



Register for Compass Upgrade Training

Overview

A Learning Plan is a list of courses that an employee plans to take. **Compass Upgrade Learning Plans** were developed for all Compass users based on their historical usage in each module and were vetted by the Chief Business Officers for your division. Your Compass Upgrade Learning Plan includes all of your required training courses for the Compass Upgrade. Your manager can make modifications to your learning plan; however, you cannot delete, add or change priority of courses.

Go-Live Compass Access: You will have *'read only'* access to the modules that you currently use. You must complete training prior to Go-Live for modules where you need immediate *'transactional access'* in order to do your job.

Requesting Changes to your Learning Plan

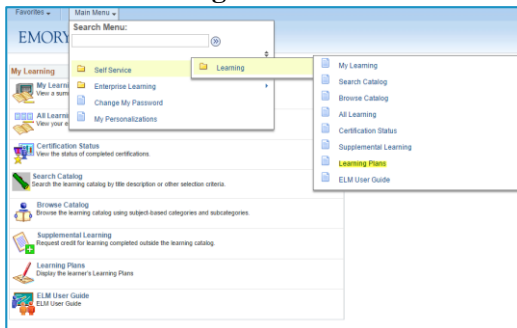
Your learning plan was vetted by the Chief Business Officers in your division prior to being loaded to the ELMS. If you believe that your course requirements should be modified, please contact your manager. Courses are required to gain transactional access; however, some of the required courses listed may be for modules that you rarely use. Please note that you do not need to complete training for those modules prior to Go Live unless you need to complete transactions right away. Please discuss course priority with your manager.



You have been enrolled in a pre-requisite online course, ***Institutional Data Management***. Please complete this course as soon as possible.

Navigation – Accessing Your Compass Upgrade Learning Plan

1. Using Internet Explorer, click <https://elmprod.emory.edu/> and sign into the Emory Learning Management System.
2. From the top menu bar select **Main Menu > Self Service > Learning > Learning Plans**
3. Click on **Learning Plans**.



You will see a list of your learning plans. [Note: *My Learning Plan* is your personal non-Compass related learning plan.]

4. Click on the **Compass Upgrade Learning Plan Details** link.

Current Learning Plans | [Learning Plan History](#)

This page lists your learning plans. Select the Learning Plan History hyperlink to view completed learning plans. Select the Details link to view the learning assigned to the learning plan. Select the Create New Learning Plan link to create a new learning plan. If the learning plan was created by yourself, you can change the title, update the status, or delete it.

Learning Plans [?](#) Personalize | Find | View All | [?](#) | [?](#) | First | 1-2 of 2 | Last

Title	Status	Default	Date	Assigned By	Details	Delete
My Learning Plan	Active	<input checked="" type="checkbox"/>	04/19/2016			
Compass Upgrade Learning Plan	Active	<input type="checkbox"/>	04/19/2016	Ellen Paufer	Details	?

[+](#) Create New Learning Plan

[Save](#) [Cancel](#)

You will see a list of the Compass Upgrade required courses currently assigned to you. You can click on the course name to view details.

Learning Plan Details

Learner Name: Ellen Paufer
 Learning Plan: Compass Upgrade Learning Plan

This page displays the learning that is included in the learning plan. Select the Add New Learning to Plan link to search for new learning to add to this plan. Select the learning name to view the learner's progress. You can update the priority, required and target completion values for the learning.

Learning Plan Details [?](#) Personalize | Find | View All | [?](#) | [?](#) | First | 1-4 of 4 | Last

Title	Type	Status	Priority	Required	Target Completion	Assigned By	Action
P-Card (End Users)	Online	Planned	High	<input checked="" type="checkbox"/>		Anita Paye	Enroll
What's New in Accounts Payable (Heavy Users?)	Catalog Item	Planned	High	<input checked="" type="checkbox"/>		Anita Paye	Enroll
What's New in GL Heavy Users (User Community)	Catalog Item	Planned	High	<input checked="" type="checkbox"/>		Anita Paye	Enroll
ePay Enhancements- Non-Heavy- Webinar	Webcast	Enrolled	High	<input checked="" type="checkbox"/>		Anita Paye	

[+](#) Add New Learning to Plan

[Save](#) [Reset](#) [Return to Previous Page](#)

Enrolling in a Compass Upgrade Course

1. Click **Enroll** for a course on your Compass Upgrade Learning Plan.



ePay Enhancements- Non-Heavy- Webinar Catalog Item Planned High Anita Paye

2. Select your preferred date and time. *If there is only one session listed, proceed to the next step to enroll in the course.*

ePay Enhancements- Non-Heavy- Webinar

Description:

Intended for those are not heavy users of ePay. Participants will learn the new enhancements for ePay in Compass 9.2, new policies & procedures about how to receive payments, timelines of delivering payments to the Cashiers office, & new related reports.

The table below shows the different delivery options and start dates for the Catalog Item. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

Activity Options for ePay Enhancements- Non-Heavy- Webinar

Activity Code	Type	Start Date	Start Time	End Time	Price			Add to Plan
260424-10395	Webcast	10/24/2016	9:00AM	10:30AM	0.00 USD	View Details	<input type="button" value="Enroll"/>	<input type="button" value="Add to Plan"/>
260424-10396	Webcast	10/24/2016	1:00PM	2:30PM	0.00 USD	View Details	<input type="button" value="Enroll"/>	<input type="button" value="Add to Plan"/>
260424-10397	Webcast	10/26/2016	9:00AM	10:30AM	0.00 USD	View Details	<input type="button" value="Enroll"/>	<input type="button" value="Add to Plan"/>
260424-10398	Webcast	10/26/2016	1:00PM	2:30PM	0.00 USD	View Details	<input type="button" value="Enroll"/>	<input type="button" value="Add to Plan"/>

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3. Click **Submit Enrollment**. *[Note: Webinars will be recorded and you may view the recording to fulfill your requirement.]*



4. Click the **Return to Previous Page** links to return to the list of your courses.

Enroll In Activity

Review Information

Anita Paye, AstDirTrFn, Office of Finance Systems & Da

Activity Name:	ePay Enhancements- Non-Heavy Webinar	Type:	Webcast
Activity Code:	260424-10395	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	10/24/2016	End Date:	10/24/2016
Start Time:	09.00 AM		
End Time:	10.30 AM		
Last Enrollment Date:	10/22/2016	Last Drop Date:	10/24/2016
Available Seats:	98	Available Waitlist:	15

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Course Type and Status

Type: method of learning. Your assigned course type is largely based on your historical usage in a Compass module. If you are a heavy user, you most likely are assigned to a face-to-face classroom course.

- **Webcast:** live or recorded webinar. You must enroll in the session and if necessary, choose a specific date/time.



- **Online:** Self-paced eLearning [*eLearning is not yet open for enrollment. You will receive a separate communication when the eLearning is available.*]
- **Catalog Item:** means you are able to select the course date/time of your choice (if applicable).

Status: stage of course completion.

- **Planned:** course added to student's learning plan
- **Enrolled:** student enrolled in specific session
- **In-Progress:** student completed class requirements: back office is in the process of updating attendance. **Or** student did not complete all components for the course.
- **Incomplete:** student enrolled, **but** did not attend class.
- **Complete:** student completed, passed assessment and completed end-of-course survey.

Compass Upgrade Course Descriptions

Check the [website](#) for course descriptions and additional information on training.