

# How to Register for Training in Edison

Click the Compass icon in the upper right menu to access the NavBar.

Thu, Mar 12, 2020 09:51 AM

Self Service  
General Information  
Payroll  
Human Resources  
Time and Labor  
Benefits  
ELM  
FSCM  
Training

**Edison Service Desk**  
1-866-376-0104 or  
615-741-HELP (4357)  
Hours of Operation:  
7:00 a.m. to 4:30 p.m. CST  
Monday through Friday(except holidays)

**Edison News Alerts**

**WorkCenter Error Messages**  
We are currently experiencing issues with WorkCenters within the Edison System. Some users are receiving a message that says, "Cannot derive pagelet configuration ID" when navigating to various WorkCenters. The workaround for this issue is to take the navigation to your page via the NavBar icon in the top right of the page and then Navigator. This is an intermittent issue and is not happening for all users. We are aware of this issue and are actively working to resolve it.

**Cyber Security Awareness Training**  
Cyber Security Awareness Training is an annual requirement for executive branch employees who access the State network. To obtain a completed status, you must finish all 12 modules of the training. For directions on how to progress through the various modules, please click this alert. Cyber Security Awareness Training is annual requirement for executive branch employees who access the State network. To obtain a completed status, you must finish all 12 modules of the training. For directions on how to progress through the various modules, please see the attached PDF guide. To launch the training, just visit your My Learning page. NavBar Icon (Compass Icon/Top Right Corner of Edison) - Navigator - ELM - Self Service - Learning - My Learning

**FileNet Changes**

**Edison Maintenance Calendar**  
Sunday Mar 8, 2020 - Saturday Mar 14, 2020  
Sunday, Mar 15  
\* Scheduled System Maintenance  
Location: Edison  
Full Page View

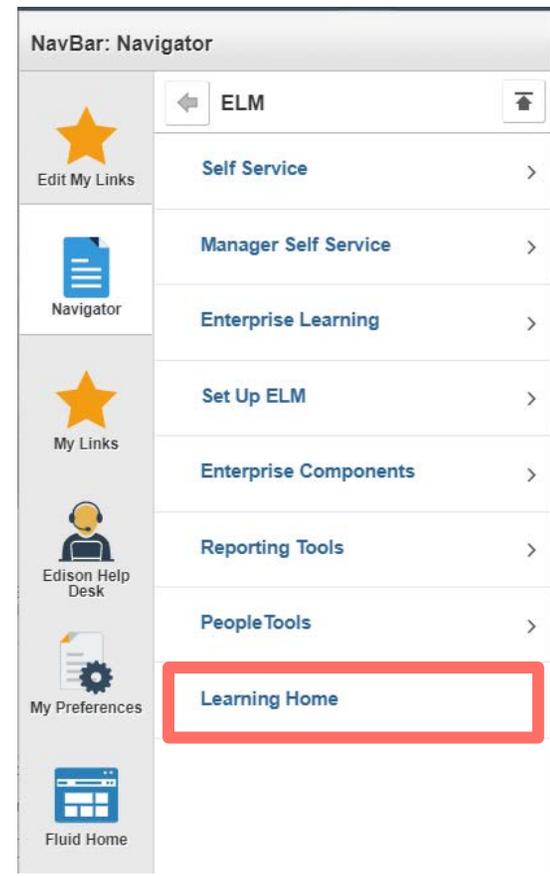
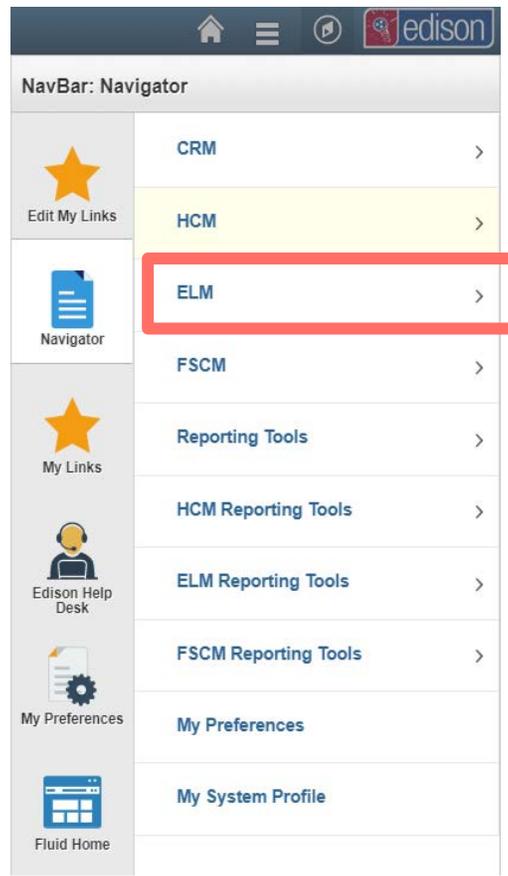
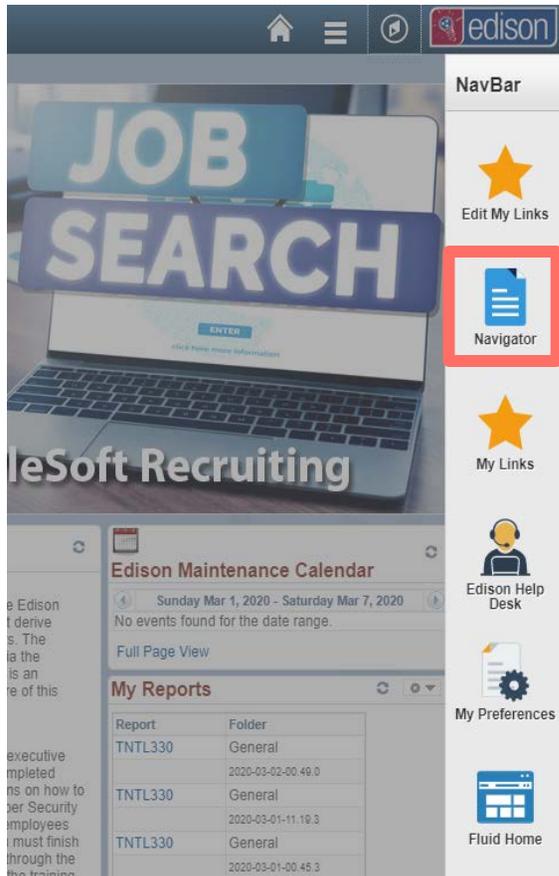
**My Reports**

