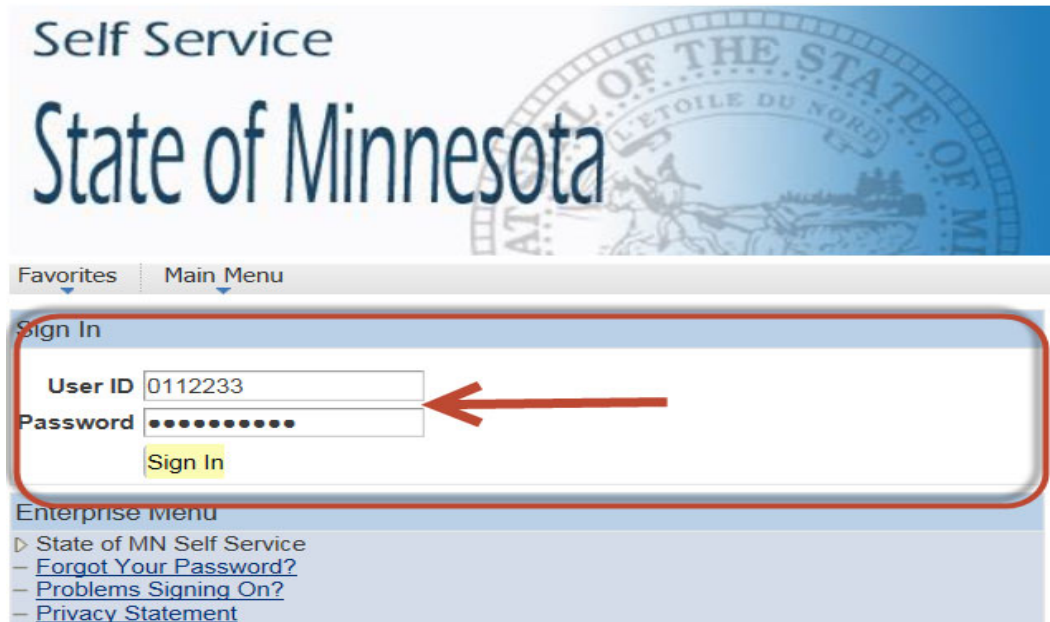


How to register for training through ELM

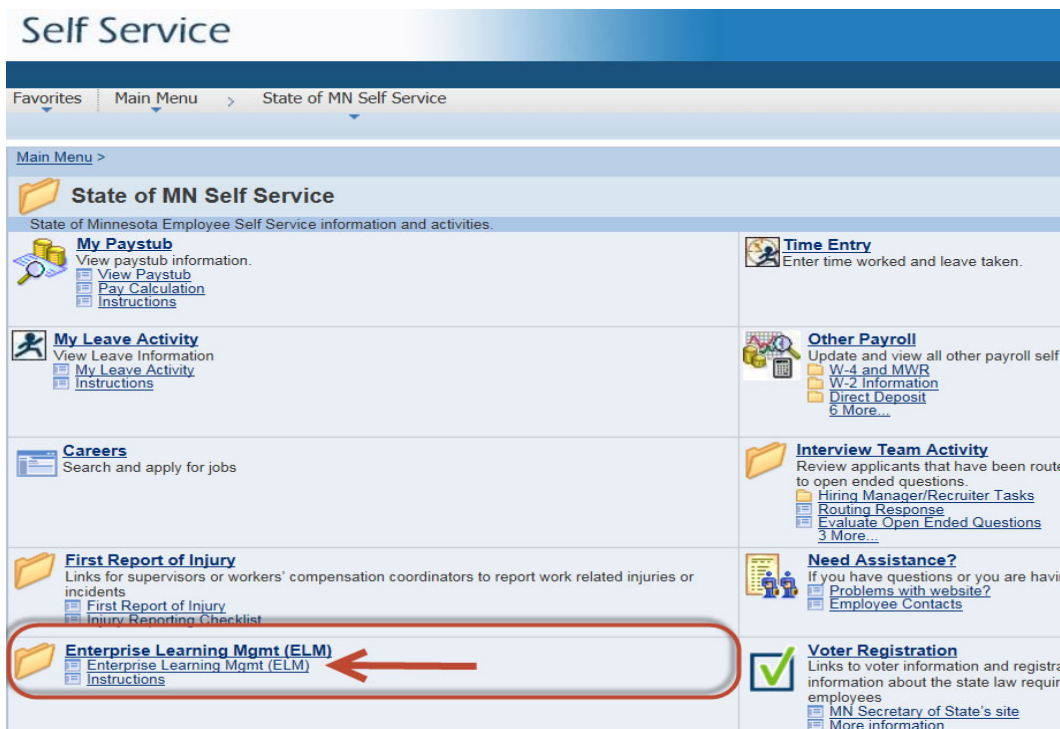
Step 1: Log on to Employee Self Service



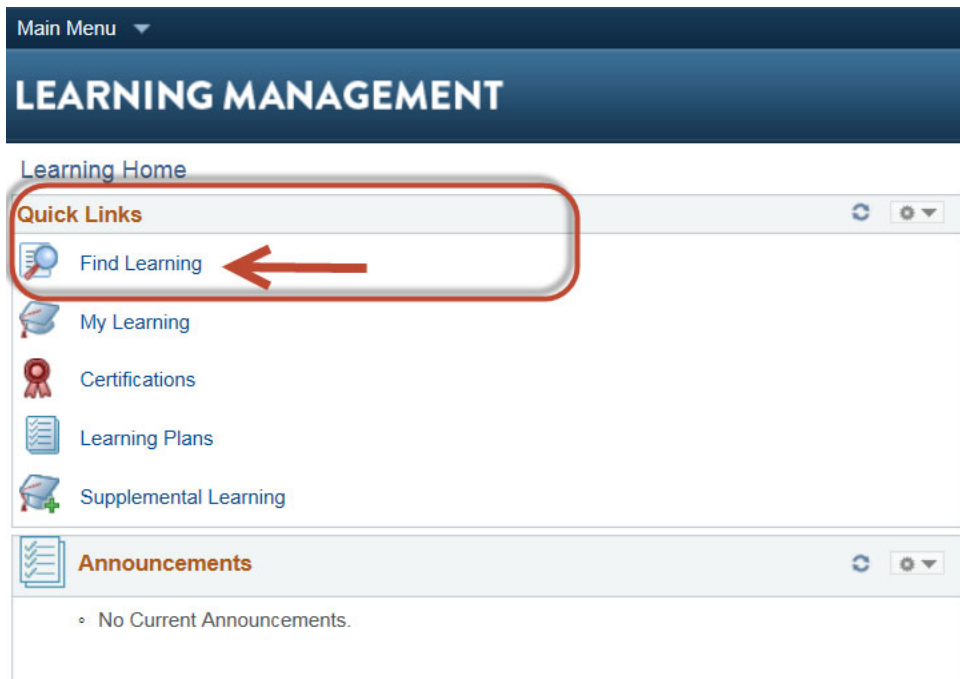
