How to Enroll for an Compass PUM Outreach Session


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.

5. Click **Submit Enrollment**.
Navigate back to the **Home** page to view the session date and time.

Click the **Flag** icon then the course link to add this session to your calendar.

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**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](#).