



How to Enroll for an Compass PUM Outreach Session

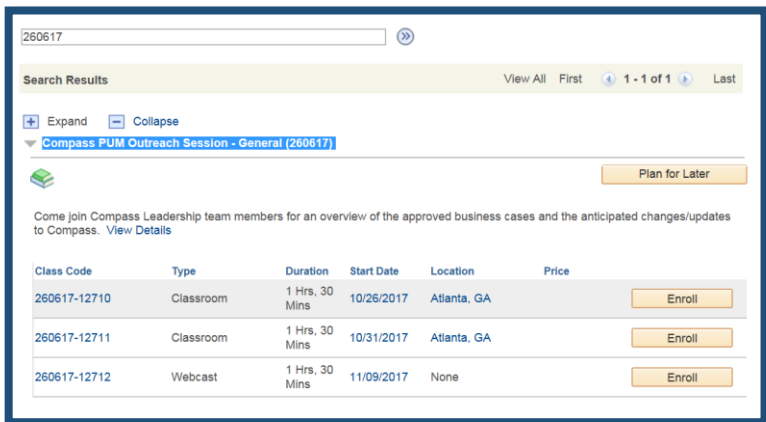
1. Using Internet Explorer, click <https://elmprod9.emory.edu/> and sign into the Emory Learning Management System.
2. From the top menu bar, click on the magnifying glass to search for a course



3. 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. **260617**-12710).*
 - *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 PUM Outreach Session, use **Outreach** or **PUM** as your search option).*

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

4. Click **Enroll** button.




260617

Search Results View All First 1 - 1 of 1 Last

[Expand](#) [Collapse](#)

Compass PUM Outreach Session - General (260617)

 [Plan for Later](#)

Come join Compass Leadership team members for an overview of the approved business cases and the anticipated changes/updates to Compass. [View Details](#)

| Class Code | Type | Duration | Start Date | Location | Price |
|--------------|-----------|----------------|------------|-------------|------------------------|
| 260617-12710 | Classroom | 1 Hrs, 30 Mins | 10/26/2017 | Atlanta, GA | Enroll |
| 260617-12711 | Classroom | 1 Hrs, 30 Mins | 10/31/2017 | Atlanta, GA | Enroll |
| 260617-12712 | Webcast | 1 Hrs, 30 Mins | 11/09/2017 | None | Enroll |

5. Click **Submit Enrollment**.



Review Information [Return to Previous Page](#)

Anita Paye

| | | | |
|----------------------|--------------|--------------------|--|
| Class Code | 260617-12710 | Class Name | Compass PUM Outreach Session - General |
| Type | Classroom | Contact | Amy Jones |
| Price Per Seat | -- | Drop Charge | -- |
| Start Date | 10/26/2017 | End Date | 10/26/2017 |
| Start Time | 01:00 PM | End Time | 02:30 PM |
| Last Enrollment Date | 10/26/2017 | Last Drop Date | 10/23/2017 |
| Available Seats | -- | Available Waitlist | 0 |
| Language | English | Duration | 1 Hrs, 30 Mins |

[Submit Enrollment](#)

- A** Navigate back to the **Home** page to view the session date and time.
- B** Click the **Flag** icon then the course link to add this session to your calendar.



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](#).