
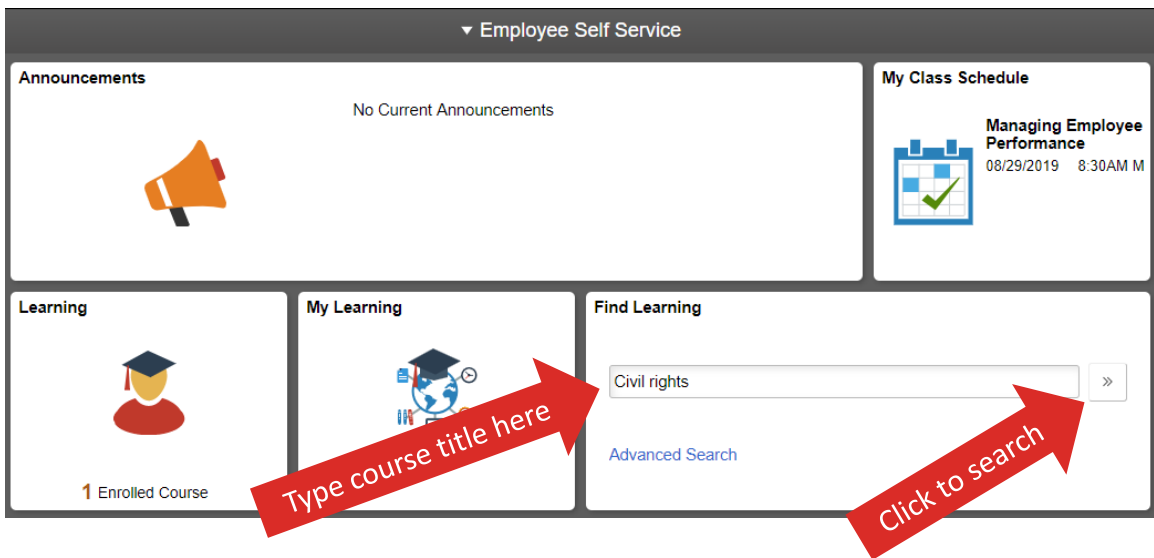


# How to find and enroll in courses in Enterprise Learning Management (ELM)

**Skip directly to the instructions you need by clicking the links below.**

1. [Log in to ELM](#)
2. [Find a course](#)
3. [Enroll in a course](#)
4. [Get course handouts](#)
5. [Add the class to your Outlook calendar](#)

1. Log in to <https://elm.share.state.nm.us>. Remember, your username and password are the same as your SHARE username and password.
2. Click **Sign In**.
3. Enter the course title or keyword in the search bar. The search bar is located in the **Find Learning** tile (see image below).
4. Click the  button.



5. Click the title of the course you wish to enroll in.

1 search results for "Civil rights"

[Civil Rights State Personnel Office Annual Requirement](#)

Course

2 Offerings matching criteria

This is a comprehensive course covering Civil Rights, Discrimination, Diversity and ADA



6. Enroll in the course.

a. For web-based learning, click **Launch** to begin the course. Click **Enroll** to add the course but prefer to begin it at a later time.

**Web Based Learning**

🕒 2 Hours Duration

Enrollment is open

Code SoNM-1110-59

**Enroll | Launch**



b. For classroom-based learning, click **Enroll**.

**Classroom**

📅 09 Aug 2019, 8:30AM MDT

📍 Santa Fe (NM) , 29 Seats Available

Enrollment closes on 12 Aug 2019

Code SoNM-1623-3

**Enroll**



7. For classroom based courses, click **Go to Course** get course handouts and other details.

**Enrollment Confirmation**

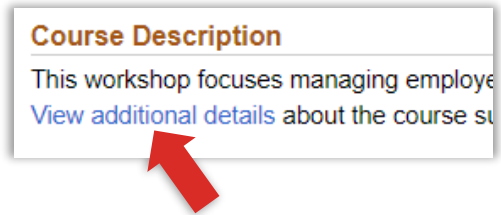
You have successfully enrolled into the course.

[Continue Search](#) [Go to Course](#)

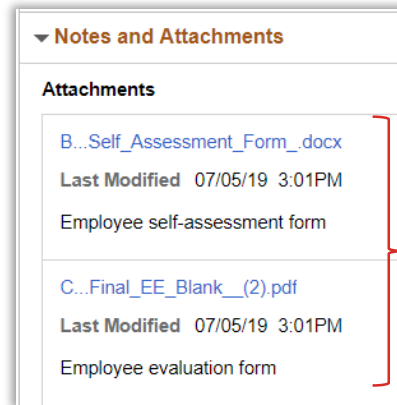


8. Get course handouts.\*

a. Click **View additional details**.



b. Click **Notes and attachments**.  
Download or print the files to  
bring to class.

