

How to register for the OFM/DES Instructor-led Training

Purpose Use this procedure to register into the Department of Personnel Learning Management System and for the OFM/DES instructor-led training.

Registration Prerequisites

- **State Agency staff:** need to use their HRMS Employee ID to register in LMS.
- **Higher Ed employees:** must complete the [Pre-Authorization Form](#) prior to registering. Send the completed form to ServiceCenter@dop.wa.gov. A confirmation will be sent to you once the pre-authorization has been completed.

NOTE: Organizations that do not use the state HRMS Payroll System must complete the [Pre-Authorization Form](#) prior to registering. Send the completed form to ServiceCenter@dop.wa.gov. A confirmation will be sent to you once the pre-authorization has been completed.

Website Address

- <http://elearn.dop.wa.gov/>

<p>Helpful Hints</p>	<ul style="list-style-type: none"> • For assistance, please contact the Department of Personnel’s Service Center at 360 664-6400 or elearning@dop.wa.gov. • System notifications will be sent from noreply@sumtotalsystems.com with the name on the address of Learning System Administrator. Please work with your IT Administrators to be sure the sumtotalystems.com domain is white listed (approved to receive emails from and not sent to trash or spam) <p> If there are no available classes for the selected course, the system will display the following:</p> <div style="background-color: #333; color: white; text-align: center; padding: 2px;">Notice: No Records Found</div> <p style="font-size: small; color: #ccc;">No records matching the specified criteria were found. If you performed a search, try another search using less specific criteria.</p> <p>Please contact DES Admin at (360) 725-5280 or traininghelpdesk@ofm.wa.gov for the availability of future classes.</p> <p> If there are no Open Seats available, you may still enroll into the class to be placed on the waitlist. The waitlist is on a ‘First Come, First Serve’ basis. You will be notified via email if you are pulled (Enrolled) from the waitlist. If you are not pulled from the waitlist a day before the scheduled class, you will need to re-enroll for a different class time.</p>
<p>Password / Login Information</p>	<p>If you have forgotten your password or login name, you can click on the ‘Forgot your login name or password?’ link.</p> <p>When in doubt, please contact the DOP’s Service Center for assistance.</p>

Procedure

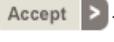
1. Access the following website, <http://elearn.dop.wa.gov/>.

IF	Go To
You are not an existing user,	Step 3
You are an existing user,	Step 21
You would like to register for DOP/OFM/GOV/DOP/DES Training, <u>log into your account AND</u>	Step 26

3. Click the 'Register Now!' link to begin the registration process.
4. Click  to start the registration process.

5. You will be taken to the **ELN Registration – Terms of Use** screen. Review the 'Terms of Use'.

 **Note: There are no charges unless third-party eLearning catalogs are purchased.**

6. Scroll down to the bottom of the screen and click  to continue.

7. You will be taken to the **ELN Registration – Employee Details** screen. In the **Employer** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organization	R	This is your agency.  Click the  (drop-down menu) for a selection list. This list is in alphabet order.
Division	O	This is your sub-agency (if applicable).  Click the  (drop-down menu) for a selection list. This list is in alphabetical order.

8. In the **Employee Details** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Employee Id	R	This is your unique Personnel number.  WA State employees: Use your HRMS Employee ID (no leading zeros) Higher Ed employees: Use your work email address
Duty Station	R	This is the city you work in.  Click the  (drop-down menu) for a selection list. This list is in alphabet order.

9. Complete the remaining registration screens. (**Learner, Contact Details, and Supervisor Details section**)

10. You will be taken to the **ELN Registration – Membership Voucher Code** screen.



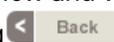
This is not applicable. Click  to continue.

11. You will be taken to the **ELN Registration – Catalog Selection** screen.

- **General Access to FREE DOP/OFM/GOV/DES Training** (defaulted selection)

Click  to continue.

12. You will be taken to the **ELN Registration – Summary** screen.

Please review and verify your information is correct. by clicking  to the appropriate screen.



You may make corrections to any of your information

13. Once you have verified the information provided, click  to continue.

14. You will be taken to the **Change Password** screen
This is where you enter your unique password.



Passwords must be at least 8 characters and must meet the following criteria:

- Include two of the following three conditions:
 - One upper case letter, one lower case letter, one numeric digit
- One non-alphanumeric (special) character
- And not contain any of the following:
 - First name, Last name, Login name
 - The phrase 'pass', 'p@ss', 'p@\$\$', or 'pa\$\$'

15. Click  to continue.

16. You have completed the registration process. (This is a one-time process.)

17. To register for a specific class, click on '**Take Course**'.

18.



Click on the '**Courses**' icon.

19. The available OFM/DES instructor-led training will be displayed in alphabetical order.

You may also select your choice of **DES** or **OFM** category **on the right** and click '**Go**' to view the available courses under that specific category.



Note: As of October 1, 2011, the OFM Information Services Division and Contracts Office will be consolidated into Department of Enterprise Services (DES.) The system and contract classes conducted by these two groups will be under the DES category. The State financial and administrative policy and procedures classes will continue to be under OFM category.

20. You may scroll down the list to find the desired course or you may enter it in the search criteria.

Click on the course title and mark the box of the class date/time you would like to enroll in and click

on .

You have completed the registration process and you will receive a Class Registration notification email.



If there are no available classes for the selected course, the system will display the following:

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No records matching the specified criteria were found. If you performed a search, try another search using less specific criteria.

Please contact DES Admin at (360) 725-5280 or traininghelpdesk@ofm.wa.gov for the availability of future classes.



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21. For Existing Users

Log into your account and click  to access your ELN profile.

22. You will be taken to the **My Profile Home** screen.

Verify that you have the **General Access to FREE DOP/OFM/GOV/DES Training** under the **Catalog Subscription** section. If you already have this selection, go to step 25. If not, click [Add](#) to the right of **Catalog Subscriptions**.

23.  Mark the box next to the **General Access to FREE DOP/OFM/GOV/DES Training** catalog and then scroll down to the bottom of the list and click  to continue.

24. You will be taken back to the **My Profile Home** screen. Your changes will be effective immediately.

25. To register for a specific course, click on '**Take Courses**'.

26. 

Click on the '**Courses**' icon.

27. The available OFM/DES instructor-led training will be displayed in alphabetical order. You may also select your choice of **DES** or **OFM** category **on the right** and click '**Go**' to view the available courses under that specific category.



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Comments	
	<ul style="list-style-type: none">Once the course has been enrolled in, it will appear in the  section.Once the course has been completed, it will appear in the  section.