

For important information about enrolling in training for the **required Performance Management On-Line Training Course** you must be logged into [Edison](#).

A "Sign In" form with the following elements: a title "Sign In:", a label "Enter your Access ID.", a text input field labeled "Access ID:", a "Continue" button, and a question "Where do I enter my password?" below the button.

After logging into Edison, you will navigate to the “ELM” tab.



- Click on *Browse Catalog* > *Professional Development* > Click on *Performance Management Program*
- You will then see the Performance Management Program (PMGT0101) Please click that link.
- To enroll in the course, click *Enroll* and then *Submit Enrollment*

Once you enroll or if you were enrolled by your Training Coordinator, to complete the course, navigate to your *My Learning* page, located on the *ELM* tab.

Your *My Learning* page will display the 5 most recent courses you have in Edison. Once you have identified the Performance Management course, you may click launch to begin the training.

If you have any additional questions regarding this training or how to enroll in this course, please see your agency Training Coordinator.