Step 2: Click “State of MN Self Service” on the Enterprise menu.



Step 3: On Main Menu page, Select the “Enterprise Learning Mgmt (ELM)” Category

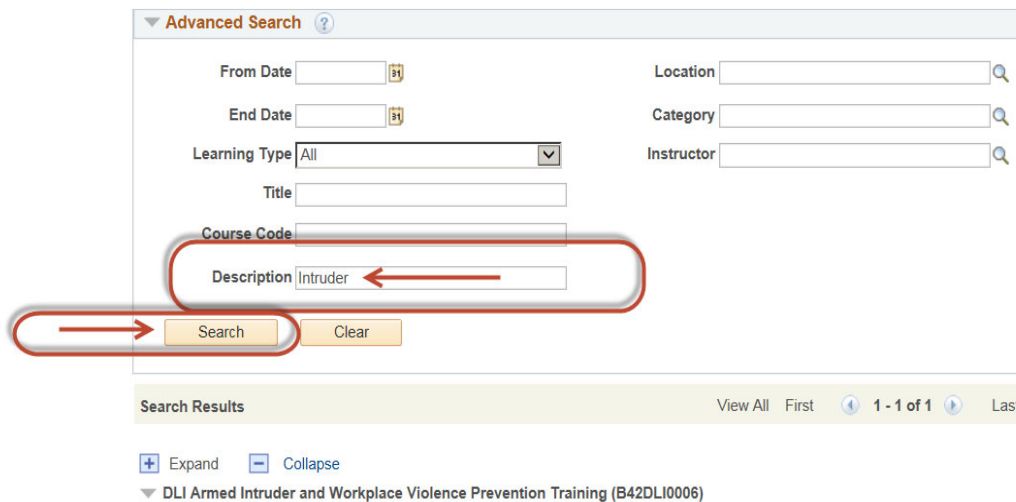


Step 4: On Learning Home page, Select “Find Learning”



