

# Getting Started Overview

## Ohio Learn Users

Welcome to Ohio Learn, the one-stop-shop for State of Ohio training!

The Ohio Learn portal has been customized to reflect each agency's unique branding and content. As each agency's layout is customized, the view may differ from what is seen in this job aid, but the overall layout, organization, and site map of each agency's portal is the same.

The screenshot displays the Ohio Learn user interface. At the top, there is a navigation bar with the Ohio logo and 'Office of Budget and Management' on the left, and links for 'Home', 'My Training', 'Training Catalog', and 'Resources' on the right. Below the navigation bar, a user is logged in as 'Demo User OBM'. The main content area features a large image of three people in a meeting. On the left, a 'Hi, Demo' message welcomes the user and provides four buttons: 'Getting started overview', 'View my OBM training', 'View my statewide training', and 'View my transcript'. Below this is an 'Announcements' section with two items: 'The new OBM LearnCenter is LIVE!' and 'Ready to enroll in OBM training?'. A 'SPOTLIGHT' section highlights the 'Competency Library' with a 'Learn more' button and an image of a laptop. The 'Featured Training' section contains four cards: 'Learning On Demand', 'Ohio Fiscal Academy', 'Ohio eProcurement', and 'Annual Learning and Development Course Catalog', each with a 'LEARN MORE' button. The footer includes the copyright notice 'Copyright © 2019 State of Ohio. All rights reserved.' and the Ohio LEARN logo.

**Key terms and concepts to understand when using the Ohio Learn portal:**

- All training in Ohio Learn is designated as either **agency-specific** or **statewide** training. Statewide training is typically training that is available to all state employees, or required training that all state employees must complete. Agency-specific training focuses on learning within the specific agency and may not be learning available to other agencies.
  - **Web-based trainings (WBTs)** are self-paced online courses that launch directly within the Ohio Learn site. One common example of an Ohio WBT course is “*IT Security Training*”.
  - **Instructor-led trainings (ILTs)** are training sessions that take place in actual physical locations with live instructors. Enroll in these sessions via **enrollments** within Ohio Learn; the system tracks and records enrollment and attendance.
  - **Learning Plans** are comprised of individual training items. These individual items must be completed to achieve completion for the entire plan. Some will be assigned directly as required training, and others are electives to add from the topical catalog.
  - **In-progress training** includes training that has been assigned, as well as launched WBT courses and ILTs enrolled in from the catalog.
  - **Supplemental training**, or external training, is any training that is taken outside of Ohio Learn. This training is manually added to Ohio Learn by the user. Not all users will see supplemental training within their agency site.
  - **Transcript** is a record of all completed training, including training completed in Ohio Learn or previously in ELM.
- A. **The Ohio Learn Home page** is the first page displayed when launching Ohio Learn. It gives quick access to top tasks while also highlighting important information specific to your agency.

Ohio | Office of Budget and Management

Home My Training Training Catalog Resources

Back to MyOhio You are logged in as: Demo UserOBM Logout

Hi, Demo

Get started immediately with your Ohio training!

Getting started overview →

View my OBM training →

View my statewide training →

View my transcript →

Announcements

- While scanning the home page, you will see announcements and a spotlight section. You can also scroll through the featured training carousel.

### Announcements

The new OBM LearnCenter is LIVE! We are excited to present this Getting Started overview to familiarize you with Ohio Learn. Please click the Launch button to begin the overview.

Ready to enroll in OBM training? Use the button below to search the OBM catalog.

[Launch →](#) [Search OBM Catalog →](#)

## SPOTLIGHT

### Competency Library

Did you know that OhioLearn has a competency library to help you succeed in your current role and prepare for future career opportunities with the State? Competencies help you complete tasks and achieve performance expectations when you demonstrate your knowledge, skills, abilities, behaviors and are a key part of goal achievement.

[Learn more →](#)