Report	Folder
TNTL330	General
	2020-03-12-00.48.2
TNTL330	General
	2020-03-11-11.07.5
TNTL330	General
	2020-03-11-00.03.4
TNTL330	General

From the NavBar, click the Navigator link.

To access the learning management system, click ELM.

Click Learning Home.



From the Learning Home Workcenter, use the Search for Learning bar to find classes. Type in keywords or course codes in the bar provided, or click Advanced Search for additional options such as specific dates or classes.

The screenshot shows the Learning Home Workcenter interface. The top navigation bar includes a 'Home' button and the title 'Learning Home Workcenter'. Below this, there are tabs for 'Main' and 'Reports', and a 'Links' section with a refresh button and settings icon. The left sidebar contains three main categories of links: 'Quick Links' (Find Learning, My Learning, Certifications, Learning Objectives, Learning Plans, Supplemental Learning), 'Manager Links' (Team Members, Team Certifications, Team Objectives, Team Learning Plans, Find Team Learning), and 'Administrator Links' (Maintain Courses, Maintain Classes, Maintain Programs, Administer Program Rosters, Administer Class Rosters, View All Learning, Maintain Learning Plans, Internal Learners, External Learners, Enroll Learners, Survey Report).

The main content area is titled 'Learning Home' and features a 'Search for Learning' section highlighted with a red border. This section includes a search input field with the placeholder text 'Enter a keyword and select the Search button to initiate the search.' and an 'Advanced Search' link. Below the search bar is a 'My Current Learning' section with a 'View' dropdown set to 'All Learning'. It contains a table of learning items:

Title	Type	Required	Status	Due Date	Launch
2016 - 2017 Mandator...	Certification		Expired	06/30/2017	
2017-2018 Mandatory...	Certification		Expired	09/04/2018	
Edison ELM Training	Classroom		Enrolled		
G.R.E.A.T. Customer...	Classroom		Enrolled		
Autism Awareness (1h...	Web Based Training		Not Completed		

Below the table are links for 'View All 183' and 'My Learning'. The bottom section is 'Pending Approvals', which states 'No Pending Approvals Found.'.

