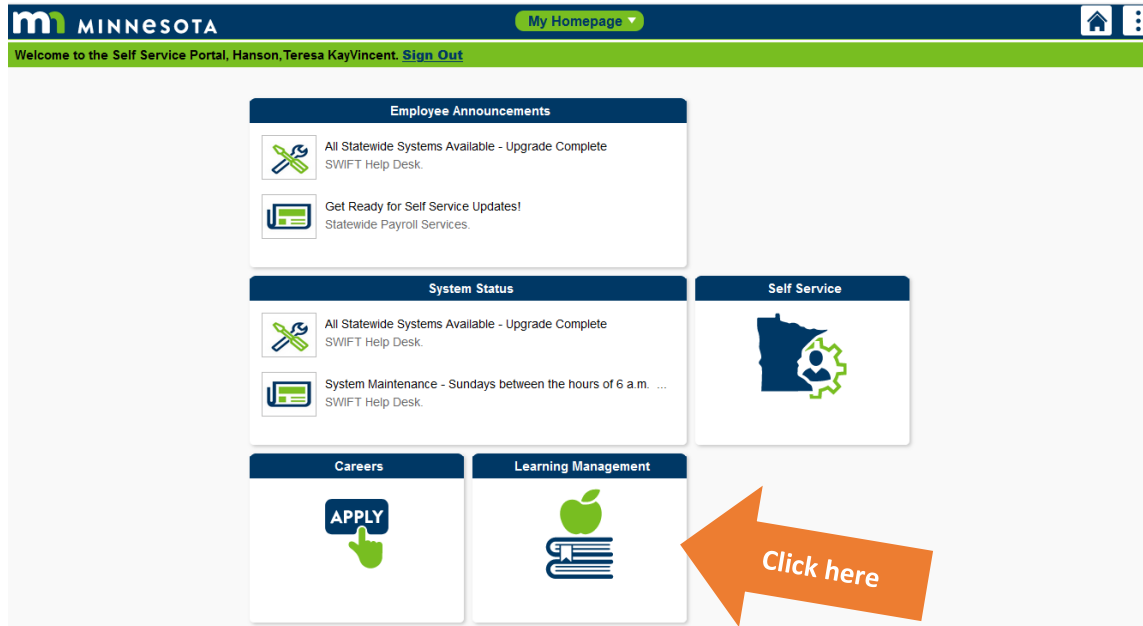


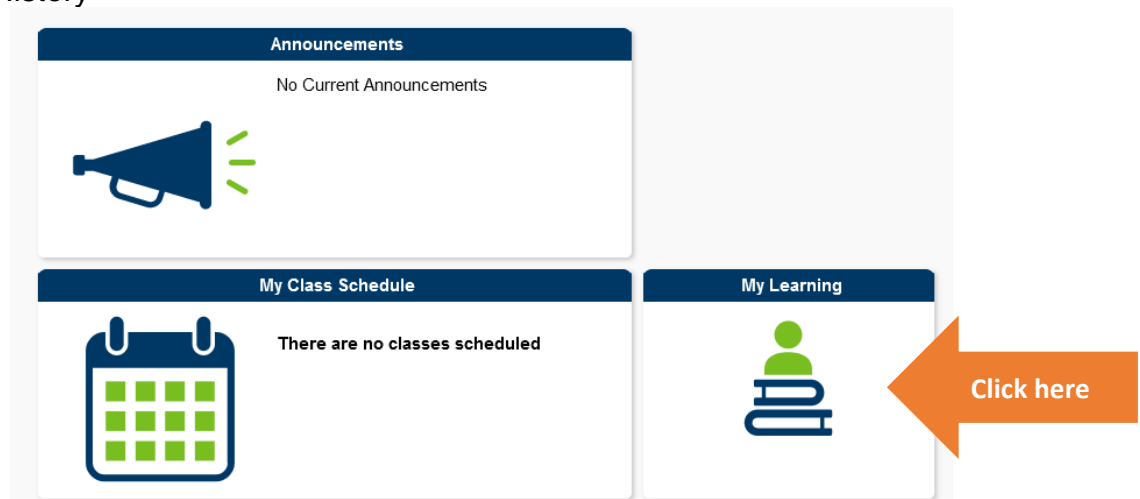
# TO ENROLL IN SEARCH ADVISORY COMMITTEE (SAC) TRAINING ON ENTERPRISE LEARNING MANAGEMENT (ELM)

