

Welcome to eLMS 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.

eLMS Access

The web address (URL) used to access the eLMS home page is: <https://elms.faa.gov>. Both eLMS administrators and users (employees and supervisors) will access eLMS from the welcome or splash page. 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 users 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. If this is the case, follow Task B until you have an FAA email address and eCenter (webmail) password.

Once you have an FAA email address and eCenter (webmail) password, follow Task A to login to eLMS.

Tasks: **A: Logging into eLMS as an FAA Employee**

B: Logging into eLMS as an FAA Contractor with Administrator Rights

If you do not know your eLMS ADMIN ID and password contact your Line of Business PL1 administrator. The first time a new employee/contractor logs in to eLMS, he or she will be prompted to create a new, unique password and security question. This security question is intended to confirm an admin's identity in the event that he or she forgets his or her password and needs to have it sent to them.

C: Screen Overview

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

D: Viewing Your To-Do List

In the earlier version of eLMS, the To-Do List was called the Learning Plan. Your To-Do List provides a list of tasks 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.

E: Using Learning Notifications

F: 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.

G: 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. In the earlier version of eLMS, the Completed Work was called the Learning History.

H: 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.

I: 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).

J: Using the Advanced Catalog Search

K: To-Do List Tools

L: Resources

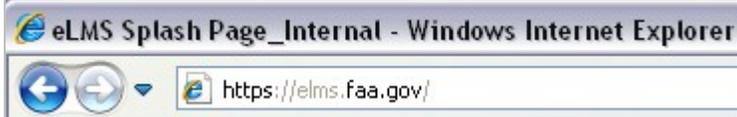
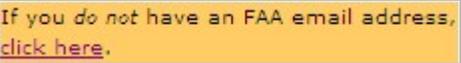
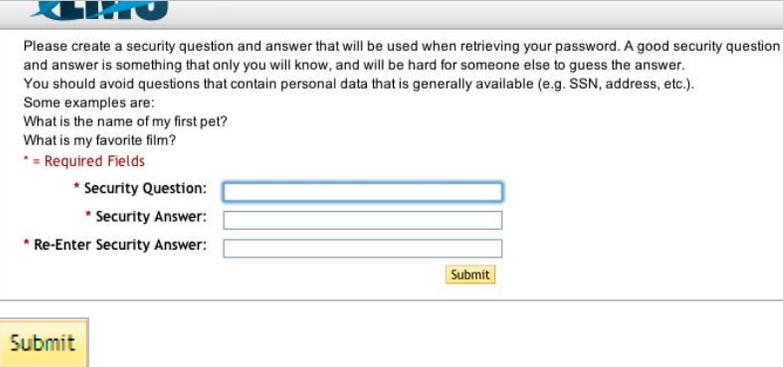
From the eLMS welcome or splash page there are additional training and informational resources for users and supervisors.

Task A: Logging into eLMS as an FAA Employee

<p>1. Open the URL https://elms.faa.gov in your web browser.</p>	
<p>2. Click the link for the appropriate login page.</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,</p>	<p>The help desks serving the most customers are:</p>

<p>contact your local IT help desk.</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: Logging into eLMS as an FAA Contractor with Administrator Rights

<p>1. Open the URL https://elms.faa.gov in your web browser.</p>	
<p>2. If you do not have an FAA email address, click the link that reads “click here.”</p>	
<p>3. Click the link for the appropriate login page.</p>	
<p>4. Enter your User or Admin ID: In all caps put the first initial of your first name and then your last name followed by the last four (4) digits of your Social Security Number (e.g., SJONES1234).</p>	
<p>5. Enter your password: must include upper and lower case letters, numbers, and special characters.</p>	
<p>6. Click the Sign In button.</p>	
<p>7. If you have not logged into eLMS before, you may be taken to a screen that asks you to create a Security Question. Enter the Security Question by following the guidelines on the page for the question. Enter the Security Answer, Re-Enter Security Answer, and click the Submit button.</p>	

8. If you have not logged into eLMS before, you may be taken to a screen that asks you to enter your password. Follow the guidelines on the page: Enter the Old Password, New Password, Verify Password, and click the **Apply Changes** button.

