

EPEX Training Instructions for Employees

You are requesting access to EPEX. In order for access to be granted, you and your manager must complete the following steps.

You will need to access ELMS to...

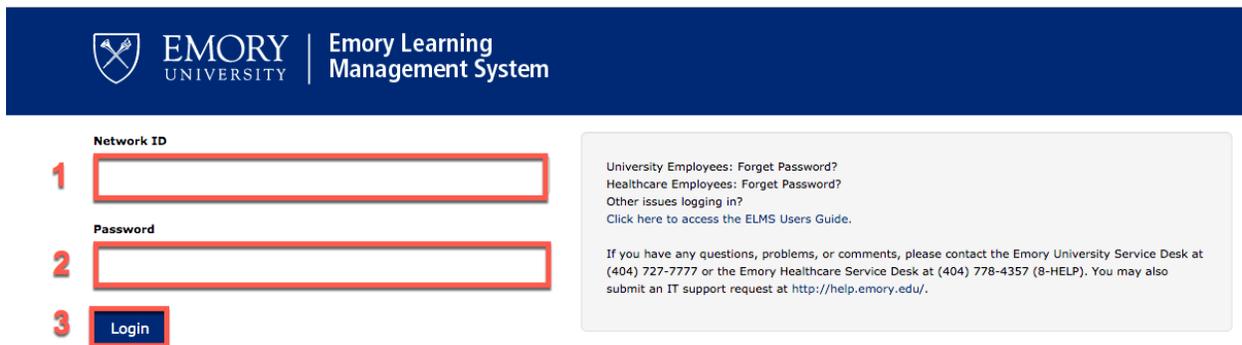
- Complete the online training module
- Complete the assessment with an overall score of 80% or above
- Print or screen print the final score (Keep this for your records)
- Read the [EPEX Access Agreement for Employees](#)
- Complete the Employee EPEX Access Agreement in ELMS.

Your manager will need to...

- Read the Manager [EPEX Access Agreement for Managers](#)
- Complete the Manager EPEX Access Request in ELMS. Please reference the [manager's instructions](#) for additional details.

Use the steps that follow to register for EPEX training to receive Grants access in Compass. You will need to go to <https://elmprod9.emory.edu> to access Emory's Learning Management System (ELMS).

- 1) Go to <https://elmprod9.emory.edu> and enter your Emory credentials (NetID and password) then click "Login" to continue.



