

PEOPLESOFT

ENTERPRISE LEARNING MANAGEMENT

SUBSTITUTE SELF-SERVICE

USER GUIDE

The School District of Lee County
Curriculum & Staff Development Center
Fort Myers, Florida

April 2014

Enterprise Learning Management (ELM) Substitutes Self-Service User Guide

Log-in

- Access the PeopleSoft system through your internet browser at <https://peoplesoft.leeschools.net>.
- Enter your District Network ID into the **User ID** field in lowercase letters.
- Enter your District Password into the **Password field**.
- Click the **SIGN IN** button.

PeopleSoft Enterprise Portal Sign-In

PAPRD - The School District of Lee County - Florida

Sign In to PeopleSoft:

User Id:

Password:

SIGN IN

Please note that your PeopleSoft User ID and Password are the same as your Network / SDLC Web Mail User Name and Password.

All questions related to PeopleSoft functionality should be directed to the specific department responsible for that particular area
i.e. Personnel questions - call Personnel, Budget questions - call Budget, etc.

If you are having issues signing onto PeopleSoft and have reviewed the [Troubleshooting PeopleSoft Sign-on Errors](#) document, please [CLICK HERE](#) to E-Mail [Help.Security-PeopleSoft](#) for assistance.

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Today's Message:
Did you clear your cache today?

- Click the **PeopleSoft** link.

ORACLE

Favorites Main Menu

Personalize [Content](#) [Layout](#)

Enterprise Menu

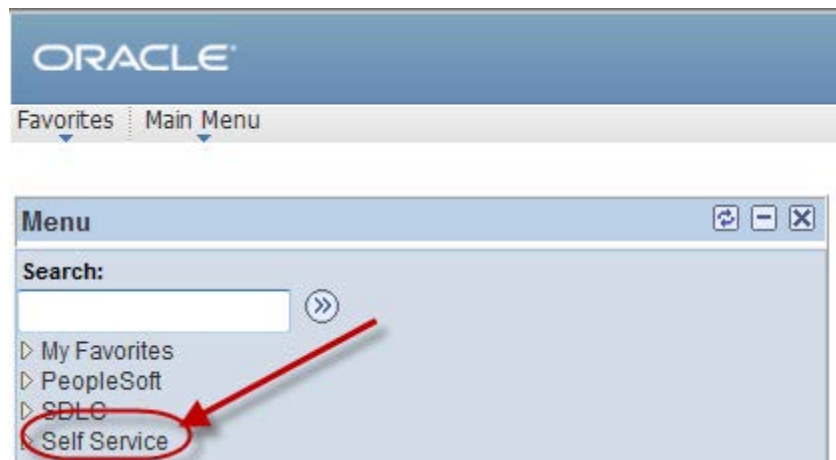
- ▷ Self Service
- PeopleSoft**
- My System Profile
- My Dictionary

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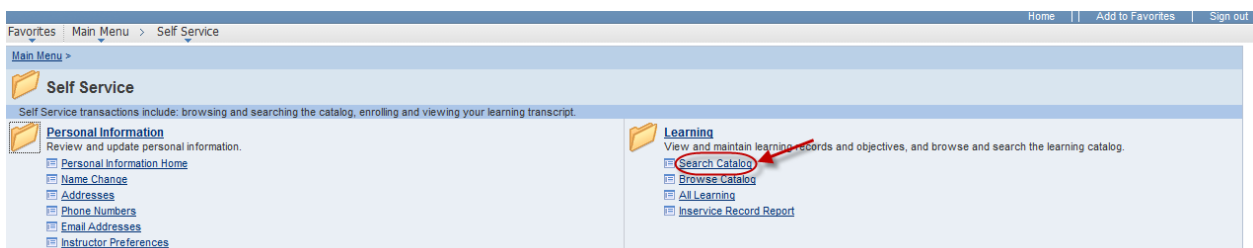
- Click the **Enterprise Learning 9.0** link.



- Click the **Self Service** link.



- Click the **Search Catalog** link.



Enterprise Learning Management (ELM) Substitutes Self-Service User Guide

- Enter the word **sub** into the *Activity Code* field.
- Click the **Search** button at the bottom of the screen.

ORACLE

Favorites | Main Menu > Self Service > Learning > Search Catalog

Search Catalog

Advanced Search

Activity Code:

Type:

Title:

Code:

Description:

Location:

Category:

Objectives:

Instructor:

Language:

Start Date: From: Through:

[Basic Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)
[Contact Us](#)

- To review information about the course including the date(s), time(s), location, etc., click on the **course title**.

[ESE Basics for Substitutes \(8104102\)](#) A-Workshop [Enroll](#)

Participants will learn basic information vital to the role of the substitute teacher working in exceptional student education.

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- Click the **View Details** link.

ESE Basics for Substitutes

Description:

Participants will learn basic information vital to the role of the substitute teacher working in exceptional student education.

The table below shows the different delivery options and start dates for ESE Basics for Substitutes. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

Abstract:

This component is being developed by request of substitute teachers.

