TO ENROLL IN SEARCH ADVISORY COMMITTEE (SAC) TRAINING ON ENTERPRISE LEARNING MANAGEMENT (ELM)

Log into the Minnesota Self Service Portal ➔ CLICK THIS LINK (use your State employee ID number and password to log in)

- On your HOMEPAGE, click the ELM icon

- To see when you last completed SAC training, click “My Learning” and the “History” button to view your Learning History

- If training was completed more than 1 year ago, please update it by returning to “Learning Management”
• In the “Find Learning” search box, enter the following:

<table>
<thead>
<tr>
<th>For this course:</th>
<th>What do I type and where?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Advisory Committee Training (Part 1 of 2)</td>
<td>Type “Search” in the “Description” box or</td>
</tr>
<tr>
<td></td>
<td>“E260000LR0022” in the “Course Code” box</td>
</tr>
<tr>
<td>Unconscious Bias in the Search Process (Part 2 of 2)</td>
<td>Type &quot;Unconscious&quot; in the “Description” box or</td>
</tr>
<tr>
<td></td>
<td>“E260000LR0019” in the “Course Code” box</td>
</tr>
</tbody>
</table>

• When the search results appear, click the title for Part 1 and then either “Enroll” or “Launch” the training. When done, follow the same instructions to also enroll or launch Part 2.
• When you have completed the trainings, you will receive a confirmation email for each. Forward those emails to Teresa in HR at teresa.hanson@bemidjistate.edu as soon as possible. You can also send a screen-shot of your “Learning History” page showing the completion dates for Part 1 and Part 2.

If you have any questions, please contact:

Teresa Hanson  
(218) 755-2501  
Teresa.hanson@bemidjistate.edu

or

Ashleigh Haugen  
(218) 755-2084  
Ashleigh.haugen@bemidjistate.edu

Other Resources:

• Minn State’s Search Advisory Committee Handbook