Step 5: On the “Find Learning” page:

- In Advanced Search section, Type “Intruder” in the “Description field”
- Select **Search**



- Search Results will list the course “DLI Armed Intruder and Workplace Violence Prevention Training (B42DLI0006)” four classes:

Class Code	Type	Start Date	Location
B42DLI0019a	Classroom	8/20/19 (9:00 a. m. – 11:30 a.m.)	Minnesota Rm. St. Paul
B42DLI0019b	Classroom	8/20/19 (1:00 p.m. – 3:30 p.m.)	Minnesota Rm. St. Paul
B42DLI0019c	Classroom	8/21/19 (9:00 a.m. – 11:30 p.m.)	Minnesota Rm. St. Paul
B42DLI0019d	Classroom	8/21/19 (1:30 p.m. – 3:30 p.m.)	Minnesota Rm. St. Paul

- Select **“View Details”** to get details of times and of what will be covered in the training.

Search Results View All First 1 - 1 of 1 Last

[+](#) Expand [-](#) Collapse

DLI Armed Intruder and Workplace Violence Prevention Training (B42DLI0006) Plan for Later

Armed Intruder and Workplace Violence Prevention Training for DLI employees. Please enroll in only one session. All sessions will be held in the Minnesota Room at the St. Paul Office. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price	
B42DLI0019a	Classroom	2 Hrs, 30 Mins	08/20/2019	St. Paul, MN		Enroll
B42DLI0019b	Classroom	2 Hrs, 30 Mins	08/20/2019	St. Paul, MN		Enroll
B42DLI0019c	Classroom	2 Hrs, 30 Mins	08/21/2019	St. Paul, MN		Enroll
B42DLI0019d	Classroom	2 Hrs, 30 Mins	08/21/2019	St. Paul, MN		Enroll

Step 6: From the **“View Details”** page you may confirm the date, start and end time, and training location by clicking on **“View Details”**.

The training will cover a building assessment, awareness and empowerment, how to prepare for an armed intruder or workplace violence situation, and options to Run, Hide, Fight.

Class Options for DLI Armed Intruder and Workplace Violence Prevention Training

Class Code	Type	Start Date	Price		
B42DLI0019a	Classroom	08/20/2019		View Details	Enroll Plan for Later
B42DLI0019b	Classroom	08/20/2019		View Details	Enroll Plan for Later
B42DLI0019c	Classroom	08/21/2019		View Details	Enroll Plan for Later
B42DLI0019d	Classroom	08/21/2019		View Details	Enroll Plan for Later

Step 7: Click **“Enroll”** for the class you want to attend

Overview **Objectives Met** Schedule Prerequisites Notes and Attachments

Description Armed Intruder and Workplace Violence Prevention Training for DLI employees. Please enroll in only one session. All sessions will be held in the Minnesota Room at the St. Paul Office.

Class Syllabus
To receive credit for this class you must complete all required tasks.

1 **August 20, 9-11:30 a.m.** Required Sessions

Enroll Plan for Later

Step 8: Once you have selected **“Enroll”** the screen will show you have successfully enrolled.

DLI Armed Intruder and Workplace Violence Prevention Training

✓ You have successfully enrolled in DLI Armed Intruder and Workplace Violence Prevention Training. This change in status will be updated on the My Learning page. ←

Class Details ?

Class Code	B42DLI0019b	Class Name	DLI Armed Intruder and Workplace Violence Prevention Training
Type	Classroom	Contact	--
Price Per Seat	--	Drop Charge	--
Education Units	0.00	Confirmation Number	3210535
Enrollment Status	Enrolled ←	End Date	08/20/2019
Start Date	08/20/2019	Last Drop Date	08/20/2019
Last Enrollment Date	08/20/2019	Duration	2 Hrs, 30 Mins