Calendar of Events

June 4: Learning Forum – Grants Impacts on the University

Coming Soon! Sign up for Distance Learning and Instructor-Led training courses

September 1: Project Compass Go-Live

Questions?

Check out these helpful tools for understanding PeopleSoft Financials

PeopleSoft Financials Training
Access online training lessons and course information.

Contact Us

Web:
www.compass.emory.edu

E-mail: compass@emory.edu

Welcome to the *Project Compass Bulletin*! The *Project Compass Bulletin* is your guide for everything you need to prepare for a successful transition to PeopleSoft Financials on September 1, 2009.

PeopleSoft Training: What You Need to Know

The PeopleSoft Financials training program will offer three types of learning:

- Distance Learning
- Instructor-Led Learning
- Job Aids

Distance Learning, also called web-based or online learning, provides staff with the flexibility and convenience to complete training on their own schedule and at their desk. **Instructor-Led** learning provides staff with a traditional classroom environment. **Job Aids** offer staff supplemental materials for understanding and performing job-related tasks in PeopleSoft.

What does this mean for you? The great thing about the Project Compass training program is that most of the training courses are Distance Learning. Most courses do not require you to attend classroom training. You can complete training where and when it is convenient for you!

Although most classes are Distance Learning, traditional classroom training will be offered for deep knowledge holders in specific complex financial process areas. Due to space limitations, these courses will be limited to those who have a need for the course material immediately after go-live.

Additional opportunities to attend the Instructor-Led courses may be provided to interested staff post go-live.

When can you get started? Training starts NOW!
You can start your training by completing the online training prerequisites. The prerequisites provide a solid basis for all future PeopleSoft training. There are three prerequisite courses:

- *Getting Started with PeopleSoft Fundamentals/Using UPK*
- *PeopleSoft Fundamentals*
- *Understanding ChartFields and SmartKeys*

To get started with your training, click here to visit the Project Compass Training web page.

> **Helpful Hint:** *Save the Project Compass Training web page as a "Favorite," for quick access to training information.*
> *www.compass.emory.edu/training*

What training should you take? Detailed training course catalog and registration information will be available in mid-June. Remember, most of your classes will be distance learning (online) and you will not have to schedule time to attend a traditional class. Click here for a listing of the training courses.

Learning Forums: Did you attend?

The Project Compass Learning Forums are a three-part series of learning sessions designed to provide staff with more information about PeopleSoft Financials functionality. If you will not be attending the last Learning Forum, **PeopleSoft Financials and Grants Impacts on the University** (June 4), or missed one of the previous Forums (PeopleSoft Financials Basics or Transacting in PeopleSoft Financials) click here for copies of the presentations.

COMING SOON!

Project Compass Super User Program

Preparing the local experts who will coach and support you though the transition to PeopleSoft Financials.

Manager's Toolbox

Tools and resources for managers leading their teams through the transition to PeopleSoft Financials.