The Compass Readiness Checklist

October 31, 2016

**T-10 days** to Go-Live  (*business days*)

*Click [here](#) to view last week’s T-5 Compass Readiness Checklist*

*Click [here](#) for a PDF version of this week’s T-15 days Compass Readiness Checklist*

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<th>AUDIENCE IMPACTED</th>
<th>TOPIC</th>
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<td>TRAINING</td>
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**Timing for System Shutdowns**

*Click on the link above for a 3 week view of system shutdown timing and operational transaction deadlines: October 31 – November 14, 2016. Please plan your work around the blackout dates in the following areas;*

- Billing / AR
- Payment Services
- Payroll
- P-Card
- Procurement
- Research
- Student Financials
Confused about Your Course Status: *Enrolled*...*In Progress*...*Complete*?

Please be assured that if you satisfied the training requirement (completed the course and passed the assessment by October 31), you will have module access at Go-Live on November 14 regardless of what your ELMS course status says on October 31st.

*What if I completed training and passed the assessment and, the score did not refresh in the ELMS and my course status still says *In Progress*?*

We are working diligently to update assessment scoring and course completion in the ELMS. We are responding to your ‘course status’ and ‘assessment scoring’ emails as quickly as we can; but please expect up to 72 hour response time while we audit and update the ELMS. Typically, the course status will update to *Complete* within 2 business days; however, if it has not updated within 72 hours, contact the Transition Support team at compassupgrade@emory.edu and let us know the course name, date, time and score so that we can check it against our ELMS data.

**What is your Mission Critical training?**

As you view the “required” courses in your learning plan, you can prioritize the time you devote to training by considering: *What is Mission Critical for your job the on November 14th?* What transactions do you have to be able to do the first week of Go-Live? If submitting journals is a mission critical activity, then complete that training first. If, on the other hand, you rarely use the Travel & Expense module, you can complete the TE training when you actually need to enter an expense report. That can be anytime between now and August 30, 2017.

**You still have options for completing required* training:**

1. Watch a Recorded Classroom Session  *(recorded session titles currently available)*
2. Take eLearning classes  *(eLearning titles currently available)*
3. Watch a Recorded Webinar Session  *(recorded session titles currently available)*
4. Register for a make-up session scheduled the week of November 7th.

   Job Aid: Register for Compass Training
   Job Aid: Launching eLearning

Healthcare users have unique training and UAT requirements. Specific Healthcare questions should be directed to Lori Ronalder.

Training Key Dates

October 31st: If you complete your training by this date, you are guaranteed transactional access at Go-Live (11/14/2016).

November 14th: If training is completed between Nov 1st and Nov 14th, Compass users will receive transactional* access by noon on November 17th, if not before.

After November 14th: If training is completed after November 14th, users will receive transactional* access within 2 business days after completing training requirements and submitting a Compass security form to the Finance Support Center.

(*At Go-Live, Compass users will have view access to all of the modules that they currently have access to however they will not be able to complete Compass transactions in a module until they complete the required training for that module.)

Make-up Classes – Classroom Sessions

- What’s New in Accounts Payable? (260415)
- Travel & Expense Enhancements (260450)
- What’s New in General Ledger? (260432)
- ePay Enhancements (260420)
- Accounts Receivable – Grants (260437)
- Letter of Credit Management (260447)
- Collection Workbench (260421)
OCTOBER 31-NOVEMBER 4;
NOVEMBER 15-17;
NOVEMBER 28-DECEMBER 2;
DECEMBER 12, 14 AND 15

Open Lab Week(s) Walk-Ins Welcome!
- Various Topics: General Ledger, WorkCenter, Commitment Control, ARBI (ePay Enhancement, Wire Claims, WorkBench), Workflow, Security, Reporting Learning Lab, Grants (check for Grants lab topics on the schedule – link below), Travel & Expense, Accounts Payable, Emory Express

Click [here](#) to view the Open Lab schedule including course number, time and location information.

Register on the [ELMS](#) Registration Job Aid

*Healthcare will be conducting their own internal Compass training sessions. Healthcare Compass users are not required to go to any training offered by the University; however, they may attend University sessions with manager approval. For more information on Healthcare training, please contact [Lori Ronalder](#)*

**Important Links**

- [Training Schedule](#)
- [Compass Upgrade Website](#)
- [ELMS](#)
- [Key Dates – Training Completion](#)
- [Compass Cutover Dates](#)
- [How to Launch an eLearning Course](#)
- [How to Register for Training](#)
- [Important Announcement – Research Proposals](#)
- [End of Course Assessment information](#)

For Questions / Concerns or to Submit Content for the T-Minus Checklist, contact [compassupgrade@emory.edu](mailto:compassupgrade@emory.edu)

Check the website for more Compass Upgrade information: [upgrade.compass.emory.edu](http://upgrade.compass.emory.edu)