Using ELM to register for CUNYfirst training – Requisition to Receipt

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You may register online through CUNYfirst using Enterprise Learning Management (ELM).

To do so, logon to your CUNYfirst account, then:

1. Select **Enterprise Learning Management** from the **Enterprise Menu** found on the left of the CUNYfirst Home page.

2. Select **Self Service** from **Menu** on the left

3. Select **Learning** from Self Service sub-menu

4. Select **Browse Catalog** from the Learning sub-menu.

In the main area of the screen titled "Browse Catalog" make the following selections:

1. CUNYfirst Training Program

2. Next (to advance to the next page)

3. Financial Applications

4. Procurement and Accounts Payable

5. Requisition to Receipt (FIN-PR01)

    This is the name of the course you need to take.

You will see a list of classes scheduled at several colleges. Look for the classes scheduled at Lehman with an activity code in the following format: **FIN-PR01-LEH01-mmddyyyy-01**. The classes are easier to find if you first sort the list by activity code by clicking on the column header.

Select **View Details > Schedule** to check time and location of the class.

Select **Enroll** for the session you plan to attend.

You can check your enrollments by selecting **Self Service > Learning > My Learning**.

When navigating ELM, use the links at the bottom of the page to return to previous page. Avoid using the back button of the browser.

For additional assistance with ELM, visit http://www.cuny.edu/cunyfirst and select Training.

Please send mail to cunyfirst.help@lehman.cuny.edu if you have any questions.