Password Expired
 User Password has expired. Please Change User Password.
 * = Required Fields

The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 15 characters.
- The password must contain the following types of characters:
 1. English lowercase letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2,...9).
 4. Non alphanumeric special characters (!@#%&^*()-_+=[]<>?/'";:|\)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 6 passwords.
- Password cannot be same as the E-Signature PIN.

* Old Password:
 * New Password:
 * Verify Password:

Apply Changes

Task C: Screen Overview

1. 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.*

Do not show this page every time I sign in
 (Note: Page will automatically display if there is new content)

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

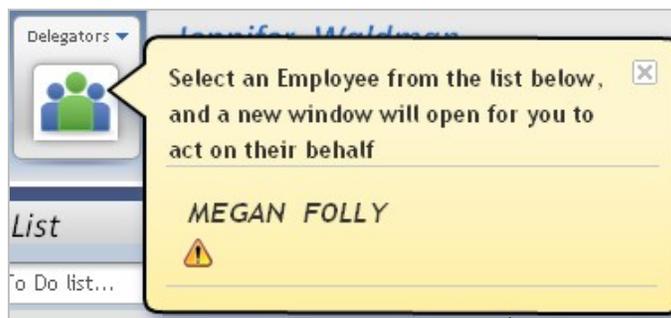
Continue

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

Tab options include Home, My Employees, Organization, and Admin. Your tabs may differ depending on your roles.



4. The **Delegators** icon contains all of the supervisors who have identified you as a delegate.



5. The **User Card** navigates to your Talent Profile screen.
Note: This is only available to a few users involved in a performance pilot.

*Click on **User Card** to show your name, job title,*



<p>organization, and any alerts that you might need to address, as well as provide access to your Talent Profile.</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.</p> <p>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>	
<p>8. Click the Card View icon to show full details for each task. The card view displays available actions.</p> <p>Click the List View icon to switch back to the default view.</p>	
<p>9. Hover over the Title in the To-Do List for additional information and available links.</p>	

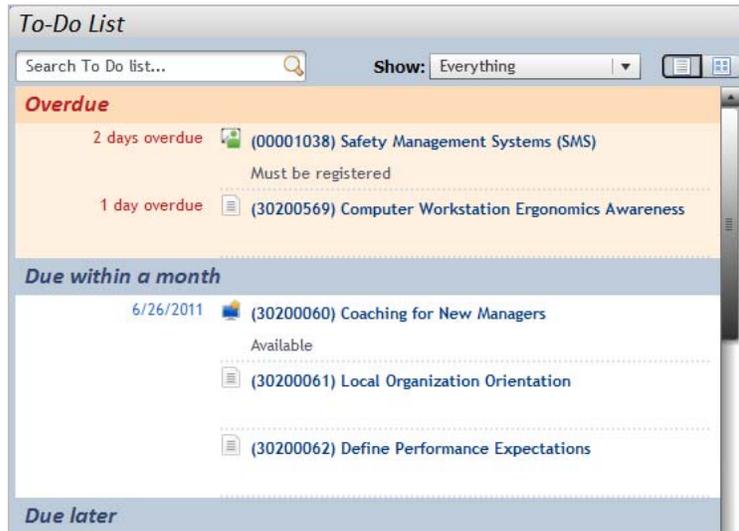
<p>10. The Catalog search box allows you to perform a quick search for related items in the catalog.</p>	
<p>11. The Easy Links support easy navigation.</p> <p>You can access a link to locate and perform your activities. You can also configure the Easy Links by clicking the Configure Easy Links  icon. Then click the up arrow  to contract the list or click the down arrow  to expand the list.</p> <p>You must show at least one link.</p>	
<p>12. The Status Pods panel is a way for you to view a snapshot of progress on your learning and performance activities.</p> <p><i>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.</i></p>	
<p>13. The Help link or the Help icon (in the upper right-hand corner) display context-sensitive help for the specific section currently open.</p>	
<p>14. Use the Breadcrumbs link to view previous screens.</p> <p><i>Do not use the back button on your web browser while working in eLMS.</i></p>	

Task D: 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).

