



Agency Benefits Coordinator Meeting

Signing Up for ABC Classes in ELM

August 2019

Select NavBar Icon



A screenshot of the Edison application interface. The top navigation bar (NavBar) is dark blue and contains icons for home, a menu, a play button, and the Edison logo. A red arrow points to the play button icon. Below the NavBar, the main content area features a large image of a city skyline at dusk. On the left side, there is a vertical sidebar with a list of service categories: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. Below the main image, there are two news alerts: 'Edison News Alerts' with a sub-heading 'FY18 Year End Documentation' and 'Edison Maintenance Calendar' with a date range 'Sunday Jul 8, 2018 - Saturday Jul 14, 2018'. The Edison logo is visible in the bottom right corner of the interface.

Select Navigator Icon

The screenshot displays the Edison user interface. On the left is a vertical menu with categories: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The main content area features a large landscape image of a mountain range with purple flowers in the foreground. Below the image are two news alerts: 'Edison News Alerts' with a sub-heading 'FY18 Year End Documentation' and 'Edison Maintenance Calendar' for the week of July 8-14, 2018. On the right side, a 'NavBar' is visible with four items: 'Edit My Links' (star icon), 'Navigator' (blue document icon, highlighted with a red box and a red arrow), 'My Links' (star icon), and 'My Preferences' (gear icon).

Select ELM

The screenshot displays the Edison HR system interface. On the left, a vertical menu lists various self-service options: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The ELM option is highlighted with a red box. In the center, there is a section for Edison News Alerts, featuring two items: 'FY18 Year End Documentation' and 'Payable Time - "Function 'onReadyState'" error'. On the right, the 'NavBar: Navigator' menu is visible, listing several navigation options: HCM, ELM, FSCM, Reporting Tools, HCM Reporting Tools, ELM Reporting Tools, FSCM Reporting Tools, and People Tools. The ELM option in this menu is also highlighted with a red box and a red arrow pointing to it from the right. The top right corner of the interface shows the Edison logo and navigation icons.

Select Learning Home

11:28 AM

Self Service

General Information

Payroll

Human Resources

Time and Labor

Benefits

ELM

FSCM

Training

Edison News Alerts

FY18 Year End Documentation
The FY18 year-end documents have now been added. These documents detail the applicable deadlines, as well as instructions on how to prepare for the PO Rollover process. The documents are located under FSCM-Procurement Support Info-Year End Procurement Processes.

Payable Time - "Function 'onReadyState'" error
Users are experiencing an error when they are performing various HCM

NavBar: Navigator

ELM

Self Service

Enterprise Learning

Set Up ELM

Enterprise Components

Reporting Tools

People Tools

Learning Home

Find Search for Learning

The screenshot shows the 'Learning Home Workcenter' interface. On the left is a navigation menu with 'Quick Links' and 'Administrator Links'. The main content area has a 'Search for Learning' button highlighted with a red box and a red arrow. Below it is a search input field and an 'Advanced Search' link. The 'My Current Learning' section contains a table of learning items.

Quick Links

- Find Learning
- My Learning
- Certifications
- Learning Objectives
- Learning Plans
- Supplemental Learning

Administrator Links

- Maintain Courses
- Maintain Classes
- Maintain Programs
- Administer Program Rosters
- Administer Class Rosters
- View All Learning
- Maintain Learning Plans
- Internal Learners
- External Learners
- Enroll Learners
- Survey Report

Search for Learning

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

[Advanced Search](#)

My Current Learning

View: All Learning

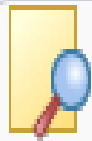
Title	Type	Required	Status	Due Date	Launch
HIPAA Annual Training	Web Based Training		In-Progress		
Self-Development: Gr...	Classroom		Enrolled		
FA Title VI WBT	Web Based Training		Completed		
Performance Manageme...	Web Based Training		Completed		
Action Oriented Comp...	Classroom		Completed		

[View All 25](#)

My Learning

Type “abc” in the Search Bar

Learning Home



Search for Learning

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

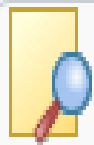
abc



[Advanced Search](#)

Click the “Arrows” Button

Learning Home



Search for Learning

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

abc



[Advanced Search](#)

Select the Appropriate Class or Classes

ABC Training Webinar (ABCT 5000) State/Higher Ed (Session 1)

ABC Training Webinar (ABCT 3000) Local Education (Session 1)

ABC Training Webinar (ABCT 2000) Local Government (All Day)

ABC Training Webinar (ABCT 1000) Combined Entities (Session 2)

ABC Workshops (ABCT4000) – Workshops on various topics for New and Established ABCs

Select “Enroll”

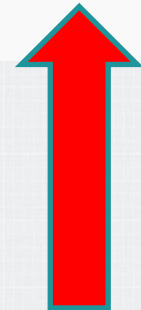
▼ ABC Training WebEx (Combined Entities) - Session II (ABCT1000)

  (7) [View Reviews](#)

[Plan for Later](#)

Training WebEx for new/existing ABCs [View Details](#)


Class Code	Type	Duration	Start Date	Location	Price	
BA_ABC_ALL_DAY_6/20/2019	Web Based Training	2 Hrs, 30 Mins	06/20/2019	None		Enroll
BA_ABC_ALL_DAY_7/18/2019	Web Based Training	2 Hrs, 30 Mins	07/18/2019	None		Enroll



Select “Submit Enrollment”

Review Information

 [Return to Previous Page](#)

 [Learning Home](#)

Class Code BA_ABC_ALL_DAY_7/18/2019
Type Web Based Training
Price Per Seat --
Start Date 07/18/2019
Last Enrollment Date 07/17/2019
Available Seats --
Language English

Class Name ABC Training WebEx (Combined Entities) - Session II
Contact --
Drop Charge --
End Date --
Last Drop Date 07/17/2019
Available Waitlist 0
Duration 2 Hrs, 30 Mins

Submit Enrollment

Confirmation



Review Information

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 [Learning Home](#)

✓ You have successfully enrolled in **ABC Training WebEx (Combined Entities) - Session II**. This change in status will be updated on the My Learning page.

Class Code	BA_ABC_ALL_DAY_7/18/2019	Class Name	ABC Training WebEx (Combined Entities) - Session II
Type	Web Based Training	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	4829917
Start Date	07/18/2019	End Date	--
Last Enrollment Date	07/17/2019	Last Drop Date	07/17/2019
		Duration	2 Hrs, 30 Mins

Additional Information

- All ABC training is conducted via webinar.
- A WebEx link will be provided by email the day before the scheduled training.
- Upcoming ABC workshops and New ABC trainings can be found on the training calendar that is posted under the training section on the website.
- In the future we will have ABC trainings online and you will be able to take them at your own pace.
- If you need additional assistance with ELM enrollment, you can watch a short video by navigating to the link below:

<https://youtu.be/PnY2H3LElvw>