Emory Learning Management System (ELMS)
Preparation, Navigation and Support

START

Before logging into ELMS, review **Steps 1 – 3** with precision to ensure you receive credit for completing courses.

1 **Locate each course's code** at http://ehso.emory.edu/training/courses.html if you don't already have the code. You will need the code to search for the specific course you intend to complete (many courses have similar names).

2 Ensure you are accessing ELMS **ONLY VIA the Firefox or Chrome browser**. No other Internet browsers are supported on ELMS.

3 You must **Turn Off** the **Pop-up Blocker** and **Enable Cookies** in your browser in order to Launch a course on ELMS. Also, **close Microsoft Outlook** before logging into ELMS. Need Firefox or Chrome support? SEE ⟶

4 After following Steps 1-3, **you can access ELMS** at http://elmprod.emory.edu

5 **Login to ELMS** with your Emory user ID and password. Trouble logging into ELMS? Contact Emory's Help Desk at euhelp@emory.edu who will forward your email request to HR Technical Services.

Need Support?

ELMS Login Problems or
General Computer Support
http://it.emory.edu/help/it_support/index.html

ELMS Guest/External Account Setup
(*Supervisor or Emory Representative must login and complete form*)
https://apps.hr.emory.edu/elms/external/

Firefox Support
https://support.mozilla.org/en-US/

Chrome Support
https://support.google.com/chrome/

Non-EHSO Course Support
http://www.emory.edu/elms-training/index.html

EHSO Course Requirements and **Grades/Scores**
http://www.ehso.emory.edu/training/index.html
(404)727-5922

6 To **Enroll** in and **Launch** a course, go to Step 7 (**NEVER** click "My Learning").

7 Click **Home** at the top-right of the ELMS window.

8 Click **Search Catalog** (**NEVER** search by Course Name or Title).

9 Click **Advanced Search** (located underneath "Basic Search" box).

10 Enter the **Course Code:** [ ] (**SEE Step 1** to locate codes).

11 Click **Search**

12 Click **Enroll**

13 Click **Enroll**

14 Click **Submit Enrollment**

15 Click **Launch**

16 Click **Launch** again (**SEE Step 3** above if a new window does not open).

17 View and advance all slides (**If you FAIL a course**, repeat steps 6-18 to retake it).

18 Click **Return To Activity Progress** after you view and advance all slides to ensure you have completed all sections and quizzes of the single course.

19 To **Print Certificates**, **Drop Courses** or **Launch Courses** in which you previously **Enrolled but did NOT Complete**, go to Step 20.

20 Click **Home** at the top-right of the screen.

21 Click **All Learning** (**NEVER** click "My Learning").

22 Click ▼ Drop-Down Arrow Menu.

23 Select **All Learning**

24 Click **Go** and click **View All** at the top of the Status Date Column.

25 Click one of the following three options:

- Print Certificate (Click ONLY once & wait patiently while certificate loads).

- **Drop** a Course (After dropping, go back to Step 6).

   CAUTION!! Be sure **NOT TO LAUNCH a course** you completed in a previous year. Check the date next to the course for verification. If the date is in a previous year, go back to Step 6 to Search for, Enroll in and Launch a course for the current year.

- **Launch** a course in which you previously enrolled this year but did not complete this year.