### Featured Training

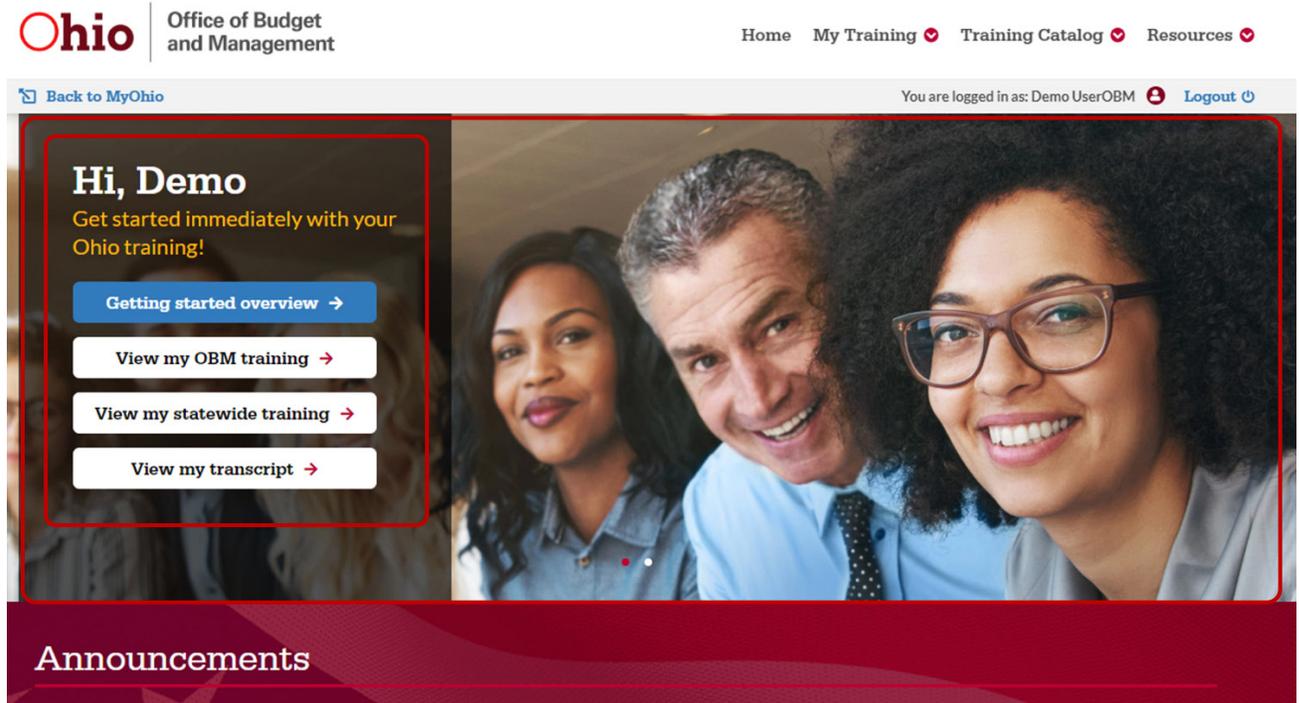
- Learning On Demand**  
Ohio's Learning Resources  
Click Learn More for more information on Learning on Demand.  
[LEARN MORE](#)
- Ohio Fiscal Academy**  
OHIO'S OFFICE OF BUDGET AND MANAGEMENT  
Click Learn More for information about the Ohio Fiscal Academy.  
[LEARN MORE](#)
- Ohio eProcurement**  
Click Learn More for information about Ohio eProcurement.  
[LEARN MORE](#)
- Annual Learning and Development Course Catalog**  
Are you looking for career advancement, new skills to develop, a certification or other professional development? Click Learn More to open the catalog.  
[LEARN MORE](#)

- Use the arrow at the bottom right corner to quickly scroll back to the top of any page.

### Featured Training

- Learning On Demand**  
Ohio's Learning Resources  
Click Learn More for more information on Learning on Demand.  
[LEARN MORE](#)
- Ohio Fiscal Academy**  
OHIO'S OFFICE OF BUDGET AND MANAGEMENT  
Click Learn More for information about the Ohio Fiscal Academy.  
[LEARN MORE](#)
- Ohio eProcurement**  
Click Learn More for information about Ohio eProcurement.  
[LEARN MORE](#)
- Annual Learning and Development Course Catalog**  
Are you looking for career advancement, new skills to develop, a certification or other professional development? Click Learn More to open the catalog.  
[LEARN MORE](#)

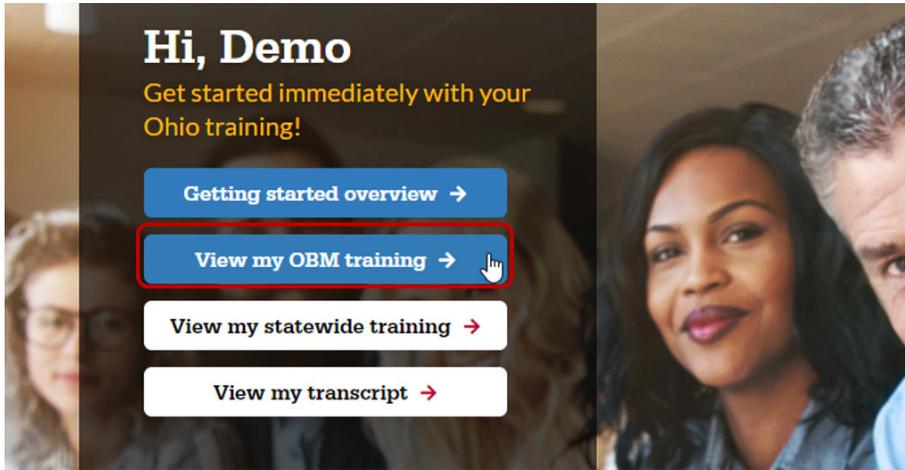
- In the **welcome banner** is a getting started menu with **quick-start navigation buttons**.