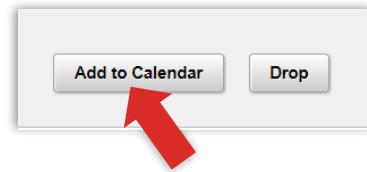


\*As part of our effort to reduce our ecological footprint, we will not provide printed copies of handouts.

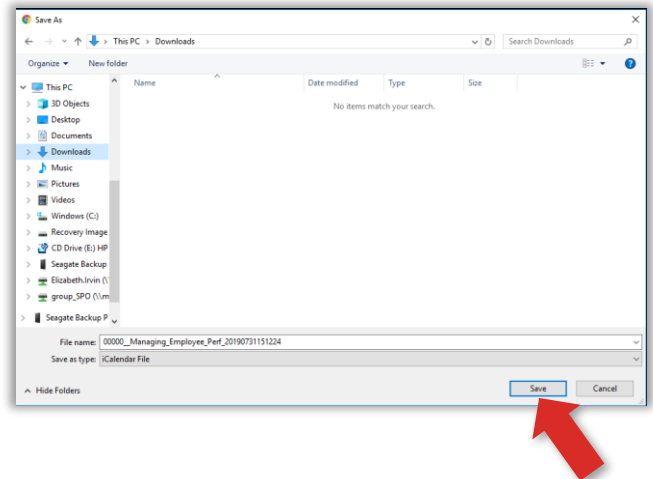
We encourage you to bring a laptop or tablet to access the handouts during the class.

9. Add the class to your Outlook calendar.

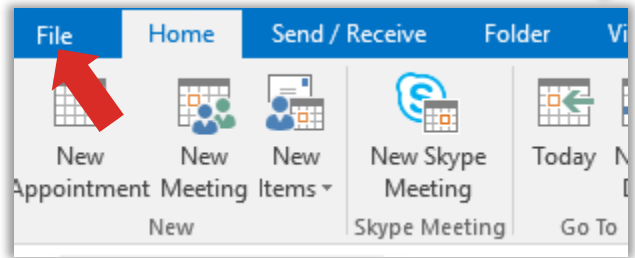
a. Click **Add to Calendar** in the upper right corner.



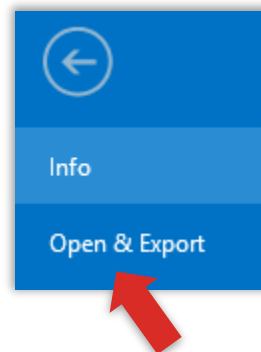
b. Save the file to your computer. **Remember where you saved it.**



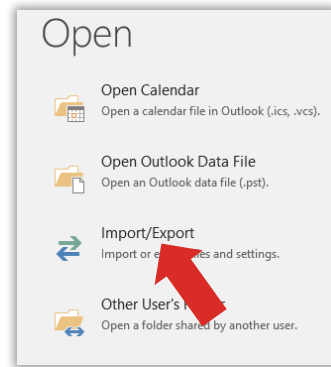
c. Open your Outlook calendar. Click the **File** tab.



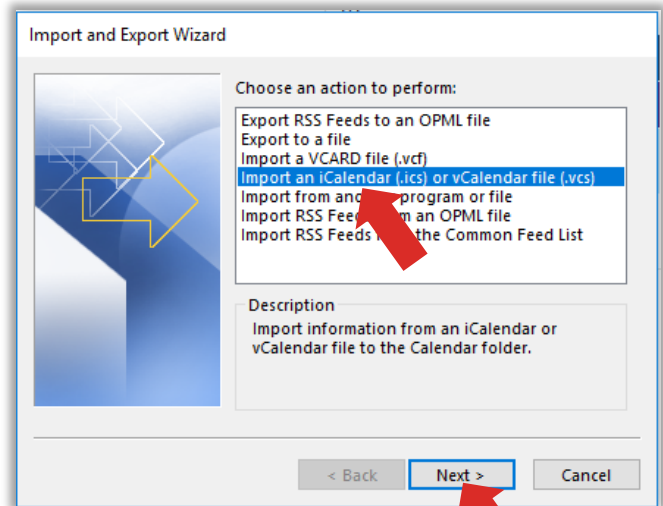
d. Click **Open & Export**.



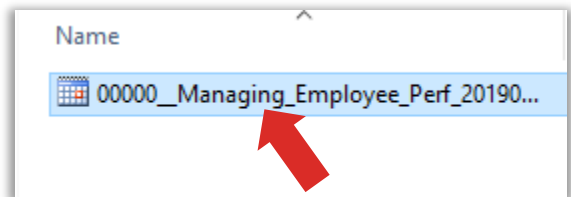
e. Click **Import/Export**.



f. Select **Import an iCalendar (.ics) or vCalendar file (.vcs)**. Click **Next**.



g. Navigate to the file you saved. Double click the file name.



h. Click **Import**. The appointment now appears on your calendar on the class date.