Activity Options for ESE Basics for Substitutes						
Activity Code	Type	Start Date	Price			Add to Plan
ESE Basics for Substitutes	A-Workshop	04/29/2014	0.00 USD	View Details	<input type="button" value="Enroll"/>	<input type="button" value="Add to Plan"/>

[Return to Previous Page](#) [Contact Us](#)

- From this page you can view the Start Date, End Date, and number of Inservice Points awarded for the course. For additional information, click the **Schedule** link.

ESE Basics for Substitutes

Activity Name:	ESE Basics for Substitutes	Type:	A-Workshop
Activity Code:	ESE Basics for Substitutes	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/29/2014	End Date:	05/06/2014
Last Enrollment Date:	04/29/2014	Last Drop Date:	04/28/2014
Available Seats:	22	Available Waitlist:	25
Language:	English		

Overview [Objectives Met](#) [Schedule](#) [Prerequisites](#) [Notes and Attachments](#)

Inservice Points 2.00

Description:
Participants will learn basic information vital to the role of the substitute teacher working in exceptional student education.

Instructor: Jason Kurtz

Activity Syllabus
To receive credit for this activity you must complete all required tasks.

Enterprise Learning Management (ELM) Substitutes Self-Service User Guide

- From this page you can view course date(s), time(s), trainer, as well as the Location. To view the building/room/address where the course is being held, click on the **City, State** link under the **Location** column heading.

ESE Basics for Substitutes

Activity Name:	ESE Basics for Substitutes	Type:	A-Workshop
Activity Code:	ESE Basics for Substitutes	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/29/2014	End Date:	05/06/2014
Last Enrollment Date:	04/29/2014	Last Drop Date:	04/28/2014
Available Seats:	22	Available Waitlist:	25
Language:	English		

[Overview](#) [Objectives Met](#) [Schedule](#) [Prerequisites](#) [Notes and Attachments](#)

Inservice Points 2.00

Scheduled Sessions					
Day	Date	Start Time	End Time	Instructor	Location
Tuesday *	04/29/2014	5:00PM	7:00PM	Jason Kurtz	Fort Myers, FL

* Required Sessions

[Enroll](#) [Add To Plan](#)

- After viewing the location information, click the **Return to Previous Page** link.

ESE Basics for Substitutes

Session Facility Detail

Facility Details			
Facility:	<input type="text" value="Lee County Public Education Center - CSDC"/>		
Room Name:	<input type="text" value="Training Room D"/>		
Room Number:	<input type="text" value="01-3201"/>		
Building Name:	<input type="text" value="Lee County Public Education Center"/>		
Floor Number:	<input type="text" value="1"/>	Maximum Occupancy:	<input type="text" value="30"/>
Address:	<input type="text" value="2855 Colonial Boulevard
Fort Myers, FL 33966
Lee USA"/>		

Attachments

[View Attachment](#)

Accommodations

Description

Wheelchair Accessible

Wireless Internet Connection

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- To enroll in the course click the **Enroll** button which appears on any of the different views of the course information.

ESE Basics for Substitutes

Activity Name: ESE Basics for Substitutes Type: A-Workshop
Activity Code: ESE Basics for Substitutes Contact: --
Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Start Date: 04/29/2014 End Date: 05/06/2014
Last Enrollment Date: 04/29/2014 Last Drop Date: 04/28/2014
Available Seats: 22 Available Waitlist: 25
Language: English

[Overview](#) [Objectives Met](#) [Schedule](#) [Prerequisites](#) [Notes and Attachments](#)

Inservice Points 2.00

Scheduled Sessions					
Day	Date	Start Time	End Time	Instructor	Location
Tuesday *	04/29/2014	5:00PM	7:00PM	Jason Kurtz	Fort Myers, FL

* Required Sessions

Enroll Add To Plan

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[Contact Us](#)

[ESE Basics for Substitutes \(8104102\)](#) A-Workshop **Enroll**

Participants will learn basic information vital to the role of the substitute teacher working in exceptional student education.

- To confirm the enrollment click the **Submit Enrollment** button.

Enroll In Activity

Review Information

Activity Name: [ESE Basics for Substitutes](#) Type: A-Workshop
Activity Code: ESE Basics for Substitutes Contact: --
Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Start Date: 04/29/2014 End Date: 05/06/2014
Last Enrollment Date: 04/29/2014 Last Drop Date: 04/28/2014
Available Seats: 22 Available Waitlist: 25
Language: English

* Required Field


Submit Enrollment [Search Catalog](#) [Browse Catalog](#)

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- The Enrollment Confirmation will be displayed on the screen.

Enroll In Activity

Enrollment Confirmation

 You have successfully enrolled in ESE Basics for Substitutes. This change in status will be updated on the All Learning page.

Activity Name:	ESE Basics for Substitutes	Type:	A-Workshop
Activity Code:	ESE Basics for Substitutes	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	139269356
Start Date:	04/29/2014	End Date:	05/06/2014
Last Enrollment Date:	04/29/2014	Last Drop Date:	04/28/2014

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)

An automated e-mail confirmation will be sent to the **leeschools.net** e-mail address after 5:00 p.m. on the day the enrollment was completed.

If the enrollment is processed 7+ days in advance of the start date of the course, an automated e-mail reminder notification will be sent to the **leeschools.net** e-mail address.

Course information can be obtained by clicking on the course title from the **All Learning** page.