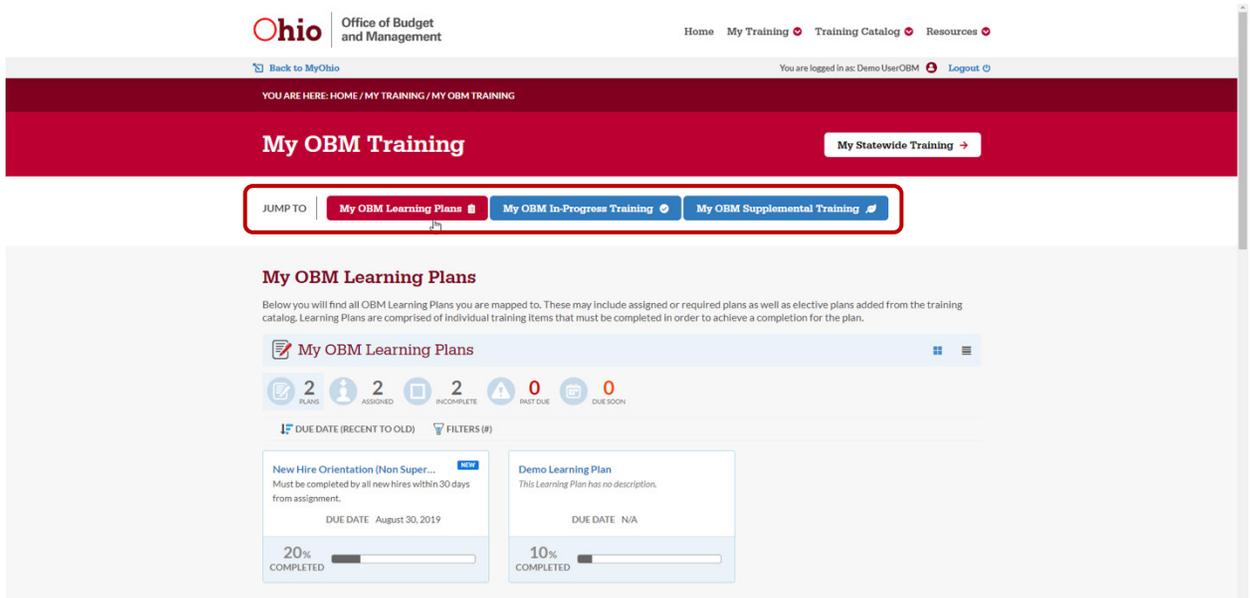
- Click "**Getting started overview**" to watch the Getting Started video.



- **“View my agency training”** should be the first stop—visit this page to see if training has been assigned to you.



Notice the navigational **“jump buttons”** at the top which display throughout each agency site.



This page contains the learning plans you’re mapped to and any web-based or instructor-led training in-progress. Supplemental training taken outside of Ohio Learn is added here.

### My OBM In-Progress Training

Below you will find all of your current OBM web-based and instructor-led training in progress. This includes courses and ILTs that have been assigned to you, as well as courses and ILTs you have launched from the catalog.

#### My OBM In-Progress Training

2 MY TASKS 0 PAST DUE 0 DUE SOON 0 NO DUE DATE

START DATE (FUTURE TO CURRENT) FILTERS (#)

**TED@OBM 06/30/2020 10:00 AM (Rhodes)**  
Location: Rhodes Training Lab  
10:00 AM [more](#)

DUE DATE	June 30, 2020	STATUS	Incomplete	START DATE	June 30, 2020	TYPE	Enrollment
END DATE	June 30, 2020	ILT SESSION	TED@OBM 06/30/2020 10:00 AM (Rhodes)				

**Word Tips & Tricks 102 03/10/2020 10:00 AM (Aircenter)**  
Location: Aircenter Cardinal  
10:00 AM [more](#)

DUE DATE	March 10, 2020	STATUS	Incomplete	START DATE	March 10, 2020	TYPE	Enrollment
END DATE	March 10, 2020	ILT SESSION	Word Tips & Tricks 102 03/10/2020 10:00 AM (Aircenter)				

### My OBM Supplemental Training

Below you will find all of your current OBM supplemental (external) training in progress. Enter your supplemental training here by clicking the Add External Training button.

