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The Compass Readiness Checklist is targeted for University Compass Users. **Healthcare** users have unique training and UAT requirements. Specific Healthcare questions should be directed to [Lori Ronalder](#)

	<h2>The Compass Readiness Checklist</h2>
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October 24, 2016


T-15 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

AUDIENCE IMPACTED	TOPIC
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	TRAINING
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 **Time is running out!**

If you have not yet completed your required training, here are your options:

1. Attend the ARBI and/or Reporting classes the week of October 23rd.
2. Watch a Recorded Classroom Session ([recorded session titles currently available](#))
3. Take eLearning classes ([eLearning 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 will have 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**.

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.)*

Compass
Users

EPEX Users

Emory
Express Users

Reporting

EBI

Operational Compass Transaction Deadlines



- The **Compass** production environment (PROD) will be **unavailable** November 10-14.
- **EPEX** will be **unavailable** November 10-14.
- **Emory Express** will be **unavailable** November 10 -14.
- **RPT** environment and **EBI** will be **unavailable** from noon on November 13 until noon November 15.

**Healthcare
Compass
Users**

Required versus Recommended Expense Training

- If you are an **Emory Healthcare** employee and only enter Expense Reports for **Healthcare** departments then you are not required to go to training for T&E.
- If you are an **Emory Healthcare** and enter Expense Reports for **University** employees, you must complete Expense training. (Course 260454)

Please contact Lori Ronalder if you have any questions about which Healthcare Compass courses are required.

**Heavy
Compass
Users**

Classroom and Webinar Training Schedule

2016 OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 24-28

What's New in Compass Reporting? - webinar (Course # 260449)

- Wire Claims Enhancements (Course # 260459)
- Collection Workbench and WorkCenters (Course # 260421)
- Asset Management for Healthcare Users *
- Accounts Payable for Healthcare Users *
- Accounts Receivable/Billing for Healthcare Users *
- General Ledger for Healthcare Users *
- Treasury for Healthcare Users *

NOVEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 31-NOVEMBER 4

Open Lab Week (check schedule)

- Various Topics: General Ledger, WorkCenter, Commitment Control, ARBI (ePay Enhancement, Wire Claims, WorkBench), Workflow, Security, Reporting Learning Lab, Grants, Travel & Expense, Accounts Payable, Emory Express

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

**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](#)*

If any of the above classroom courses are included in your Compass Upgrade Learning Plan, please register on the [ELMS](#). [Registration Job Aid](#)

Congratulations Karen and Benjamin!

During each week of training*, 2 Compass users are selected to receive a **\$50 Barnes & Noble** Gift Card.

October 10th – 14th Winners:

- ❖ **Karen S Hawkins**, (FGC), **Course:** Accounts Receivable for Grants (Classroom)
- ❖ **Benjamin Hopkins** (GBS,) **Course:** Emory Express for Compass Users (eLearning)

**The winners will be selected from those who either 1) attended class or 2) completed eLearning from Monday-Friday of that week.*

By the Numbers



*864 people have completed at least one training session (classroom, webinar, or eLearning) as of 10/14. **Keep in Mind: Your transactional access to Compass 9.2 is based on training completion.***

Important Links

[Training Schedule](#)

[How to Launch an eLearning Course](#)

[Compass Upgrade Website](#)

[How to Register for Training](#)

[ELMS](#)
[Key Dates](#)

[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

Check the website for more Compass Upgrade information: *upgrade.compass.emory.edu*