The right sidebar contains three sections: 'New Learning' with a list of course titles like 'Permanency Plann CH-SH1254-1912', 'Individual Professio CH-NE8000-2003', and 'Respectful Workpla HR-DIDD-RWM-03 Classroom'; 'My To Do List' showing '1482 Unfulfill'; and 'Most Enrolled' with 'Information Securit STSISATPRODb'.

▼ **Advanced Search** ?

From Date	<input type="text"/>	Location	<input type="text"/>
End Date	<input type="text"/>	Category	<input type="text"/>
Learning Type	<input type="text" value="Web Based Training"/>	Objective	<input type="text"/>
Title	<input type="text"/>	Instructor	<input type="text"/>
Course Code	<input type="text"/>	Language	<input type="text" value="English"/>
Description	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

Note: Under Advanced Search, the default Learning Type is Web Based Training. Change this type to All to ensure the best results. If you do need to narrow the search by type, you can choose from web, classroom, and other delivery methods.

▼ **Advanced Search** ?

From Date	<input type="text"/>	Location	<input type="text"/>
End Date	<input type="text"/>	Category	<input type="text"/>
Learning Type	<input type="text" value="Classroom"/>	Objective	<input type="text"/>
Title	<input type="text" value="prudent parenting"/>	Instructor	<input type="text"/>
Course Code	<input type="text"/>	Language	<input type="text" value="English"/>
Description	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

You may receive several results for training scheduled throughout the state. Use the date filters to narrow your search.

When you identify a class you would like to attend, click the Enroll button. (Tip: Utilize the Class Codes and compare with the regional training calendars to ensure you are registering for the correct offering.)

Search Results View All First 1 - 2 of 2 Last

[Expand](#) [Collapse](#)

▼ **Creating Normalcy Through Prudent Parenting (CHDE4027)**

 ★★★★★ (9) [View Reviews](#) [Plan for Later](#)

This training introduces and instructs participants on how to create normalcy through reasonable prudent parenting standards characterized by decision making that is intended to create a more normal life for children and youth in out of home placement. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price	
CH-KN4027-200424-01	Classroom	3 Hrs	04/24/2020	Knoxville, TN		<a href="#">Enroll</a>
CH-MG4027-200619-01	Classroom	3 Hrs	06/19/2020	Nashville, TN		<a href="#">Enroll</a>
CH-RP4027-DA-191107	Classroom	3 Hrs	11/07/2019	None		<a href="#">Enroll</a>
CH-RP4027-DA-200530	Classroom	3 Hrs	05/30/2020	Nashville, TN		<a href="#">Enroll</a>
CH-RP4027-EA-191112	Classroom	3 Hrs	11/12/2019	None		<a href="#">Enroll</a>
CH-RP4027-EA-200215	Classroom	3 Hrs	02/15/2020	None		<a href="#">Enroll</a>
CH-RP4027-EA-200502	Classroom	3 Hrs	05/02/2020	Oak Ridge, TN		<a href="#">Enroll</a>
CH-RP4027-EA-200630	Classroom	3 Hrs	06/30/2020	Kingston, TN		<a href="#">Enroll</a>
CH-RP4027-KN-191116	Classroom	3 Hrs	11/16/2019	None		<a href="#">Enroll</a>
CH-RP4027-KN-200218	Classroom	3 Hrs	02/18/2020	None		<a href="#">Enroll</a>

**CLICK HERE TO SKIP AHEAD TO LEARN HOW TO COMPLETE ONLINE LEARNING IN EDISON.**

**Continue reading below for information about classroom training.**

Review the class information and click Submit Enrollment.