#### My OBM Supplemental Training

1 MY TASKS 0 PAST DUE 0 DUE SOON 1 NO DUE DATE 0 PENDING

START DATE (FUTURE TO CURRENT) FILTERS (#) [ADD EXTERNAL TRAINING](#)

**Example Supplemental Training**  
Description of the training.

DUE DATE	N/A	STATUS	Approved	TYPE	External Training
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- ◇ This is an example of an Ohio Learn **dashboard**. These will become familiar with more experience in Ohio Learn. Dashboards are used on most pages and are equipped with filtering options and other helpful features. Use dashboards to view, enroll in, launch, and complete training—and more.

### My OBM Learning Plans

Below you will find all OBM Learning Plans you are mapped to. These may include assigned or required plans as well as elective plans added from the catalog. Learning Plans are comprised of individual training items that must be completed in order to achieve a completion for the plan.

#### My OBM Learning Plans

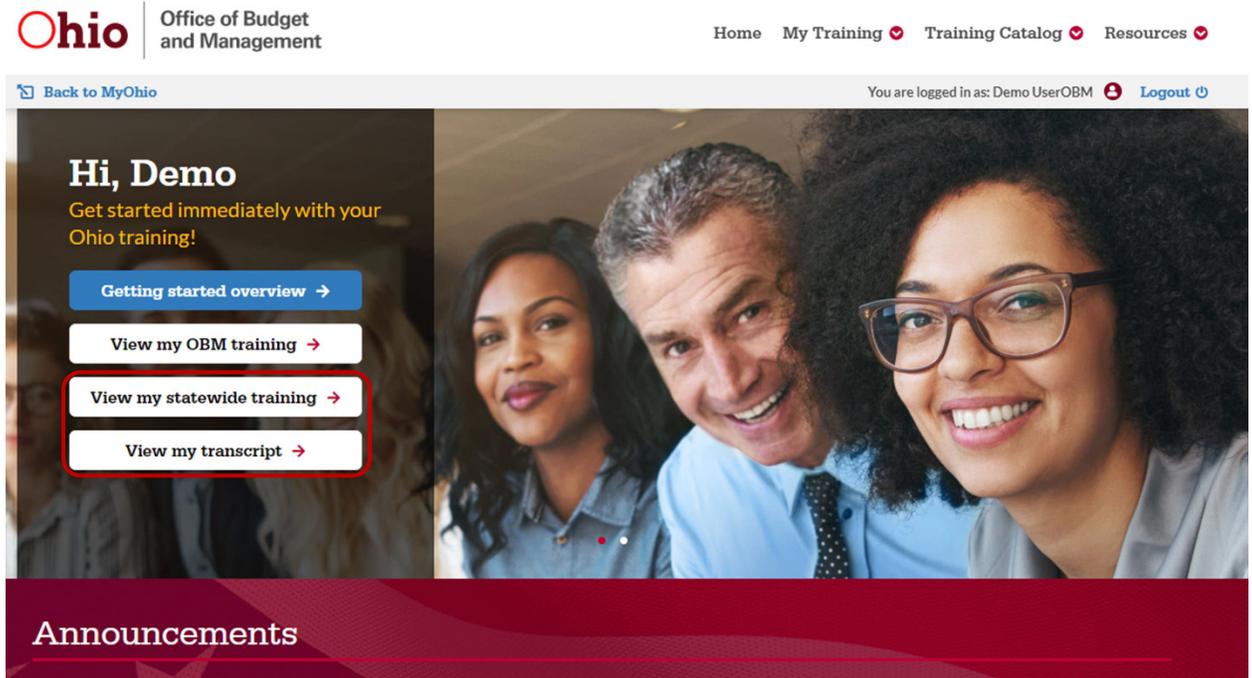
2 PLANS 2 ASSIGNED 2 INCOMPLETE 0 PAST DUE 0 DUE SOON

DUE DATE (RECENT TO OLD) FILTERS (#)

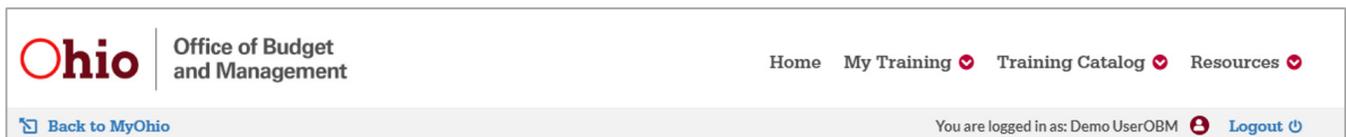
**New Hire Orientation (Non Super...)** NEW  
Must be completed by all new hires within 30 days from assignment.  
DUE DATE August 30, 2019  
20% COMPLETED

**Demo Learning Plan**  
This Learning Plan has no description.  
DUE DATE N/A  
10% COMPLETED

- The welcome banner will have several more quick-start navigation buttons, pointing to important pages. These buttons differ by agency.



