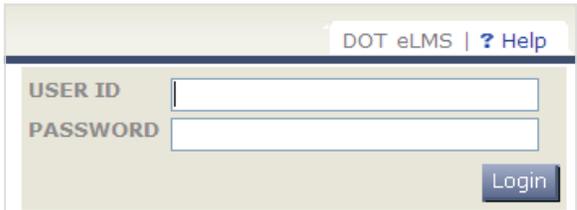
The system allows FAA employees to receive online learning from anywhere, at anytime, and at their own pace. eLMS provides:

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

eLMS Access

eLMS accounts for new employees are automatically created approximately two to three weeks after employment starts. To check if your account has been created, try to login to eLMS beginning your second week. Your local eLMS Administrator is your resource for more information about eLMS. If you haven't been introduced to him/her during your first week in your new position, ask your supervisor for an introduction.

Logging into eLMS the First Time

Step	Action	eLMS Screen
1.	Open the URL https://elms.dot.gov in your web browser.	
2.	Click the link for the Employee and Supervisors login page.	
3.	Enter your ID: all caps, first initial of your first name and your last name followed by the last four (4) digits	
4.	Your initial password is P@ssw0rd (0=zero). The first time you log on you will be asked to change the pass-	
5.	Click the Login button.	
6.	The eLMS home page displays. (See page 2.)	

What if I forgot my password?
[Click here](#) to enter your User ID and have your password emailed to your government email account.

Tip—Access eLMS from MyFAA Web Page

Look for a link for eLMS under **Top Requests** on MyFAA employee web page.

Task-based demos are available on FAA's Resource Page: http://www.academy.faa.gov/intranet/elms-admin/AdminCrs/FAA_eLMS_Resources/pages/basic.htm

Top Requests

- ➔ CASTLE
- ➔ Cru-X (LDR) Applications
- ➔ eCenter (incl. Webmail)
- ➔ **eLMS**
- ➔ Employee Express

Need Help?

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 at eLMSHelp@dot.gov



Navigating the eLMS homepage

This diagram shows the main navigation menus you will use in eLMS. Menu Options: move the cursor across the blue bar at the top of your home page—notice how a roll of submenu options appear under each menu option.

Top Menu Bar

User Main Links Menu

General Help Link

Page Help Button

Submenu

Learning activity alerts

Quick jumps to special Catalog views

To the right are basic descriptions of the top menu options.

Special groups of items assigned to you

Assigned items from your Learning Plan

Title	Type	Required By
(30200003) (CBI/WEB) FAA No FEAR and Equal Employment Overview	📄	12/14/2010
Privacy 101 (2008)	📄	9/15/2011
(30200006) Book	📖	
Delegating Effectively Simulation	📄	
eLMS Admin Curricula WBT (5.8)	📄	

Title
FAA New Hire
FAA New Hire

Using Your Learning Plan

Your Learning Plan provides a list of items that you are required to complete as a new employee in the FAA. It may also contain items that are not required. If you have questions about this training, please speak to your supervisor.

After logging into eLMS:

1. View your Learning Plan.
2. Check to see if you have any Curriculum requirements (see page 4).

To enter your Learning Plan, follow the steps below:

Step	Action	Screen
1.	Click the box that says Login for Employees and Supervisors . From your eLMS home page, click the Learning tab.	
2.	This displays the <u>Learning Plan</u> . See page 3.	

Step	Action
3.	Click the right arrow next to each item requirement to show details of the item.

