You have been assigned a Compass Upgrade Learning Plan. A Compass Upgrade Learning Plan is a list of required courses that must be completed in order for a Compass user to be able to enter transactions in a Compass module(s). Learning Plans were developed for all Compass users based on their historical usage in each module and were reviewed by the Chief Business Officers or their designees. Questions about your Learning Plan? Check out the Frequently Asked Questions on the website.

How to Register:

- Registration emails were sent on June 2, 2016
- Log into the ELMS and click Details for your Compass Upgrade Learning Plan to enroll in your courses.
- Training is marked as complete when a user successfully completes the courses assigned in their learning plan, passes (80%) the end-of-course assessment, and completes a survey.
- Consult with your manager if you have questions or concerns about the number and type of courses in your learning plan.

Click here to get step-by-step instructions on how to register

TOWN HALLS: JUNE, AUGUST and OCTOBER

Stay tuned for upcoming meeting information regarding Town Halls. Town Halls will be scheduled in June, August and October. Town Hall participation may vary by division. Some will be face-to-face or via webinar, and a self-paced option will be available. Attendance is an important stepping stone to your success in the Compass Upgrade transition.

User Acceptance Testing Labs

It’s here! The final lap of testing. UAT labs will allow “hands-to-keyboard” practice prior to the start of training. The labs are the most important part of the journey as users will test the system and training materials prior to Go-Live. The Project Team will be working closely with key stakeholders and targeted “heavy users” in each module to achieve sign-off on readiness.

Key Notes:

- When: Tuesdays, Wednesdays and Thursdays beginning July 5th through September 9, 2016
- What: There will be 2 weeks of labs for most modules. The module UAT schedule will be available in June.
- How: Thursday’s labs will be open to all Compass users. (registration required). Each lab participant must complete a webinar to gain a foundational knowledge prior to the lab. Webinar registration will be open 14 days prior to each module-specific UAT session.
- Where: Registrations for Open Labs begins in June. Check the website and look for emails with schedule and registration information.

<table>
<thead>
<tr>
<th>Tuesday Labs</th>
<th>Wednesday Labs</th>
<th>Thursday Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Stakeholders and Key Heavy Users</td>
<td>Key Stakeholders and Key Heavy Users</td>
<td>Open Enrollment for Compass Users</td>
</tr>
</tbody>
</table>

Will I have access at Go-Live?
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' to do your job.
Looping Back on Listening Tours

What Goes Around Comes Around

During the spring of 2014, many of you attended Listening Tour sessions with Belva White and provided valuable insight into what Compass features and functionality worked well, and which ones needed to be improved. The feedback collected provided the basis for many of the Compass upgrades.

The project team has been able to improve or meet over 70% of the Listening Tour requests.

Visit the Compass Upgrade website to view the Listening Tour Dashboard

Course Descriptions

Click on the image below to view a list of Compass Upgrade Courses.

Summer Checklist

- Review your Learning Plan in the ELMS
- Complete the Institutional Data Management eLearning
- Register for Training
- Look for Town Hall information and attend a meeting or register for a Town Hall recorded presentation. Virtual presentations will be available in the ELMS in June and August.
- Read the June 2016 Newsletter and visit the Compass Upgrade website to learn more about Training.

Staff Fest 2016

170 Compass Users took home SWAG!!

The Compass Upgrade Project Team participated in our second Staff Fest. Thanks to all of you who stopped by the Compass Upgrade table. All of you who took home a prize for completing a questionnaire and three of you were raffle winners!

<table>
<thead>
<tr>
<th>% Answered Correctly</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>When is Compass 9.2 going live?</td>
<td>November 14, 2016</td>
</tr>
<tr>
<td>88%</td>
<td>Training is only required for Central Finance users.</td>
<td>False (it is required for all Compass users.)</td>
</tr>
<tr>
<td>30%</td>
<td>What type of access will I have at Go-Live?</td>
<td>‘Read only’ access to the modules I have access to today until I complete training.</td>
</tr>
</tbody>
</table>

3 Raffle Prize Winners

- Bluetooth Speaker - Marcella T. Maddox, Yerkes
- Beach Blanket - Stephanie Louise Dennis, ECAS
- Cooler – Kimberly F. Smith, SON

Interactive Labs

May and June: Compass users attended interactive labs and completed financial transactions in a production-like environment. Interactive Lab topics: Payment Request, Expense Reports, Journal Entry and Security & Workflow. Grants and WorkCenters labs are scheduled over the next 2 weeks.

99% of respondents felt that overall, the hands-on lab experience increased their comfort level with the new Compass 9.2 environment

Stay Connected

For information on managing your Emory listserv subscriptions, click here. Visit us: upgrade.compass.emory.edu

CONTACT US. Questions? Suggestions? Tell us what you think. Email us: at compassupgrade@emory.edu