

## How to Launch an eLearning Course

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- Using Internet Explorer, click <https://elmprod9.emory.edu/> and sign into the Emory Learning Management System.
- From the top menu bar, click on the magnifying glass to search for a course



- Enter the course **Code** for the eLearning session in the drop-down field and press **Enter**.
  - You can search by the six digit prefix of the Activity Code (ex. **260419**-10432).*
  - You can search by the course name, but it is best to use a unique word from the course name to narrow the options (ex. When searching for *Compass 9.2 P-Card (End Users) eLearning*, use **P-Card** as your search option).*

The **Find Learning** page displays with the search results.

- Click **Launch**. This action will enroll you in the course and take you to the **View Progress Page**.

The screenshot shows the 'Find Learning' interface. On the left, there are filters for Location, Category, Learning Type, Upcoming Events, and Rating. The search results section shows a single result: 'Compass 9.2 P-Card (End Users) eLearning (200419)'. Below the result, there is a table with columns: Class Code, Type, Duration, Start Date, Location, and Price. The 'Class Code' is '200419-10432', 'Type' is 'Online', 'Duration' is '30 Mins', 'Start Date' is '04/01/2019', and 'Location' is 'None'. A 'Launch' button is visible at the bottom right of the table.

- Click **Launch** again.

The screenshot shows the 'View Progress Page' for the course. It includes a 'Table Of Contents' section with the following details:

Component Name: P-Card (End Users) Type: Online  
Class: Compass 9.2 P-Card (End Users) eLearning Duration: --

Title	Status	Score	
Course Object title	Not Attempted		Launch

Click here to Refresh your Score

Return to My Learning

**Note: The eLearning Course will open in a separate window. It may take a few moments for the course to start.**

The course has control buttons that will help you progress through the lessons.



## HOW TO GET HELP

If you have any questions, problems, or comments related to Finance Systems training, please contact the Finance Support Center through the following method:

- ✓ You can open a ticket at:  
<https://eufinancesupportcenter.force.com/login?so=00D36000000JQII>.
- ✓ If you need more information on opening a ticket, please reference the job aid [HOW TO OPEN A TICKET](#).