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

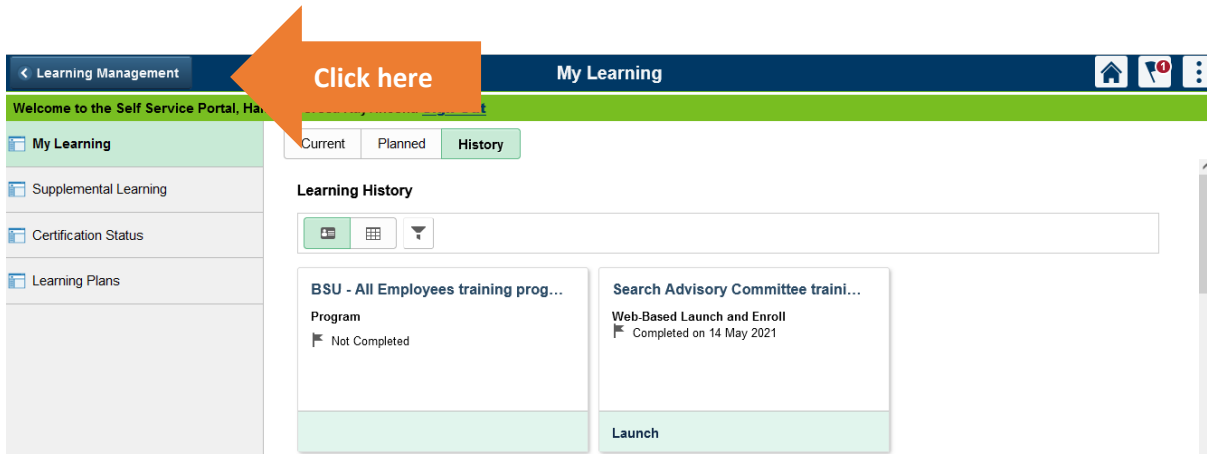
- On your HOMEPAGE, click the ELM icon



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

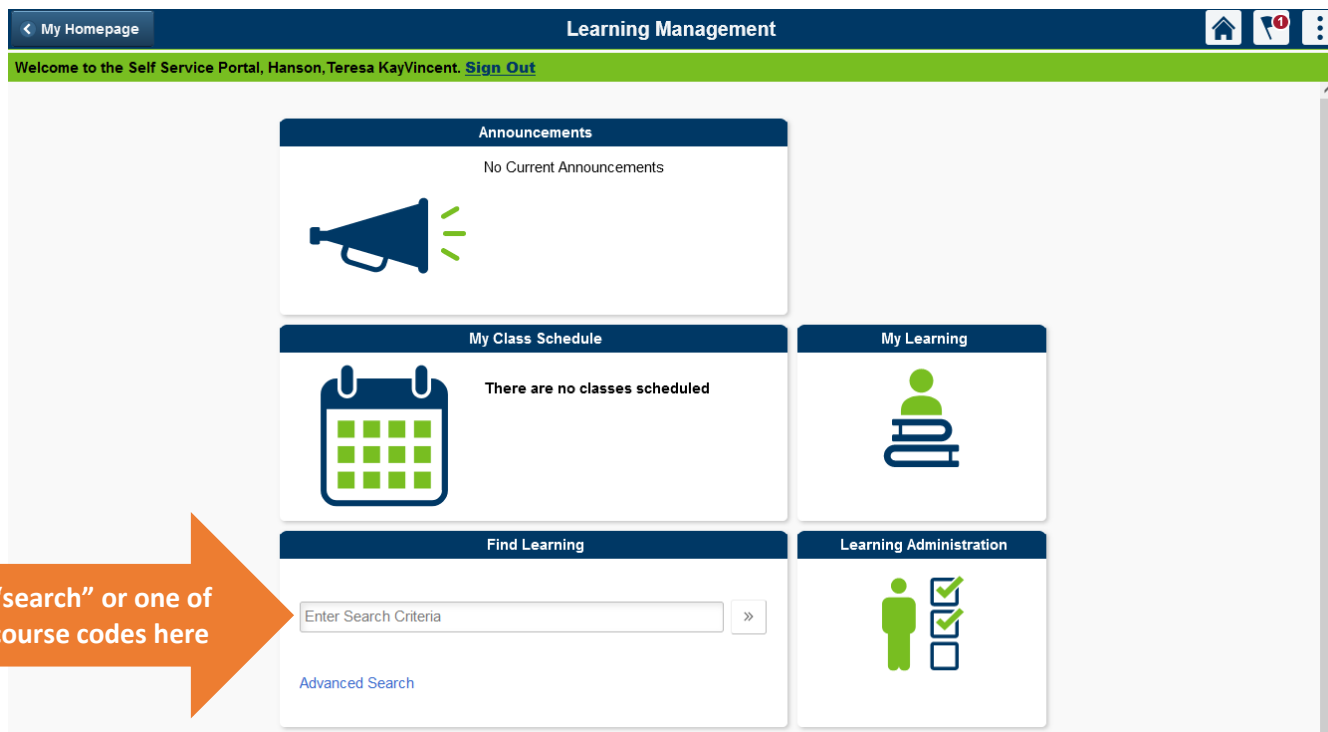


- If training was completed more than 1 year ago, please update it by returning to “Learning Management”



- In the “Find Learning” search box, enter the following:

For this course:	What do I type and where?
<b>Search Advisory Committee Training (Part 1 of 2)</b>	Type “Search” in the “Description” box or “E260000LR0022” in the “Course Code” box
<b>Unconscious Bias in the Search Process (Part 2 of 2)</b>	Type “Unconscious” in the “Description” box or “E260000LR0019 in the “Course Code” box



- 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.

Learning Management Find Learning

Welcome to the Self Service Portal, Hanson, Teresa KayVincent. Sign Out

Search [ ] >> Advanced Search

2 search results for "Search"

Search Advisory Committee training for Minnesota State Part 1 of 2  
Course  
Already Enrolled  
Search Advisory Committee training for Minnesota State Topics include roles and responsibilities of search advisory committee members laws and policies for the search process and creating a fair and effective search process

Search Advisory Committee training Part 2 Unconscious Bias in the Search Process  
Course  
Already Enrolled  
Search Advisory Committee training for Minnesota State This 30 minute course provides an overview of unconscious bias descriptions of how it can play out in hiring practices and strategies to minimize its impact

Learning Type:  Web-Based Launch and Enroll

Category: Master

Upcoming Classes:  Anytime

- 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](mailto: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](mailto:Teresa.hanson@bemidjistate.edu)

or

Ashleigh Haugen  
(218) 755-2084  
[Ashleigh.haugen@bemidjistate.edu](mailto:Ashleigh.haugen@bemidjistate.edu)

**Other Resources:**

- [Minn State’s Search Advisory Committee Handbook](#)