**Review Information** [Return to Previous Page](#) [Learning Home](#)

Stacy Arnold

<b>Class Code</b>	CH-RP4027-DA-200530	<b>Class Name</b>	<a href="#">Creating Normalcy Through Prudent Parenting</a>
<b>Type</b>	Classroom	<b>Contact</b>	--
<b>Price Per Seat</b>	--	<b>Drop Charge</b>	--
<b>Start Date</b>	05/30/2020	<b>End Date</b>	05/30/2020
<b>Last Enrollment Date</b>	05/30/2020	<b>Last Drop Date</b>	--
<b>Available Seats</b>	16	<b>Available Waitlist</b>	0
<b>Language</b>	English	<b>Duration</b>	3 Hrs

**Submit Enrollment**

If your enrollment is successful, you will receive confirmation on the next screen. If you are unable to enroll for a class, the class may be full, or there may be pre-requisite training you must complete prior to enrollment. Use the contact information in the event listing on the post-approval calendar for additional information.

**Review Information** [Return to Previous Page](#) [Learning Home](#)

Stacy Arnold

✓ **You have successfully enrolled in [Creating Normalcy Through Prudent Parenting](#). This change in status will be updated on the My Learning page.**

<b>Class Code</b>	CH-RP4027-DA-200530	<b>Class Name</b>	<a href="#">Creating Normalcy Through Prudent Parenting</a>
<b>Type</b>	Classroom	<b>Contact</b>	--
<b>Price Per Seat</b>	--	<b>Drop Charge</b>	--
<b>Enrollment Status</b>	Enrolled	<b>Confirmation Number</b>	5180222
<b>Start Date</b>	05/30/2020	<b>End Date</b>	05/30/2020
<b>Last Enrollment Date</b>	05/30/2020	<b>Last Drop Date</b>	--
		<b>Duration</b>	3 Hrs

Return to the Learning Home screen and look at the My Current Learning section. Click the My Learning link at the bottom of the pagelet to view all learning in your profile.

Learning Home

 **Search for Learning**

Enter a keyword and select the Search button to initiate the search.

»

[Advanced Search](#)



### My Current Learning



View

Title	Type	Required	Status	Due Date	Launch
2016 - 2017 Mandator...	Certification		Expired	06/30/2017	
2017-2018 Mandatory...	Certification		Expired	09/04/2018	
<a href="#">Creating Normalcy Th...</a>	Classroom		Enrolled		
<a href="#">Edison ELM Training</a>	Classroom		Enrolled		
<a href="#">G.R.E.A.T. Customer...</a>	Classroom		Enrolled		

[View All 184](#)



[My Learning](#)

The Learning Profile defaults to a view of learning from the past 90 days. To view all learning, change the option in the dropdown menu and click Go.

## My Learning

 [View Calendar](#)  [Request New Learning](#)  [Lea](#)

Stacy Arnold

\*View All Learning - Last 90 Days

### My Learning

Title	Type	Status	Start Date	Last Status Date	Launch	Action
<a href="#">Creating Normalcy Through Prudent Parenting</a>	Classroom	Enrolled	05/30/2020	03/12/2020		<input type="button" value="Drop"/>
<a href="#">Title VI (1 hr)</a>	Web Based Training	Completed	04/24/2019	02/07/2020		<input type="button" value="Review"/>
<a href="#">Core Cyber Security Awareness Training</a>	Web Based Training	Completed	01/24/2020	02/07/2020		<input type="button" value="Review"/>
<a href="#">2019-2020 Mandatory Courses for All DCS Staff</a>	Curriculum	Completed		02/07/2020		<input type="button" value="Review"/>

### My Certification Status

Click the class title for additional information.

### Class Details ?

<b>Class Code</b>	CH-RP4027-DA-200530	<b>Class Name</b>	<a href="#">Creating Normalcy Through Prudent Parenting</a>
<b>Type</b>	Classroom	<b>Contact</b>	--
<b>Price Per Seat</b>	--	<b>Drop Charge</b>	--
<b>Enrollment Status</b>	Enrolled	<b>Confirmation Number</b>	5180222
<b>Start Date</b>	05/30/2020	<b>End Date</b>	05/30/2020
<b>Last Enrollment Date</b>	05/30/2020	<b>Last Drop Date</b>	--
		<b>Duration</b>	3 Hrs

[Progress](#)   [Schedule](#)   [Grades and Attendance](#)   [Notes and Attachments](#)   [Payment Details](#)   [Approvals](#)

### Class Progress

<b>Progress</b>	Enrolled	<b>Grade</b>	Not Graded
<b>Passing Status</b>	Pending	<b>Comments</b>	

### Class Syllabus

You must complete this class by 05/30/2020.  
To receive credit for this class you must complete all required tasks.