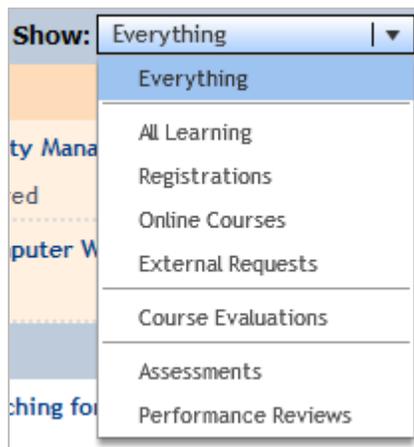


2. Click the **Card View**  icon to show full details for each task. The card view displays available links.

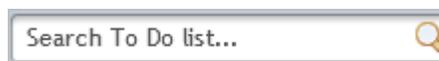
Click the **List View**  icon to switch back to the default view.



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



<p>Search icon.</p>	
-----------------------------	--

<p>5. Hover over the Title in the To-Do List for additional information and available links.</p>	
---	--

Task E: Using Learning Notifications

<p>1. Click the Options and Settings link from the Easy Links submenu on the Home screen.</p>	
<p>2. Check the appropriate checkbox(es) next to the Learning Notifications you would like to receive.</p>	
<p>3. Click the Apply Changes button.</p>	

Task F: Viewing Your Curriculum Status

<p>1. Click the Curricula pod, from the Home screen. Or click the You have curriculum requirements to address link next to your User Card.</p>	
---	--

2. The Curriculum Status screen will appear. Click the **Curriculum Title** for more information about the curriculum.

Curriculum Title	Next Action Date	Expiration Date	Assigned By	Remove
FAA Accountability Board training	N/A	N/A	Admin (Jennifer Waldman)	

3. Click the **plus** icon next to the Curriculum Title to view the items that are included in the curriculum requirements.

This will display the items, the curriculum, those you have completed, and how many hours are recorded against the curriculum requirements.

FAA Accountability Board training
 Curriculum ID: FAA ACCOUNTABILITY BOARD
 Assigned By: Admin (Jennifer Waldman)
 Description: No Description

Due by

FAA-ACCOUNTABILITY BOARD - 1 items from item pool
 0 of 1 Items Complete

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.

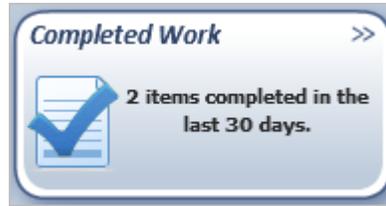
1 items from item pool
 0 of 1 Items Complete

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 G: Viewing Your Completed Work

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



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.

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	(3020003) (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

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

The **sort order** arrow indicates the column is sorted in ascending order.

3. (Optional) Select the **Type** drop-down list to view your Completed Work by Learning and Performance Activities.



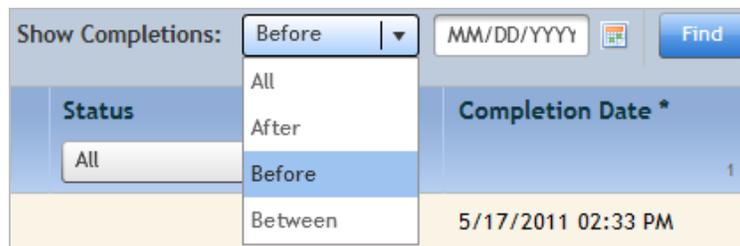
4. (Optional) Enter text into the **Title** box to search your Completed Work.