B. The **site header** displays consistently throughout Ohio Learn.



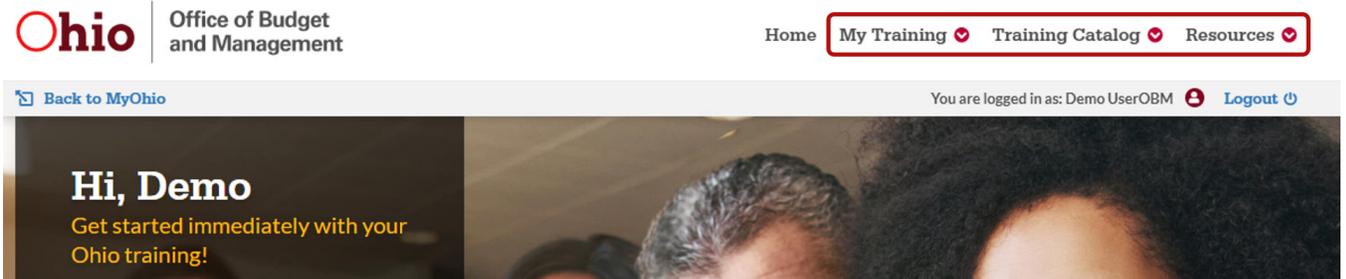
- The information bar contains a link back to MyOhio and a link to log out of Ohio Learn. When on a shared computer, verify that this name matches yours!



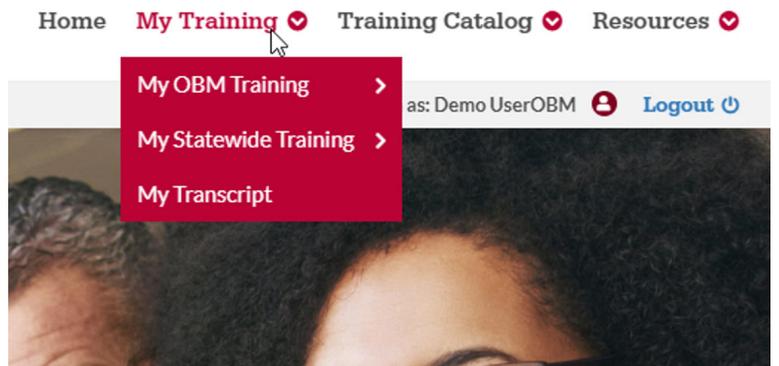
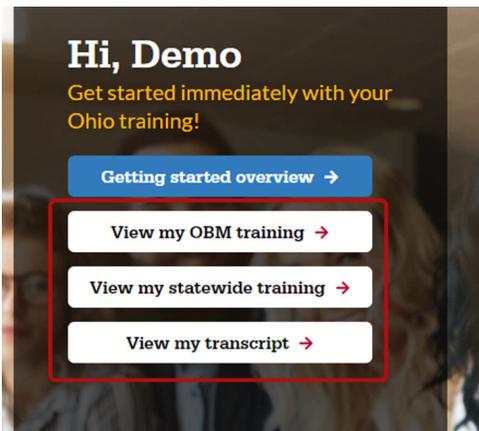
- Click the **logo** in the top left or the “**Home**” link to return to the home page at any time.



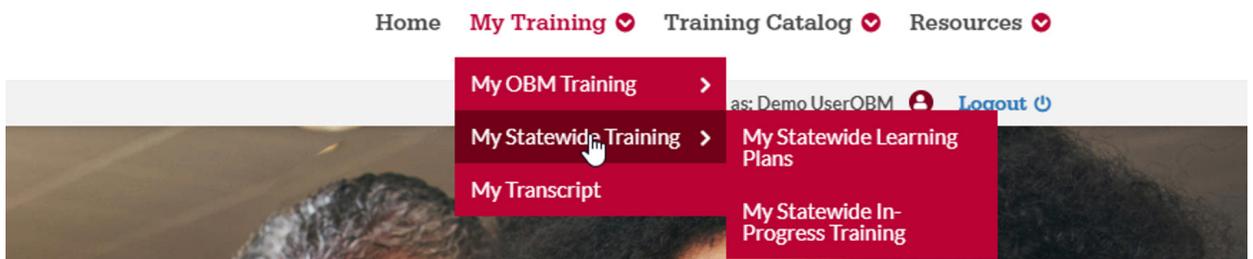
C. The **drop-down navigation** provides access to **each page and section** of the Ohio Learn portal.



- Notice that the **quick-start buttons** in the welcome banner also appear in the top navigation, which can be accessed from any page.



- The word "My" indicates that all of this content is specific to YOU, as the user! "My Training" contains the "My Agency Training" and "My Statewide Training" pages and the "My Transcript" page.