Personal Learning Career Catalog Reports

Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Learning Plan

Title	Type	Required By	Status	Action	Remove
(30200003) (CBI/WEB) FAA No FEAR and Equal Employment Overview		12/14/2010	Available	Go to Content	
▼ Privacy 101 (2008)		9/15/2011	Available	Go to Content	
COURSE DOT-S80-Privacy101-000006 Description: Privacy 101 is a mandatory course for all DOT employees. It provides an introductory overview of the different laws and regulations that all DOT employees must follow and be familiar with regarding privacy. Origin: Curriculum Assignment Type: Required/Mandatory Assigned By: Admin (JWALDMAN2617 - WALDMAN, JENNIFER)					
(23900006) International Training on Drug and Alcohol Programs			Must be registered	Request Schedule	

4.	(Optional) Click the Items drop down list to view the information by <u>All</u> , <u>With Online Content</u> , <u>In Progress</u> , and <u>Registered</u> . Even though an item appears on your plan, it does not mean that you are registered. To be registered, the status has to say "registered." For online items, if the status reads "available" the content is ready to launch.	
5.	(Optional) Click the Required drop down list to view the information by <u>All</u> , <u>Next 30 days</u> , <u>Next 60 days</u> , and <u>Next 90 days</u> .	

Learning Plan Tools

Button or Icon	Does this:
	This icon indicates that this item is online training. See page 5 for how to launch online items.
	This icon indicates 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/her.
	This icon indicates 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. See page 5 for how to launch online items.
	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 in 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.



How to View Your Curriculum Requirements

Step	Action
1.	Click the box that says Login for Employees and Supervisors . From the eLMS home page, click the You have curriculum requirements to address link under <u>Alerts</u> . Or click the Go to Curriculum Status link.

Alerts
You have curriculum requirements to address»

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

Curriculum Status » Go to Curriculum Status

Title
DOT REQUIRED TRAINING FOR FRONTLINE MANAGERS

2.	The Curriculum Status screen should appear. Click the Curriculum Title for more information about the curriculum.
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U.S. Department of Transportation | eLMS Helpdesk: eLMSHelp@dot.gov 405-954-4568 (6AM | 6PM CT)

Welcome JENNIFER WALDMAN | Home | Search Catalog Go | ? Help | Logout

Personal Learning Career Catalog Organization Reports

Learning Plan Learning Calendar Current Registrations **Curriculum Status** Learning History Record Learning

Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Next Action Date	Assigned By	Remove
DOT REQUIRED TRAINING FOR FRONTLINE MANAGERS	!	Admin (DKOEHLE3720)	

3.	Click the right arrow next to each requirement. From the items listed below, choose which items you want to add to your learning plan. <i>This will display the pool of items from which you can choose. Remember you must select one item from each pool in order to complete the curriculum.</i>
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FAA DOT FRONTLINE TRAINING

Summary Information
 Curriculum ID: FAA DOT FRONTLINE HQ
 Status: Incomplete
 Assigned By: Admin (DKOEHLE3720)

Item Requirements (0 Found)

Item Requirements in Subcurricula (0 Found)

Curriculum Requirements (4 Found)

Requirement	Description	Required By	Status
1 items from item pool	Courses related to effective delegation	8/31/2010	0 of 1 Items Complete

Effective Date: 2/22/2010
 Assignment Date: 2/19/2010
 Retraining Assignments: N/A

Title	Type	Date Completed	Hours Completed	Action
Delegation: the Personal Approach				Add to Learning Plan Go to Content
Managing Delegation				Add to Learning Plan Go to Content
The Basics of Delegation				Add to Learning Plan Go to Content

Viewing Your Learning History

Your learning history provides a summary list of items attempted and completed, along with the completion date, status, and action regarding the items.

Step	Action
1.	Click the box that says Login for Employees and Supervisors . From your eLMS home page, click the Learning tab.



2.	Click the Learning History link.
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3.	This displays the <u>Learning History</u> .
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Learning History

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
(30200062) Define Performance Expectations	4/30/2010 10:31 AM EST	Pass	Print Completion Certificate
(30200061) Local Organization Orientation	4/21/2010 03:58 PM EST	Pass	Print Completion Certificate
The Communication of a Shared Vision	2/17/2010 09:22 AM EST	Pass	Review Content

ONLY PRINT the completion certificate if needed for personal use. eLMS will automatically record your completion.

