**Search Advisory Committee Training Log-In Instructions**

1. Log into the State of Minnesota Employee Self-Service website using **Chrome.** You can find the link in the bottom right hand corner of the WSU Human Resource page. Or use this shorten ULR: <http://bit.ly/1EKXpvu>
2. Once logged in under Main Menu select State of MN Self Service and then Enterprise Learning Mgmt (ELM)



1. Next under the Search for Learning type in: **Search Advisory Committee Training** and press enter.



1. Select **Register**



**Note: Repeat the steps below to review all four required training modules**

1. Click **Enroll** on the right hand side of the module you wish to review:



1. Under Class Progress, click on **Launch**



1. Under Table of Contents, click on **Launch**



1. **Repeat Steps 5-7** the above steps to complete all four required training models:
	1. Roles and Responsibilities of Search Advisory Committee Members
	2. Laws and Policies for the Search Process
	3. Mitigating the Effects of Unconscious Bias
	4. A Fair and Effective Search Process
2. After completing all four modules, print, sign and return the Confidentiality Agreement (available at <http://www.winona.edu/affirmativeaction/Media/Confidentiality-Agreement.pdf>) to the AA/Equity & Legal Affairs Office (Somsen 202).