- ◇ The “**My Statewide Training**” page is separated into sections similar to “**My Agency Training**”.

**My Statewide Learning Plans**

Below you will find all statewide Learning Plans you are mapped to. These may include assigned or required plans as well as elective plans added from the training catalog. Learning Plans are comprised of individual training items that must be completed in order to achieve a completion for the plan.

**My Learning Plans**

1 PLANS ASSIGNED 1 INCOMPLETE 0 PAST DUE 0 DUE SOON

DUE DATE (RECENT TO OLD) FILTERS (#)

**Demo Learning Plan** (NEW)  
This Learning Plan has no description.

DUE DATE N/A

1% COMPLETED

**My Statewide In-Progress Training**

Below you will find all of your current statewide web-based and instructor-led training in progress. This includes courses and ILTs that have been assigned to you, as well as courses and ILTs you have launched from the topical catalog or the competency catalog.

**My In-Progress Training**

2 MY TASKS 0 PAST DUE 0 DUE SOON 0 NO DUE DATE

START DATE (FUTURE TO CURRENT) FILTERS (#)

**Actively Engaged in My Performance (DAS-PD-116) 03/25/2020 12:30 PM**  
Are you actively engaged in your performance? Do you want to be more engaged in your performance development? This course will help you to become more collaborative with your supervisor to plan and set goals and expectations to ensure successful... more

DUE DATE	March 25, 2020	STATUS	Incomplete	START DATE	March 25, 2020
TYPE	Enrollment	END DATE	March 25, 2020	ILT SESSION	Actively Engaged in My Performance (DAS-PD-116) 03/25/2020 12:30 pm

**A Look into Emotional Intelligence (DAS-PD-112) 03/11/2020 12:30 PM**  
Do you ever feel that displaying emotion is a "bad" thing? This course will provide an overview on Emotional Intelligence to help you discover how to express your emotions in a way that enables you to build strong relationships with your peers, coworkers... more

DUE DATE	March 11, 2020	STATUS	Incomplete	START DATE	March 11, 2020
TYPE	Enrollment	END DATE	March 11, 2020	ILT SESSION	A Look into Emotional Intelligence (DAS-PD-112) 03/11/2020 12:30 PM

- ◇ The “**My Transcript**” page shows all completed Ohio Learn training, as well as training previously completed in ELM.

Home **My Training** Training Catalog

My OBM Training >

My Statewide Training >

My Transcript

as: Demo UserO

The page is divided into three sections: My Agency Transcript—for all training completed in your current agency, My Statewide Transcript—for all completed statewide training, and My Complete Training History—here, run a report to obtain a transcript of ALL training completed through ELM and Ohio Learn as a State of Ohio employee.

**My Transcript**

JUMP TO: [My OBM Transcript](#) | [My Statewide Transcript](#) | [My Complete Training History](#)

### My OBM Transcript

Below you will find all of your completed OBM training. Click on the export button to generate a downloadable copy of your transcript, or click on a certificate icon (where applicable) to print a certificate of completion for a specific item.

**My OBM Transcript**

5 TRANSCRIPT ITEMS | 2 ITEMS WITH CREDITS | 12 CREDITS

COMPLETED DATE (RECENT TO OLD) | FILTERS (#) | EXPORT

COMPLETED DATE	TYPE	STATUS	Launch Course
July 30, 2019	Course	Completed	<a href="#">Launch Course</a>
July 13, 2018	Enrollment	Completed	

### My Statewide Transcript

Below you will find all of your completed statewide training. Click on the export button to generate a downloadable copy of your transcript, or click on a certificate icon (where applicable) to print a certificate of completion for a specific item.

**My Transcript**

1 TRANSCRIPT ITEMS | 0 ITEMS WITH CREDITS | 0 CREDITS

COMPLETED DATE (RECENT TO OLD) | FILTERS (#) | EXPORT

COMPLETED DATE	TYPE	STATUS	Launch Course
July 30, 2019	Course	Completed	<a href="#">Launch Course</a>

### My Complete Training History

My Complete Training History is a detailed transcript of all training completed in ELM or Ohio Learn, across any agency as a State of Ohio employee.

**My Complete Training History** | Refresh

NAME	LAST RUN
User Report	7/18/2019 8:28 AM

- Under “**Training Catalog**”, find both the “**Agency Catalog**” page and the “**Statewide Catalog**” page.

Home My Training **Training Catalog** Resources

You are **OBM Catalog** > **OBM Training by Topic**

**Statewide Catalog** >

- ◇ On the “**Agency Catalog**” page, training is organized into a topical catalog, and some agencies also feature a competency catalog.

