

New SHRM Essentials of Human Resources

Welcome to the NEW SHRM Essentials of Human Resources (EHR)

For the new EHR program, you will be working directly with SHRM's Enterprise Portal and LMS. The new EHR is online only – there are no print materials. Below are steps for the new process for confirming course details and ordering materials.

1. **Enter Course Details:** For the new EHR course, enter your course information into this [Course Listing Form](#). **NOTE:** This process replaces setting up sessions and entering course details into PRC/Access Manager.
2. **Point of Contact (POC) in SHRM's Enterprise Portal:** SHRM's portal allows for one POC for ordering materials and assigning licenses. When we receive your Course Listing Form, we will alert SHRM as to who your POC is based on your form submission. SHRM needs to establish your account and set up the Essentials POC before you can purchase licenses.
3. **Email:** If you are new to the SHRM portal, you will receive an email from shrm@shrm.org with instructions to set up your SHRM account. Once activated, you will be able to purchase student licenses and assign them to your instructor and students. (see below for ordering materials information).
4. **SHRM Enterprise Portal:** If you are already in SHRM's portal because of other previously purchased SHRM products, you can login to your SHRM account and find the Essentials product has been added to your account. From there, you can easily order materials and manage licenses for your students and instructor(s).
5. **Product Access:** To access the program, simply login to the SHRM LMS at education.shrm.org enter your username and password and you'll be directed to the SHRM LMS Dashboard.
6. **Order Materials:** You have two convenient options to order your materials.

SHRM's Ecommerce Store:

If you wish to purchase EHR Licenses via credit card, go to this [SHRM Store link](#), add the number of product kits to your cart, and proceed through the checkout process.

Invoice:

If you wish to request an invoice for payment, please [Complete This Form](#). If you request an invoice via the form, allow 48 hours for SHRM's accounting team to assign the licenses to your account. Once licenses have been assigned, you will receive an email from SHRM@shrm.org with instructions to log into the SHRM Enterprise Portal to distribute the product licenses. Payment terms are 30 days. If you have any questions, contact the SHRM Customer Experience Team at customer-care@help.shrm.org

7. **Student Roster to your HC Regional Manager:** When you have assigned licenses to your students, you will send the roster of students with first name, last name, and email address to your Holmes Corporation Regional Manager. We will put them in the session with your instructor so they can see progress as students move through the course.

8. **Train Instructors:** Direct instructors to the EHR landing page where they can view the [Train the Trainer](#) video. The video is approximately 90 minutes. In addition to watching the video, instructors will need to become familiar with the e-Learning self-paced platform (up to 14 hours of content), and thoroughly review the instructor slide deck with notes.