1 [Prudent Parenting](#)

Required Sessions

**Progress** Not Attempted

(Duration: 3 Hrs)

[View Schedule and Locations](#)

Drop

Recommend Learning

To be able to add event to your calendar, set up your calendar in the Learning Preference page.

Click View Schedule and Locations for the time and address of the training. You can also refer to the calendars on the training website.

Click the city name under Location to view the address and facility information.

**Class Progress** [Return to Previous Page](#) [Learning Hor](#)

Stacy Arnold

**Creating Normalcy Through Prudent Parenting**  
★★★★★ (0)

**Class Details** ⓘ

Class Code	CH-RP4027-DA-200530	Class Name	Creating Normalcy Through Prudent Parenting
Type	Classroom	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	5180222
Start Date	05/30/2020	End Date	05/30/2020
Last Enrollment Date	05/30/2020	Last Drop Date	--
		Duration	3 Hrs

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

**Scheduled Sessions**

Day	Date	Start Time	End Time	Time Zone	Location
Saturday *	05/30/2020	9:00AM	12:00PM	CDT	Nashville, TN

\* Required Sessions

**i** To be able to add event to your calendar, set up your calendar in the Learning Preference page.

**Nashville, TN**

Facility	DCS - Athens Way - Haynes Training Room	Address	200 Athens Way 3rd Floor Suite 300 Nashville, TN 37243 Davidson
Building Name		Room Number	
Room Name		Floor Number	
Maximum Occupancy			

If you need to drop a training for which you have pre-registered, you can do so by clicking the Drop button on the class information page or the My Learning summary page. From the Review Information screen, click Drop again to confirm.

### Review Information

[Return to Previous Page](#)

[Learning Home](#)

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**Are you sure you want to drop this class?**

Confirmation Number	5180222	Class Name	Creating Normalcy Through Prudent Parenting
Class Code	CH-RP4027-DA-200530	Contact	--
Type	Classroom	Drop Charge	--
Price Per Seat	--	Confirmation Number	5180222
Enrollment Status	Enrolled	End Date	05/30/2020
Start Date	05/30/2020	Last Drop Date	--
Last Enrollment Date	05/30/2020	Duration	3 Hrs

Drop

Cancel

### Review Information

[Return to Previous Page](#)

[Learning Home](#)

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✓ **You have successfully dropped this class.**

Class Code	CH-RP4027-DA-200530	Class Name	Creating Normalcy Through Prudent Parenting
Type	Classroom	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Dropped	Confirmation Number	5180222
Start Date	05/30/2020	End Date	05/30/2020
Last Enrollment Date	05/30/2020	Last Drop Date	--
		Duration	3 Hrs

To take online training in Edison (also called computer-based training, or CBT), search for the class title as reviewed above. You can launch most CBTs directly from the search results screen. Click Launch to register.

The screenshot shows a search results page. At the top, there is a search bar containing the text 'working with the education system'. Below the search bar, there is a 'Search Results' header with navigation options: 'View All', 'First', '1 - 2 of 2', and 'Last'. There are also '+ Expand' and '- Collapse' buttons. The search results list includes 'Resource Parent: Working with the Education System (CHRP2031)' and 'Working with the Education System (2hr) (CHRO4018)'. Below the second result, there is a star rating of 5 stars with '(3) View Reviews' and a 'Plan for Later' button. Below the 'Plan for Later' button, there is a link: 'Foster Parent online course: Working with the Education System View Details'. At the bottom, there is a table with columns: 'Class Code', 'Type', 'Duration', 'Start Date', 'Location', and 'Price'. The table contains one row with the following data: 'CH-RO4018-200000-02', 'Web Based Training', '2 Hrs', '07/01/2019', 'None', and 'Price'. A red box highlights the 'Launch' button next to this row.

Class Code	Type	Duration	Start Date	Location	Price
CH-RO4018-200000-02	Web Based Training	2 Hrs	07/01/2019	None	

If you are unable to complete the training at the time you register, you can return to the training later by finding it in the list of My Current Learning. Click the My Learning icon at the bottom, then click the title of the training on the My Learning page to view the components and your progress for each module.