Ohio Office of Budget and Management

Home My Training Training Catalog Resources

Back to MyOhio You are logged in as: Demo User OBM Logout

YOU ARE HERE: HOME / TRAINING CATALOG / OBM CATALOG

## OBM Training Catalog

Statewide Catalog →

### OBM Training by Topic

Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in My OBM In-Progress Training, and in-progress Learning Plans accessed from the catalog will appear in My OBM Learning Plans.

Search the OBM Catalog

OBM Catalog

NAME (A-Z) FILTERS (#)

General Employee Development

Sub-Categories (1) Learning Events (49)

To search or browse for a particular training, use the search, or drill down into the catalog categories and sub-categories to locate specific training.

### OBM Training by Topic

Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in My OBM In-Progress Training, and in-progress Learning Plans accessed from the catalog will appear in My OBM Learning Plans.

Search the OBM Catalog

OBM Catalog

NAME (A-Z) FILTERS (#)

General Employee Development

Sub-Categories (1) Learning Events (49)

## OBM Training Catalog

Statewide Catalog →

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Search the OBM Catalog

excel

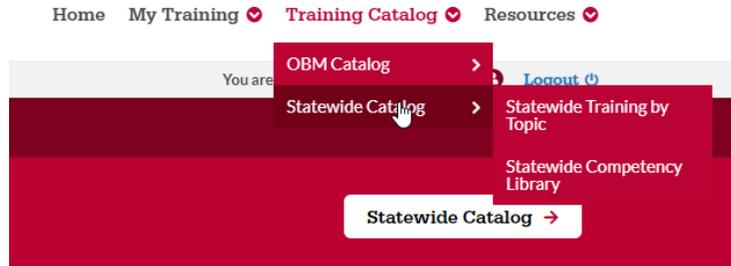
NARROW RESULTS

- ITEM TYPES
  - Enrollment (6)
- CATEGORIES
  - General Employee Development (6)
- START DATE
  - Enrollments with Seats Available (6)

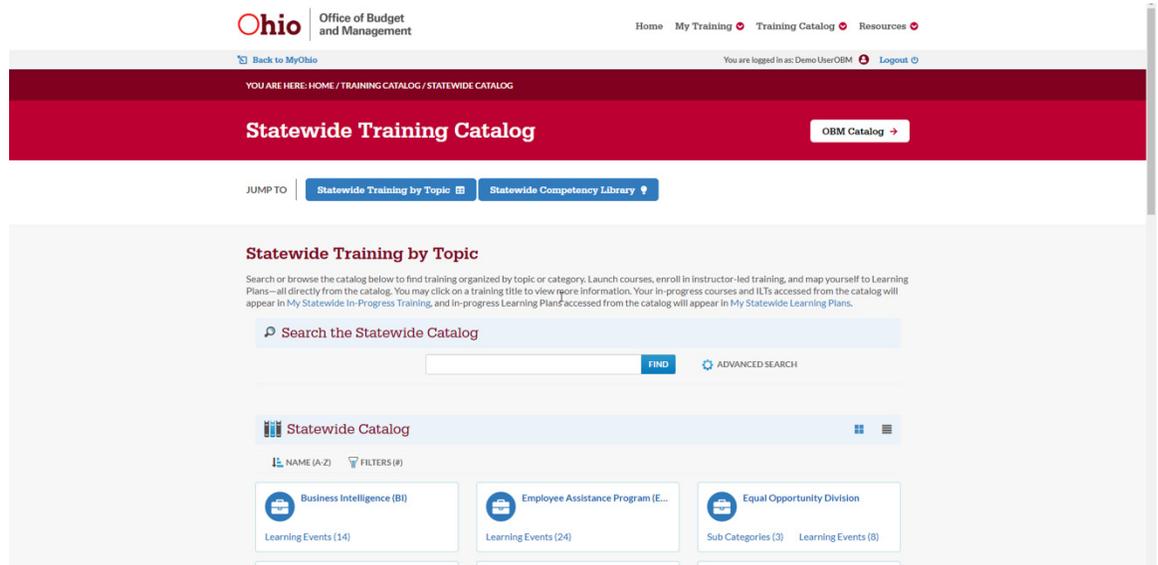
RELEVANCE

<b>Excel Tips &amp; Tricks 102 06/09/2020 10:00 AM (Aircenter)</b> Location: Aircenter Cardinal 10:00 AM more	TYPE	Enrollment	STATUS	Not Enrolled	CATEGORY	General Employee Development	START DATE	June 9, 2020
AVAILABLE	12 SEATS							
<b>Excel Tips &amp; Tricks 102 06/04/2020 10:00 AM (Rhodes)</b> Location: Rhodes Training Lab 10:00 AM more	TYPE	Enrollment	STATUS	Not Enrolled	CATEGORY	General Employee	START DATE	June 4, 2020

- ◇ The “**Statewide Catalog**” page is similar to the “**Agency Catalog**” page, with the same features and functions for statewide training.

