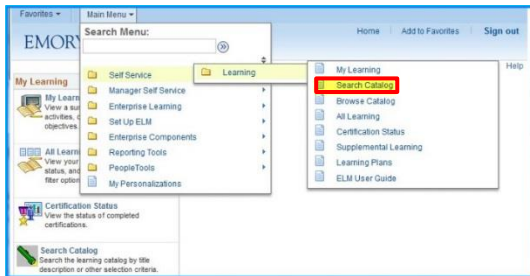




How to Enroll in an Instructor-led or Live Webinar Course

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 > Search Catalog**



3. Enter the **Code** for the course you would like to attend and click **Search**.

Compass 9.2 Travel & Expense Enhancements - 260450

Compass 9.2 What's New in Accounts Payable - 260516

Search Catalog

Advanced Search

Type: All

Title:

Code:

Description:

Location:

Category:

Objective:

Language: English

Start/End Dates

From Date: Through Date:

Search **Reset**



4. Click **Enroll** for the course.

[The example below is for TE (Heavy Users) Classroom]

Search Catalog

To change your search criteria select [Advanced Search](#)

[Basic Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)

Search Results: [Previous](#) [Next](#)

Results 1 - 1 of 1 for 260450

- Your Search was restricted to **Language** : English
- Your Search was restricted to **Type** : All

Compass 9.2 TE (Heavy Users) (260450) Enroll

Intended for users who create a larger volume of expense reports. Participants will learn what the major changes are to the expense interface.

5. Select the session that you would like to attend by clicking **Enroll** next to your choice.

Compass 9.2 T&E (Heavy Users)

Description:
Intended for users who create a larger volume of expense reports. Participants will learn what the major changes are to the expense interface.

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.

Abstract:
Participants will learn how to: complete expense reports, add visa corporate card charges, manage charge card late fees, itemize a hotel bill, split receipts, and add attendees to and expense report.

Activity Options for Compass 9.2 T&E (Heavy Users)

Activity Code	Type	Start Date	Start Time	End Time	Price		Add to Plan
260450-11994	Classroom	04/11/2017	1:00PM	4:00PM	Enrollment Closed	View Details	
260450-12150	Classroom	06/20/2017	1:00PM	4:00PM	0.00 USD	View Details	Enroll Add to Plan

[Add Item To Plan](#) [Return to Previous Page](#)



6. Click **Submit Enrollment**.

Enroll In Activity

Review Information

Anita Paye, AstDirTrFn, Office of Finance Systems & Da

Activity Name:	Compass 9.2 TE (Heavy Users)	Type:	Classroom
Activity Code:	260450-12150	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	06/20/2017	End Date:	06/20/2017
Start Time:	01.00 PM		
End Time:	04.00 PM		
Last Enrollment Date:	06/18/2017	Last Drop Date:	06/20/2017
Available Seats:	24	Available Waitlist:	5

[Submit Enrollment](#) [Search Catalog](#) [Browse Catalog](#)

7. Click the **Submit Enrollment** bottom.

Enroll In Activity

Review Information

Anita Paye, AstDirTrFn, Office of Finance Systems & Da

Activity Name:	Compass 9.2 TE (Heavy Users)	Type:	Classroom
Activity Code:	260450-12150	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	06/20/2017	End Date:	06/20/2017
Start Time:	01.00 PM		
End Time:	04.00 PM		
Last Enrollment Date:	06/18/2017	Last Drop Date:	06/20/2017
Available Seats:	24	Available Waitlist:	5

[Submit Enrollment](#) [Search Catalog](#) [Browse Catalog](#)

8. Make a reminder note of the date and time of the course

Enroll In Activity

Enrollment Confirmation

Anita Paye, AstDirTrFn, Office of Finance Systems & Da

✓ You have successfully enrolled in Compass 9.2 T&E (Heavy Users). This change in status will be updated on the All Learning page.

Activity Name:	Compass 9.2 TE (Heavy Users)	Type:	Classroom
Activity Code:	260450-12150	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	602452
Start Date:	06/20/2017	End Date:	06/20/2017
Start Time:	01.00 PM		
End Time:	04.00 PM		
Last Enrollment Date:	06/18/2017	Last Drop Date:	06/20/2017

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)