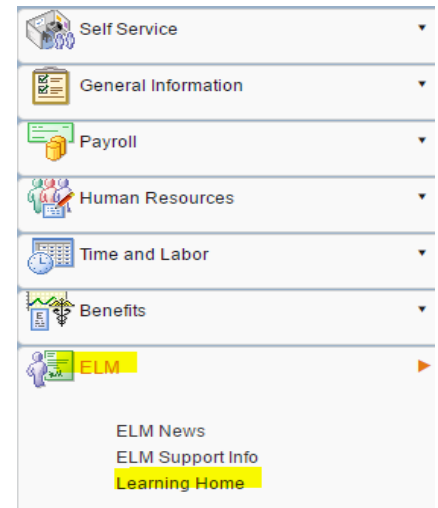# Self-Enrollment in Edison

1. From the Edison home page, click ELM and then Learning Home

2. In the **Search for Learning** box, type one of the following: the title of the training, the course code or the class code. If you have the class code, this is the fastest way to search.

   COURSE CODE: The 8-character code for the training. Typically, DCS course codes look something like this: CHDE1000. The course code can be found on the course announcement.

   CLASS CODE: The class code indicates the particular offering of a course. The class code provides a lot of information. Class codes can be found on the Google Training Calendar (https://teamtn.gov/dcs/article/staff-training-calendars) or on the training announcement. Contact your training coordinator for assistance. DCS Class Codes follow this pattern:

   > **CH-RC1234-YYMMDD-01**
   >
   > **CH**—Indicates that this course is taught at DCS rather than another agency. If you don't see the CH at the beginning of the class code, the class is being offered by another state agency. This is common with DOHR courses.
   > **RC**—The region the class will be offered. If you see WG, MG, EG, it indicates West, Middle or East Grand regions.
   > **1234**—The four-digit (usually numerical) code for the class. (DOHR Courses may have a mixture of letters and numbers)
   > **YYMMDD**—Date of course Example: 140512 is May 12, 2014
   > **01**—Offering Number. This number may not be relevant to you unless there are two offerings of the same course in a day. In that case, the morning course will be designated as 01 and the afternoon course as 02.

In this case the search is by title. Searching by title or course code is preferred if you want to see all of your enrollment options.

Learning Home

🔍 **Search for Learning**

Enter a keyword and select the Search button to initiate the search.

Prudent Parenting

Advanced Search

3. The search results below indicate that there is more than one course with a similar title. Please ensure you select the correct class. In this case you would want to register for CHDE4027. Note that using the class code, start date and location, you can select the offering that you prefer from this list. Click Enroll next to the offering you want.

Search Results   View All   First   ◀ 1 - 5 of 5 ▶   Last

➕ Expand   ➖ Collapse
▼ **Creating Normalcy Through Prudent Parenting Parenting T4T (CHRP7564)**

📚 ★★★★★ (0)   Plan for Later

Creating Normalcy Through Prudent Parenting Parenting T4T View Details
There are no classes currently scheduled for this course.

▼ **Creating Normalcy Through Prudent Parenting for Staff (CHDE4027)**

📚 ★★★★★ (1) View Reviews   Plan for Later

How Case managers can assist parents in making prudent and wise decisions that create normalcy for children in foster care. View Details

Class Code	Type	Duration	Start Date	Location	Price	
CH-DA4027-170810-01	Classroom	3 Hrs	08/10/2017	Nashville, TN		Enroll
CH-DA4027-170810-02	Classroom	3 Hrs	08/10/2017	Nashville, TN		Enroll
CH-MC4027-170810-01	Classroom	3 Hrs	08/10/2017	Nashville, TN		Enroll
CH-MC4027-170810-02	Classroom	3 Hrs	08/10/2017	Nashville, TN		Enroll