## Course Location in ELM – Campus Users

Once an individual is enrolled in a course, enrollment and course information are available in ELM. Leaners will be able to locate specific details about the course (e.g., location, date, and time).

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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the Enterprise Learning Management link. |
| 2.   | On the Menu on the left, click **Self Service**.  
*Note: Throughout CUNYfirst, only those components to which you have been granted appear in the Menu.* |
| 3.   | Click **Learning**.  
*Note: Personal Information holds a range of Bio-Demo data from your HR record. Learning holds information related to all CUNYfirst learning.* |
4. Click the My Learning link to display a list of registered courses. When you have registered for more than five courses, click the All My Learning link to view additional courses. It may be helpful to click the Title row link to sort course information alphabetically.

5. Click the underlined course title to display specific details about the course.

6. On the course information page, you will find specific details about the course enrollment (i.e., Enrollment Status and Start Date). Additionally, this page contains links to Notes and Attachments, exercises and your progress. Scroll down and click the View Schedule and Location link.

7. Here you will find the specific details about the course’s scheduled date and time. Click the city and state (e.g., New York, NY) link.
8. The **Sessions Facility Detail** window provides complete information about the course location. This includes the building, room name/number and address.

9. Click **Return to Previous Page** link (located at the bottom of the page) to return to course details.

**End of Procedure**