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Calendar of Events

Available Now! Register for Instructor-Led training courses

September 1: Project Compass Go-Live

[Click here](#) to download the Project Compass Countdown Calendar



Questions?

Check out these helpful tools for understanding PeopleSoft Financials

[PeopleSoft Financials Training](#)

Access online training lessons and course information.

[Manager's Toolbox](#)

Tools to help managers guide employees through the transition to PeopleSoft Financials.

Contact Us

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PeopleSoft Training Registration is NOW Available!



PeopleSoft Financials Instructor-Led training is **NOW** available via PeopleSoft HR Employee Self-Service (ESS). **To register for Instructor-Led courses**, click here

to visit [PeopleSoft HR Employee Self-Service](#). If you have any questions about accessing ESS, please contact your manager.

When will Instructor-Led courses begin?

Instructor-Led courses begin the week of July 27. Keep in mind, many of you will not attend classroom training. Most of the training courses offered for PeopleSoft Financials are Distance Learning. This means that many of you can complete your entire learning curriculum online and at your convenience.

How do I know if I should attend an Instructor-Led class?

Did you create your personal learning path using the [Learning Path Tool](#)? The Learning Path Tool is designed to provide you with a suggested training course list, which will help you select and register for the classes you need to complete. The suggested course list will indicate if an Instructor-Led course is right for you.

Where can I find the Learning Path Tool? The Learning Path Tool is available on the Project Compass Training web page, under "What training should I take?" [Click here](#) to download the Learning Path tool.

For information on training courses and to review detailed course descriptions, [click here](#) to visit the Project Compass Training web page.

PeopleSoft Training Release Schedule

PeopleSoft Training courses will be released in three phases in July and August. The phased release approach will allow you to schedule and plan when you will complete your training.

How do I know what courses are available and when?

The PeopleSoft Training Release Schedule provides a listing of when each course is available. This includes when Distance Learning courses are available to complete online and when you can register for Instructor-Led courses. The online registration information will provide the Instructor-Led course start date.

How should I use the Release Schedule?

After you identify your personal learning path using the Learning Path Tool, review the Training Course Catalog, and then compare your suggested courses to the Release Schedule.

For example, if the Learning Path suggests that you should take *GL Basics: Online Journal Entries*, the Release Schedule indicates that this course will be available after mid-July. On or after mid-July, you can begin this online course.

Alternately, if the Learning Path suggests that you take *PeopleSoft Financials nVision Reports*, this course will not be available until mid-August. You should plan to complete your other required training and start this class in mid-August.

[Click here](#) to review the Training Release Schedule.

Preparing Managers for the Transition to PeopleSoft



Managing change is not an event, but a process. To assist and prepare Emory managers and leaders to manage the transition to PeopleSoft Financials, Project Compass is offering, **The Manager's Guide to Transitioning to PeopleSoft Financials Webinar**. This one-hour webinar will walk managers through strategies and tools for helping their employees during the transition to PeopleSoft.

When: There will be two offerings of the webinar – Fri., July 10 (1 – 2 pm) or Fri., July 17 (1 – 2 pm)

Who Should Attend: Anyone who manages employees impacted by PeopleSoft Financials

How Do I Participate in the July 10 session?

- Pre-registration for the webinar is not required.

- To access the webinar, click or paste the following URL into your browser <https://intercall.webex.com/intercall/j.php?ED=126345927>. The link will not be activated until 15 minutes before the session.
- When prompted, enter the meeting number: 596 744 606
- To hear the speakers or to ask questions, dial into the session via a phone line using either the toll-free call-in number (1-877-729-4963) or the regular call-in number (1-720-239-7282). When prompted, enter the conference code: 4049756323

NOTE: The Friday, July 17 webinar will use a different URL and phone number to access the session. Check the July 13 Project Compass Bulletin for the details!