How to Launch Online Training

Step	Action
1.	<p>To launch online items (which display an item type icon of ) , click the Go to Content button. </p> <p>This may bring you directly to the content, or you may need to click on a lesson link to start the lesson. When you have completed the item DO NOT print the completion certificate. There is no need to print and save the certificate because eLMS stores your completion record in your Learning History.</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> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>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@dot.gov</p> </div>



Using the Simple Catalog Search

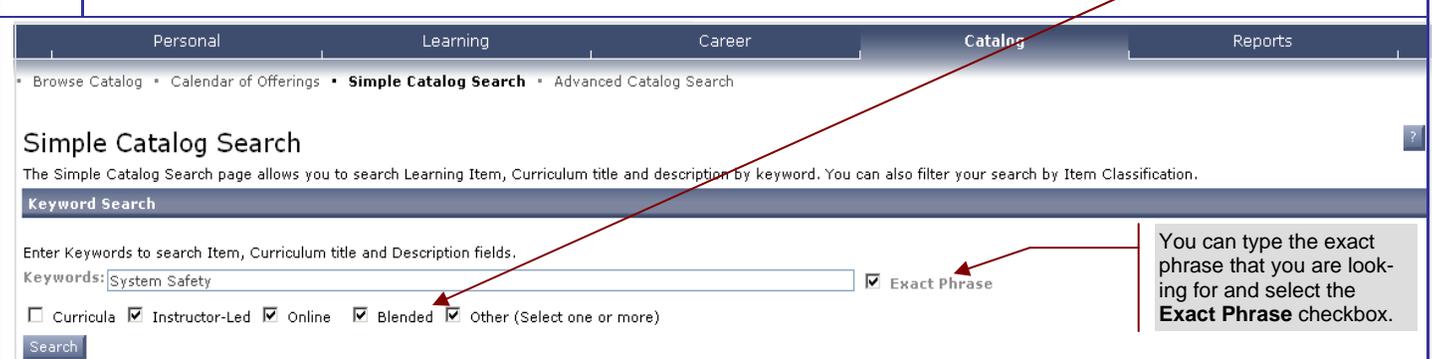
- Step** **Action**
1. Click the box that says **Login for Employees and Supervisors**. From your eLMS home page, click the **Catalog** tab.



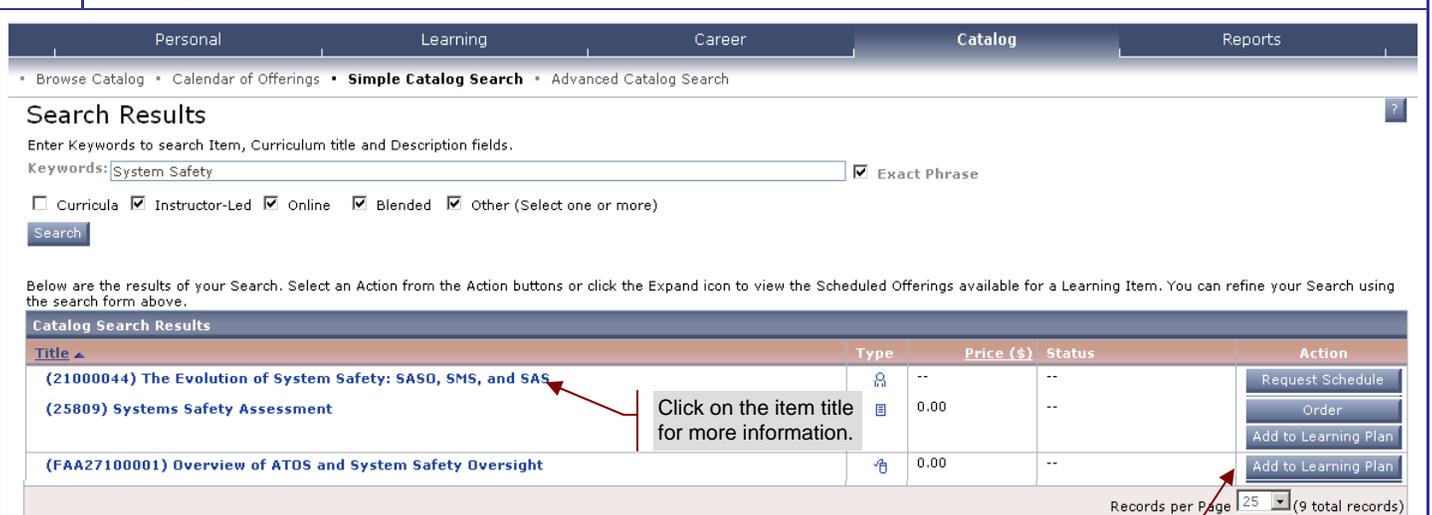
2. Click the **Simple Catalog Search** from the submenu.



