

IRUA Training Employee Self Enrollment

Employees are required to complete the Information Resource Use Agreement Training. The following directions will guide you as you attempt to self enroll. If at any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP.

1. Log into the PeopleSoft Enterprise Learning Management:
<https://hr.gmis.in.gov/psp/lmprd/EMPLOYEE/EMPL/?cmd=login>

As a new employee, your user id is comprised of the first letter of your first name (use a capital letter) plus the last 6 digits of your PeopleSoft employee id number. The PeopleSoft employee id number may be found on the back of your Indiana Government Center Access Control Badge, below the bar code. If you do not work on the IGC campus, please see your HR representative to obtain your employee id number. Users may use their network password as the PeopleSoft password.

2. After logging into the system, click on 'Employee Self Service'
3. Click on 'Browse Catalog' on the right side of the screen.
4. Click on the 'Indiana Office of Technology' link.
5. Click the link: 'IOT – Information Resource Use Agreement Training (IOT_00001)'
7. Find the activity labeled '**IOT_WBT_01_2008_New Hire**' and click the yellow 'Enroll' button on the right side of the screen.
8. Click the 'Submit Enrollment' link.
9. Click the 'Go to Activity Details' link to begin the training. If you chose not to take the training at this point, please following the instructions for taking the training when you begin the training using the link below. You need to only enroll in the training one time, if you attempt to enroll a second time prior to completing the training you will receive an error message.

Instructions to complete the training are available at:

http://www.in.gov/iot/files/iruat_user_guide.pdf . Remember to turn off your browser's pop up blocker before beginning. If you have difficulty launching the course, contact the IOT Helpdesk.