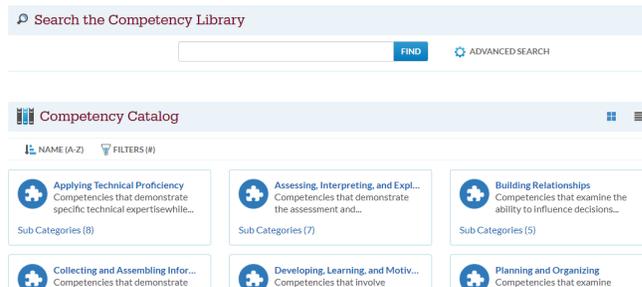


Search or browse for training in the statewide topical catalog or the statewide competency catalog as needed.



### Statewide Competency Library

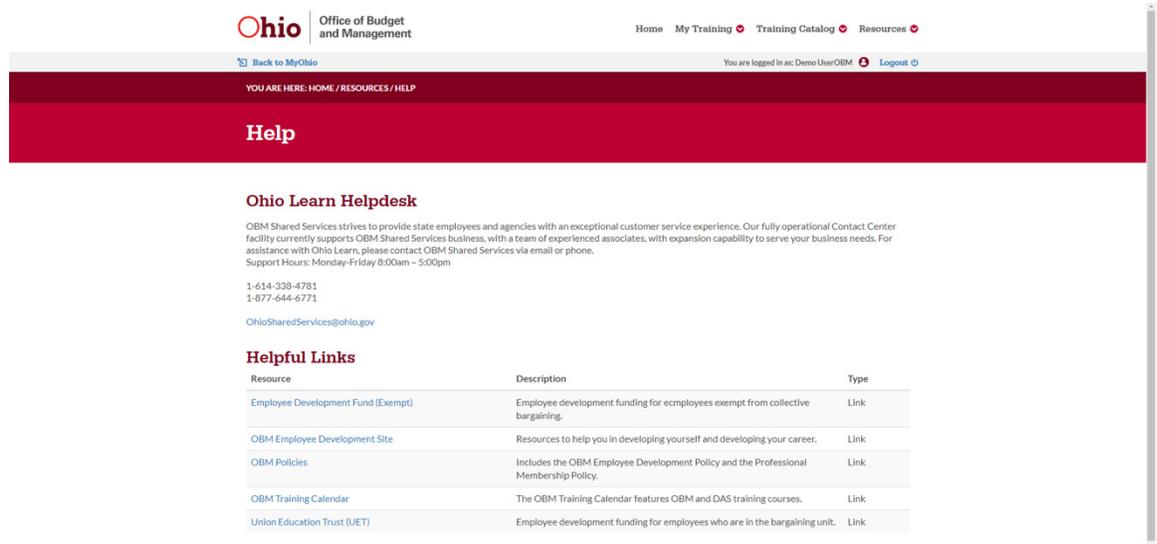
State of Ohio employee competencies are demonstrated and measurable patterns of knowledge, skills, abilities, behaviors and other characteristics designed to reflect the behaviors employees use to complete tasks to achieve performance expectations. Search or browse the competency library below to locate the competencies that relate to your current or desired job with the State. Your in-progress competency courses and ILTs accessed from the catalog will appear in My Statewide In-Progress Training. For additional competency-based resources, please visit [das.ohio.gov/performance](https://das.ohio.gov/performance).



- “Resources” may include various links, the two most common are the **Getting Started video** and the “Help” page.



- ◇ On the “Help” page, Ohio Helpdesk contact information is found. Agencies have also provided specific links to various helpful resources, organized into tables on this page.



Training is at your fingertips with Ohio Learn—get started today!

### Hi, Demo

Get started immediately with your Ohio training!

Getting started overview →

View my OBM training →

View my statewide training →

View my transcript →

### Announcements

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Launch →

Ready to enroll in OBM training? Use the button below to search the OBM catalog.

Search OBM Catalog →

### SPOTLIGHT

#### Competency Library

Did you know that OhioLearn has a competency library to help you succeed in your current role and prepare for future career opportunities with the State? Competencies help you complete tasks and achieve performance expectations when you demonstrate your knowledge, skills, abilities, behaviors and are a key part of goal achievement.

Learn more →



### Featured Training



**Learning On Demand**  
Ohio's e-Learning Resource

Click Learn More for more information on Learning on Demand.

LEARN MORE



**Ohio Fiscal Academy**

Click Learn More for information about the Ohio Fiscal Academy.

LEARN MORE



**Ohio eProcurement**

Click Learn More for information about Ohio eProcurement.

LEARN MORE



**Annual Learning and Development Course Catalog**

Are you looking for career advancement, new skills to develop, a certification or other professional development? Click Learn More to open the catalog.

LEARN MORE