5. (Optional) Select the **Status** drop-down list to view your Completed Work by Completion Status.



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.

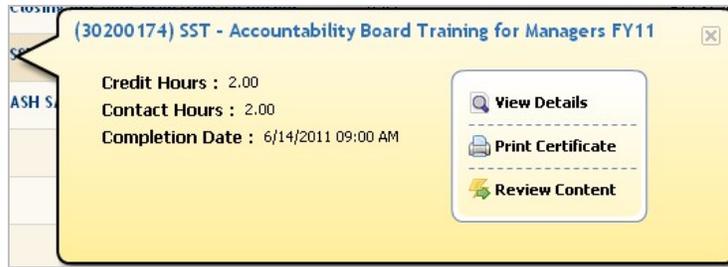


7. Click the **Find** button.



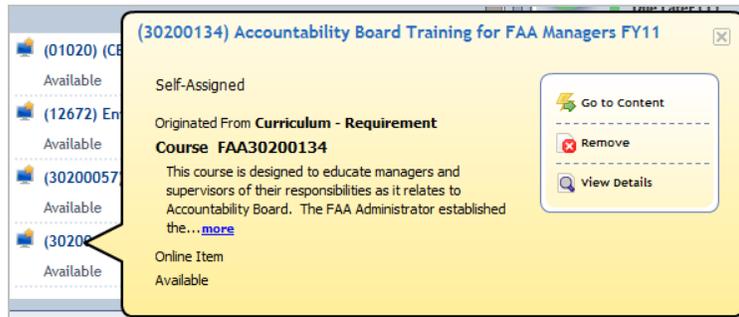
8. Hover over the **Title** to show the item record. The **View Details**, **Print Certificate**, or **Review Content** links allow you to view more information, print the certificate, and review online content (if enabled).

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.

