How to Launch an eLearning Course


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. 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.

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

5. Click **Launch** again.

*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:  
- If you need more information on opening a ticket, please reference the job aid  [HOW TO OPEN A TICKET](#).