



## How do I enroll for Tribal-State Relations Training eLearning classes?

**Step 1:** Sign into SELF SERVICE with your employee ID (User Name) and password.

**Step 2:** Select **Enterprise Learning Mgmt (ELM)**.

**Step 3:** In the Learning Home, Quick Links section, select **Find Learning**.

**Step 4:** Enter **TSRT** into the “Title” field, and select the Search button.

**Step 5:** In the Search Results section, select the **Enroll** button next to the TSRT course you’d like to complete. A new window will appear (Class Progress); select the **Launch** link (lower right corner).

**Step 6:** Select the **Launch** link on the Table of Contents page.

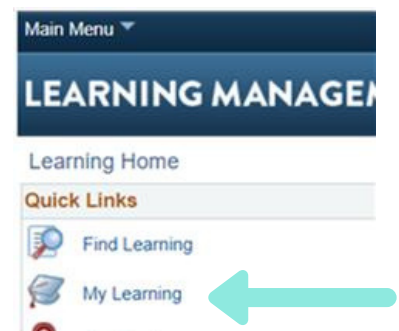
**Step 7:** After completing the course, select the **Return To Class Progress** link and your Enrollment Status will change to Completed on the Class Details page.

**Step 8:** To return to the ELM Learning Home page, select Home. Select the Sign Out link to exit ELM.

You will receive an email enrollment confirmation from **ELM.Notification@state.mn.us**. If you do not see this notification in your Inbox, check your Deleted Items folder.

### Helpful tips:

- Before you launch the course, please close all other browser windows. Self Service should be the only window open.
- While you are viewing the course, it is important that you stay engaged in the course. Do not multi-task, i.e., check email, open other applications or browsers, as your completion of the training may not be tracked properly in ELM.
- You only need to enroll for a course once in ELM. Online courses are available to complete at any time. To find and re-launch an online course;
  - Sign into employee Self Service
  - In Self Service navigate to Learning > My Learning
  - Select the Launch icon next to the course.
  - Select the Re Launch link.
  - The course will open.



Questions? Visit the [ELM Instructions](#) page.