3. Enter one or more words in the Keywords field to search for a specific item or leave the field blank to display all items in the catalog. Check the checkboxes to filter your search to include any combination of curricula, instructor-led, online, blended, and other.

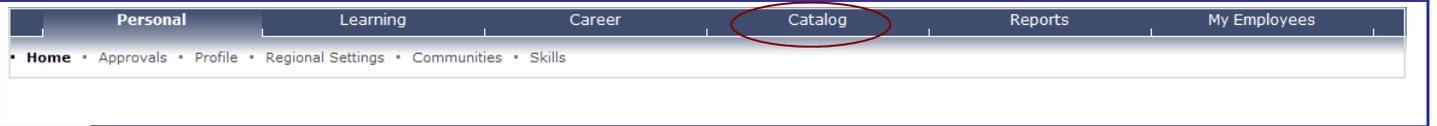


4. Click the **Search** button. **Search**
- Results will display underneath the search information you entered. To view more information regarding the item, click on the **item title**.*

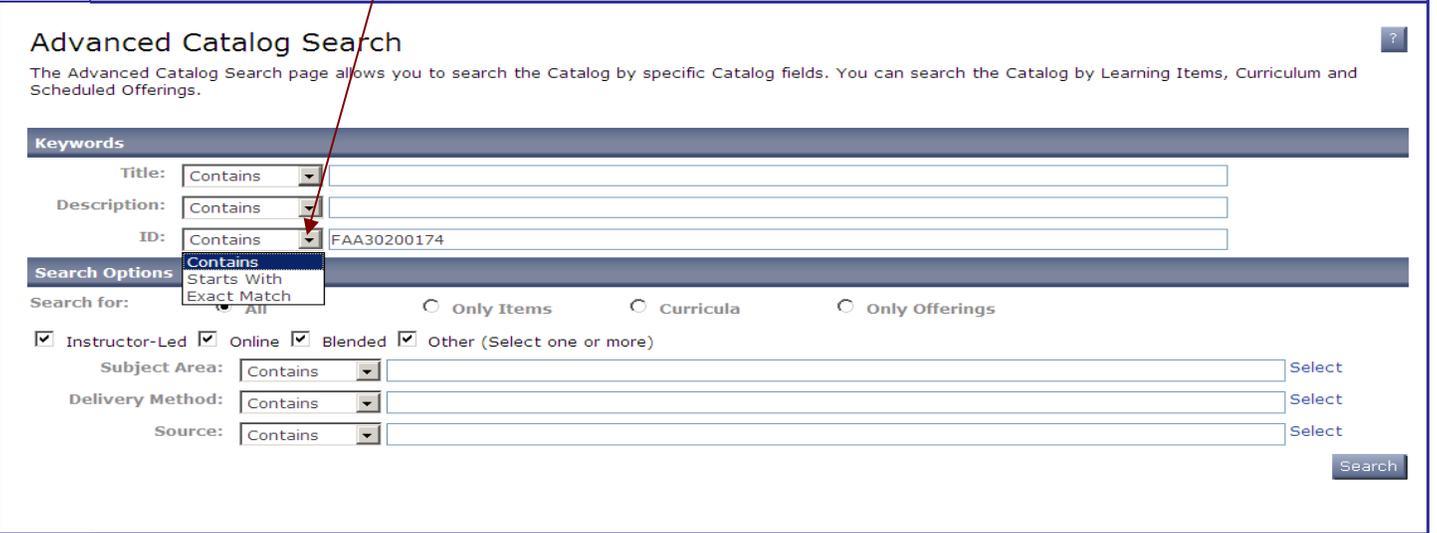


You can add an item to your learning plan by clicking on the **Add to Learning Plan** button. Remember: adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.