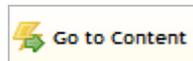


Task H: Launching Online Content

1. Hover over the **Title** of the item you wish to launch from the To-Do List on the Home screen.

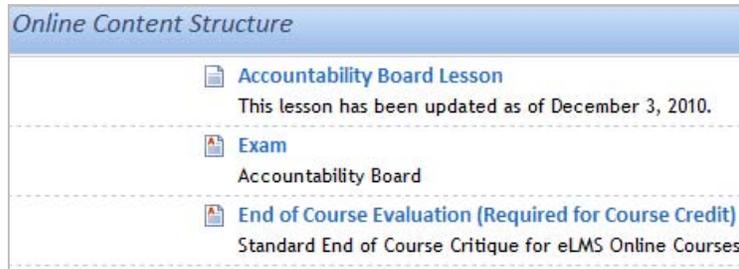


2. Click the **Go to Content** link.



3. The Online Content Structure page will appear. An item may contain one or more content objects.

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.*

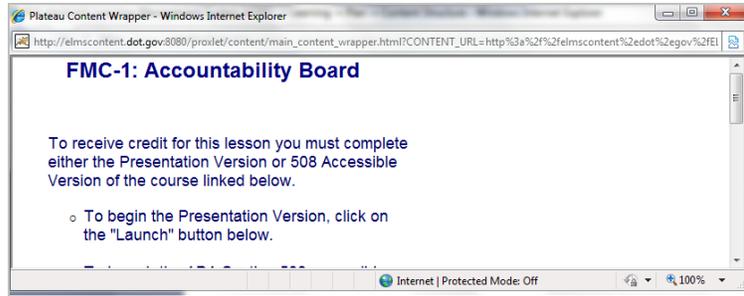


4. Click the **Content Object Title** link to launch the content object.

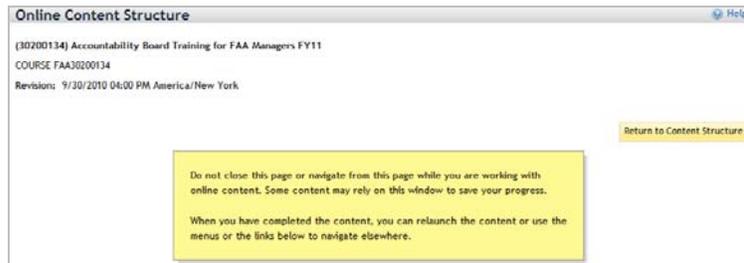


5. The content launches in a separate window. Complete the content as prescribed in the course.

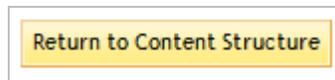
Note: *If you need to exit the online course before you finish completing it, make sure you close the course via the exit menu of the launched course. This will bookmark your place in the course.*



6. When the content object is complete, the window closes, and returns you to the Online Content Structure page.

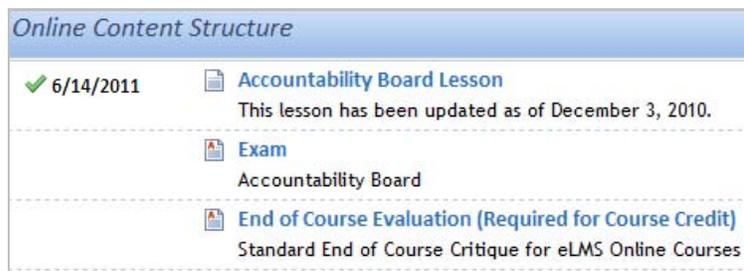


7. Click the **Return to Content Structure** button to continue.



8. A completed content object is indicated with a green check mark and the completion date the content object was completed.

If the online item contains more than one content object, all objects must be completed in order for the item to be complete.

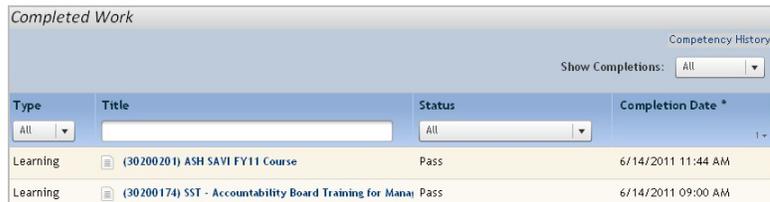


9. Click the next **Content Object Title** link to continue completion of the course.

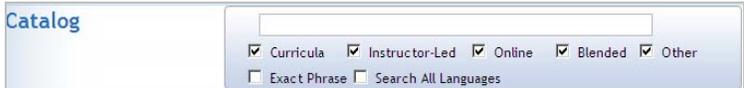
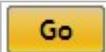


10. Once all content objects are completed, the completed item will appear in your Completed Work.

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.



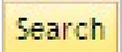
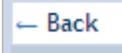
Task I: Using the Simple Catalog Search

<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>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</i> 	

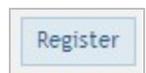
<p><i>your training coordinator to register you.</i></p> <ul style="list-style-type: none"> • Go to Content button (to launch the content right away) • Register button (to register for the scheduled offering) <p>Note: <i>most FAA items do not allow for self-registration.</i></p> <ul style="list-style-type: none"> • 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) 	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Request Schedule</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">View Offerings</div>
--	---

