

To enroll:

All state employees must enroll via Self Service. If you are a city, county, or local government employee, or an employee from one of the following nine (9) agencies listed below, and you do not have access to the state of Minnesota Self-Service system, you can go to <https://mn.gov/mmb/etd/enrollment/city-county-enrollment/> and follow the steps to obtain a Self-Service log-in and password in order to enroll in any courses offered through the Enterprise Learning Management (ELM) system.

- Agriculture Utilization Research
- Historical Society
- Humanities Commission
- Higher Ed Facilities Authority
- Admin CAP Project & Relocation
- Uniform Laws Commission
- Senate
- House of Representatives
- Metropolitan Council/Transport

If you are unable to enroll via Self Service, please contact the [OSP Training Coordinator](#) for assistance.

Follow the steps below to enroll:

- a. Log in to Self-Service Portal using your employee ID number and password at: <https://mn.gov/selfservice>
- b. Click on “**State of MN Self Service**”.
- c. Click on “**Enterprise Learning Mgmt (ELM)**”.
- d. Click on “**Find Learning**”.
- e. In the **Advanced Search** box, enter the title of the class you wish to attend, or the course code found below.
- f. Click the “**Search**” button to see your results.
- g. Scroll through the list of Start Dates to find the date of the class you are planning to attend and click the “**Enroll**” button.
- h. Check to make sure there are available seats in the class. If there are no seats available, you will be added to the waitlist when you enroll. OR, search the catalog for a different class date.
- i. Click on the “**Submit Enrollment**” button
- j. You will see a message on the screen to confirm your enrollment.
- k. Sign out.
- l. You will also receive an email confirmation from ELM.Notification@state.mn.us.

OSP Acquisition Courses	ELM Course Code
ALP Diversity and Inclusion	G02OSPDI
ALP Certification \$25,000	G02OSPALP
Purchase Authority Overview	G02OSPPAO
How To Procure a Conference, Meeting, or Event (Optional) Conference Panel Discussion	G02OSPPCMSE G02OSPCWP
Taking the Mystery Out of Service Contracts	G02OSPTMOSC
How to Solicit a Construction Project	G02OSPHSCP
OSP Profession/Technical Courses	ELM Course Code
Evaluation 101 for P/T Coordinators (Current P/T Coordinators Only)	G02OSPE

PT Foundations Part 1: Professional/Technical Overview	G02OSPPTO
PT Foundations Part 2: Drafting & Facilitating Solicitations	G02OSPDFS
PT Foundations Part 3: Evaluation & Negotiation	G02OSPEN
PT Foundations Part 4: Contract Life Cycle	G02OSPCLC
Amendment Drafting	G02OSPAD
Emotions & Reasoning in Negotiation	G02OSPERN
Contract Management 101	G02CM101