 **My Current Learning**

View

Title	Type	Required	Status	Due Date	Launch
2016 - 2017 Mandator...	Certification		Expired	06/30/2017	
2017-2018 Mandatory...	Certification		Expired	09/04/2018	
Working with the Edu...	Web Based Training		In-Progress		
Hair Care for Black...	Web Based Training		In-Progress		
Edison ELM Training	Classroom		Enrolled		

[View All 186](#)

 [My Learning](#)

Click the Launch icon to open the training and view your progress.

**My Learning** [View Calendar](#) [Request New Learning](#) [Lea](#)

Stacy Arnold

\*View

**My Learning**

Title	Type	Status	Start Date	Last Status Date	Launch	Action
<a href="#">Hair Care for Black and Multicultural Children</a>	Web Based Training	In-Progress	07/01/2019	03/12/2020		<input type="button" value="Drop"/>
<a href="#">Working with the Education System (2hr)</a>	Web Based Training	In-Progress	07/01/2019	03/12/2020		<input type="button" value="Drop"/>
<a href="#">Title VI (1 hr)</a>	Web Based Training	Completed	04/24/2019	02/07/2020		<input type="button" value="Review"/>
<a href="#">Core Cyber Security Awareness Training</a>	Web Based Training	Completed	01/24/2020	02/07/2020		<input type="button" value="Review"/>
<a href="#">2019-2020 Mandatory Courses for All DCS Staff</a>	Curriculum	Completed		02/07/2020		<input type="button" value="Review"/>
<a href="#">Creating Normalcy Through Prudent Parenting</a>	Classroom	Dropped	05/30/2020	03/12/2020		

Launch and complete each component.

**Class Progress** [Return to Previous Page](#) [Learning Home](#)

Stacy Arnold

**Working with the Education System (2hr)**  
★★★★★ (3) [View Reviews](#)

**Class Details** ?

Class Code	CH-RO4018-200000-02	Class Name	Working with the Education System (2hr)
Type	Web Based Training	Contact	Vicky Puckett
Price Per Seat	--	Drop Charge	--
Enrollment Status	In-Progress	Confirmation Number	5180248
Start Date	07/01/2019	End Date	--
Last Enrollment Date	07/01/2019	Last Drop Date	--
		Duration	2 Hrs

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[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

**Class Progress**

Progress	In-Progress	Grade	Not Graded
Passing Status	Pending	Comments	

**Class Syllabus**  
To receive credit for this class you must complete all required tasks.

1	<a href="#">Working with the Education System</a>	Required RecordWeb Progress Completed	Re-Launch
2	<a href="#">Explore the TNReady Web Page</a>	Required Web-based Progress Not Attempted	Launch
3	<a href="#">Working with the Education System Quiz</a>	Required Test Progress Not Attempted	Launch

[Drop](#) [Recommend Learning](#)

When you have completed each component and successfully passed the quiz (if applicable), your enrollment status will be changed to Completed.

**Class Details** ?

<b>Class Code</b>	CH-RO4018-200000-02	<b>Class Name</b>	Working with the Education System (2hr)
<b>Type</b>	Web Based Training	<b>Contact</b>	Vicky Puckett
<b>Price Per Seat</b>	--	<b>Drop Charge</b>	--
<b>Enrollment Status</b>	Completed	<b>Confirmation Number</b>	5180248
<b>Start Date</b>	07/01/2019	<b>End Date</b>	--
<b>Last Enrollment Date</b>	07/01/2019	<b>Last Drop Date</b>	--
		<b>Duration</b>	2 Hrs

Return to the My Learning screen to see your completed status in your transcript.

**My Learning** View Calendar Request New Learning Lea

Stacy Arnold

\*View

**My Learning**

Title	Type	Status	Start Date	Last Status Date	Launch	Action
Working with the Education System (2hr)	Web Based Training	Completed	07/01/2019	03/12/2020		<input type="button" value="Review"/>
Title VI (1 hr)	Web Based Training	Completed	04/24/2019	02/07/2020		<input type="button" value="Review"/>
Core Cyber Security Awareness Training	Web Based Training	Completed	01/24/2020	02/07/2020		<input type="button" value="Review"/>
2019-2020 Mandatory Courses for All DCS Staff	Curriculum	Completed		02/07/2020		<input type="button" value="Review"/>