Task J: Using the Advanced Catalog Search

<p>1. Click the Catalog link from the Home screen.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Catalog</div>
<p>2. Click on the Advanced Search link.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Advanced Search</div>
<p>3. Enter the appropriate criteria (i.e., the Title, Description, [item] ID, or Subject Area) to locate the item.</p> <p><i>You can select the drop-down lists to help with your search.</i></p> <p><i>The Select link to the right of a field takes you to a new screen where you can select from a list of entries.</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Title: Contains <input type="text"/></p> <p>Description: Contains <input type="text"/></p> <p>ID: Contains <input type="text"/></p> <p>Subject Area: Contains <input type="text"/> Select</p> <p>Delivery Method: Contains <input type="text"/> Select</p> <p>Source: Contains <input type="text"/> Select</p> <p><input type="checkbox"/> Search All Languages (Applies to Title, Description, and Subject Area)</p> </div>
<p>4. Filter your search by selecting the All, Only Items, Curricula, or Only Offerings radio buttons.</p> <p>You can also filter your search by checking any combination of the Instructor-Led, Online, Blended, or Other checkboxes.</p> <p><i>The Only Offerings radio button brings up facility and date search fields.</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Keywords</p> <p><input checked="" type="radio"/> All</p> <p><input checked="" type="checkbox"/> Instructor-Led</p> <p><input checked="" type="checkbox"/> Online</p> <p><input checked="" type="checkbox"/> Blended</p> <p><input checked="" type="checkbox"/> Other (Select one or more)</p> <p><input type="radio"/> Only Items</p> <p><input type="radio"/> Curricula</p> <p><input type="radio"/> Only Offerings</p> </div>

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 K: To-Do List Tools

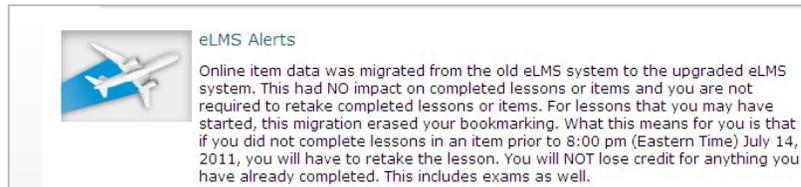
Button or Icon	Does this:
 or 	These icons indicate that this item is online training.
 or 	These icons indicate that this is On-The-Job Training (OJT). Click on the Item Title for more information. Your manager must mark these items completed (record the completion in eLMS) after you meet with him or 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 L: Resources



The screenshot shows the FAA eLMS homepage. At the top left is the LMS logo with an airplane. At the top right is the Federal Aviation Administration logo. Below the header is a large banner image of a man in a cap talking on a mobile phone, with the text "Mandatory Security Awareness Training is due on July 31st." To the right of the banner is a blue "ACCOUNT ACCESS" section with buttons for "Employee & Supervisor Login" and "Administrator Login", and links for "Forgot your eCenter password?" and "If you do not have an FAA email address, click here." Below the banner is a blue "Welcome to eLMS" section with a paragraph of text. To the right is a blue "Need Help?" section with links for "Resource Center", "Welcome to eLMS Job Aid", "Training on eLMS", and "Training for Contractors", and contact information for "Contact us: 9-AHD-Learning-Services@faa.gov". Below the welcome section are three boxes: "eLMS Alerts" with an airplane icon and text about data migration; "SkillSoft" with the SkillSoft logo and text about finding more information; and "Books24/7" with the Books24x7 logo, text about logging in, and a "Go to Books24x7" button. To the right of these boxes is a blue "Have Feedback on eLMS?" section with text about providing comments and contact information. At the bottom right is a blue "Need More Info on eLMS?" section with a link for "eLMS News & Info".

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



The screenshot shows the "eLMS Alerts" section. It features an airplane icon and the following text: "eLMS Alerts Online item data was migrated from the old eLMS system to the upgraded eLMS system. This had NO impact on completed lessons or items and you are not required to retake completed lessons or items. For lessons that you may have started, this migration erased your bookmarking. What this means for you is that if you did not complete lessons in an item prior to 8:00 pm (Eastern Time) July 14, 2011, you will have to retake the lesson. You will NOT lose credit for anything you have already completed. This includes exams as well."

<p>2. Click the appropriate link for the information you need.</p>	
<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 <p>Additionally, another WBT is planned for a future release date still to be determined.</p> <ul style="list-style-type: none"> • 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) will include job aids, web based demonstrations, practices and frequently asked questions for this version of 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 will be 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.)