Using the Advanced Catalog Search

Step	Action	eLMS Screen
1.	Click the box that says Login for Employees and Supervisors . From your eLMS home page, click the Catalog tab.	

2.	Click the Advanced Catalog Search link from the submenu.	
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3.	Enter the Title in the <u>Title</u> field, and/or item ID in the <u>ID</u> field, and/or the Description in the <u>Description</u> field. You can also use the drop-down arrows to help with your search. Click on the Search button.	
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4.	From the results, you can either click the Go to Content button  (which allows you to launch the content right away) or Add to Learning Plan button  (which will add the online item to your Learning Plan to launch content later). <i>If your search results do not produce what you were looking for, click the link to Refine Search link.</i>	
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Browse Catalog | Calendar of Offerings | Simple Catalog Search | **Advanced Catalog Search**

Search Results

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the **Refine Search** link at the top of the page.

[Refine Search](#)

Advanced

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

Catalog Search Results				
Title	Type	Price (\$)	Status	Action
(30200174) SST - Accountability Board Training for Managers FY11		0.00	--	Go to Content Add to Learning Plan

Click on the item title for more information.

You can add an item to your learning plan by clicking on the **Add to Learning Plan** button. Remember: adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.



Resources

The eLMS log-in page provides excellent training and informational resources for new users and supervisors.

Welcome to DOT eLMS eLMS Help Desk (24/7 Support)
eLMSHelp@dot.gov 405-954-4568

eLMS is DOT's learning management system. Using this training system, employees can take online courses, register for training, and view their training history.

eLMS Helpdesk contact information

Special eLMS Notifications

October 21, 2010	Have you recently been upgraded to Internet Explorer 8 (IE8)? If so, you may encounter problems launching online content. The problems are two-fold: one related to IE8 tabs and one related to pop-up blockers. For more information, click here .
September 29, 2010	Change coming October 1 Non FAA employees will begin piloting an upgraded version of eLMS called TMS, managed by NBC. The new site will be at: https://tms.nbc.gov/dot and will be available October 1.
July 22, 2010	Extended Help Desk hours The eLMS Help Desk now provides 24/7 support for logon assistance. Advanced level support will remain 6am to 6pm Central Time, Monday through Friday.

eLMS Alerts

eLMS Resources

[eLMS Quick Access flyer](#)
[eLMS Resources](#)
[eLMS Resource Center \(FAA Intranet only\)](#)
[Training for non-DOT people who are eLMS Administrators](#)

NEW
[** Project Management \(PMI\) Training **](#)
[** Human Resources \(SHRM\) Training **](#)
[Click here for User & Supervisor Intro to eLMS Course](#)

Click here to go to login for Employees and Supervisors

Click here to go to login for Administrators

*Warning: The **Back Button and Forward Buttons** on your browser will not work to navigate eLMS. Using them will result in an error message.*

Some eLMS screens will provide a "back" arrow at the top left of the screen to return you to the previous screen. If there is no "back" arrow on the screen, use the tabs at the top of the eLMS page to go

[Browse Catalog](#) |
 [Calendar of Offerings](#) |
 [Simple Catalog Search](#) |
 [Advanced Catalog Search](#)

Item Details

[← Back](#)

(30200003) (CBI/WEB) FAA No FEAR Act and Whistleblower Protection Laws

Item Summary

BRIEFING FAA30200003
 Revision: 2 - 9/30/2010 03:52 PM EST
 Description: The No FEAR Act and Whistleblower Protection Laws training is required by the Office