EMORY UNIVERSITY | Emory Learning Management System

1 Network ID

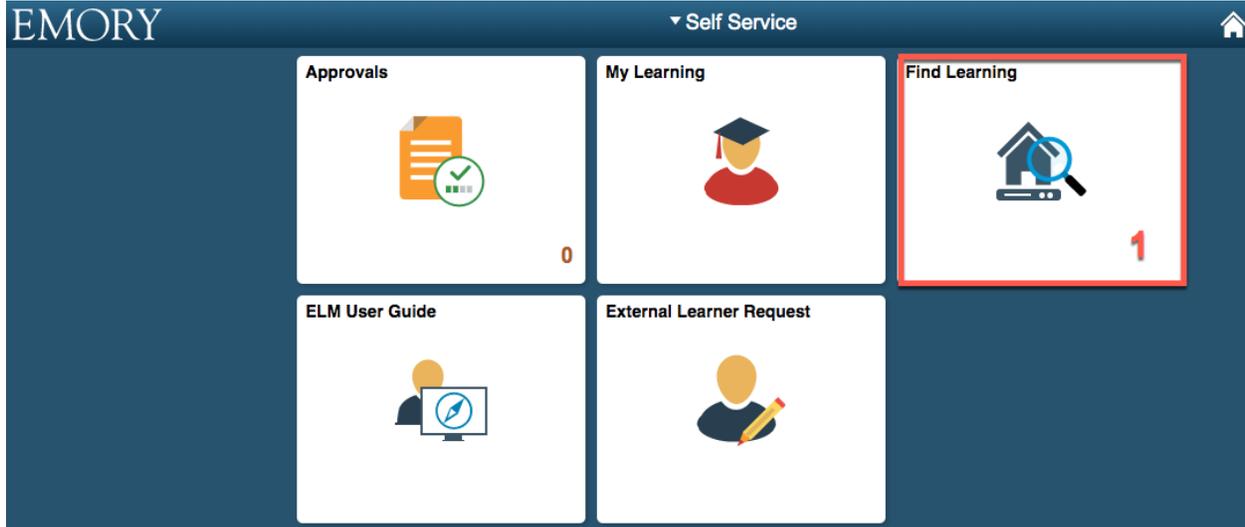
2 Password

3

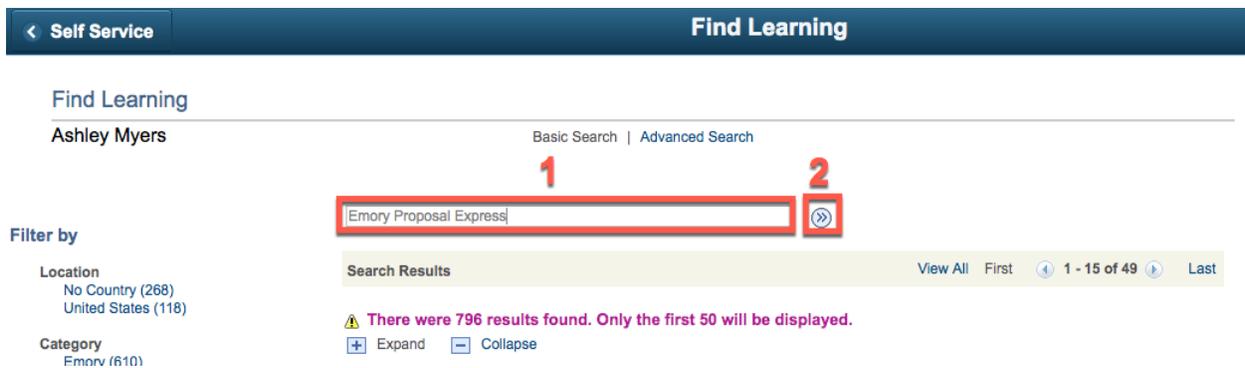
University Employees: Forget Password?
Healthcare Employees: Forget Password?
Other issues logging in?
[Click here to access the ELMS Users Guide.](#)

If you have any questions, problems, or comments, please contact the Emory University Service Desk at (404) 727-7777 or the Emory Healthcare Service Desk at (404) 778-4357 (8-HELP). You may also submit an IT support request at <http://help.emory.edu/>.

2) Within the Self-Service window, click on “Find Learning”



3) Search for “Emory Proposal Express” and press the continue button.



4) Scroll down the classes listed until you locate the EPEX online course. Click “Enroll”.

< Self Service
Find Learning

Find Learning

Ashley Myers Basic Search | Advanced Search

Filter by

Location
No Country (1)

Category
Emory (2)
Utilization for Central R..(2)

Learning Type
No Learning Type (1)
Online (1)

Upcoming Events
Anytime (1)

Rating
0 rating (2)

Search Results View All First 1 - 3 of 3 Last

[+](#) Expand [-](#) Collapse

Emory Proposal Express (EPEX) (236000)

Plan for Later

This course instructs learners on how to use the Emory Proposal Express (EPEX) Routing System. [View Details](#)

There are no classes currently scheduled for this course.

Emory Proposal Express (EPEX) (236000)

Plan for Later

This course instructs learners on how to use the Emory Proposal Express (EPEX) Routing System. [View Details](#)

There are no classes currently scheduled for this course.

Emory Proposal Express (EPEX) Online (236001)

Plan for Later

Required training to gain access to Emory Proposal Express (EPEX). A Grants proposal development system. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
236001-10614	Online		05/20/2016	None	

Enroll 1

5) Confirm the class information and click “Submit Enrollment.”

< Find Learning
Review Information

Review Information [Return to Previous Page](#)

Ashley Myers

Class Code 236001-10614

Type Online

Price Per Seat --

Start Date 05/20/2016

Last Enrollment Date --

Available Seats --

Language English

Class Name Emory Proposal Express (EPEX) Online

Contact Anita Paye

Drop Charge --

End Date --

Last Drop Date --

Available Waitlist 0

Submit Enrollment

1

Last Updated: 7/30/2019

6) Once the confirmation page appears, click “Launch”.

[< Find Learning](#)
Review Information

Review Information [Return to Previous Page](#)

Ashley Myers

✓ You have successfully enrolled in Emory Proposal Express (EPEX) Online. This change in status will be updated on the My Learning page.

Class Code 236001-10614	Class Name Emory Proposal Express (EPEX) Online
Type Online	Contact Anita Paye
Price Per Seat --	Drop Charge --
Enrollment Status Enrolled	Confirmation Number 730056
Start Date 05/20/2016	End Date --
Last Enrollment Date --	Last Drop Date --

Launch 1

7) You will be directed to the class’ Table of Contents page. Click “Launch” to begin training.

[View Progress Page](#)

Table Of Contents

Ashley Myers, Specialist, Training & Comm CS Office of Sponsored Programs

Component Name:	Online Training & Assessment	Type:	Online
Class:	Emory Proposal Express (EPEX) Online	Duration:	--

Table Of Contents			
Title	Status	Score	
Course Object title	Not Attempted		Launch 1

[Click here to Refresh your Score](#)

[Return to My Learning](#)

NOTE: Ensure pop-up blockers are disabled for Adobe Flash. If course doesn’t automatically start, allow pop-ups for the page and refresh course.

8) Course should automatically start. Proceed through course.



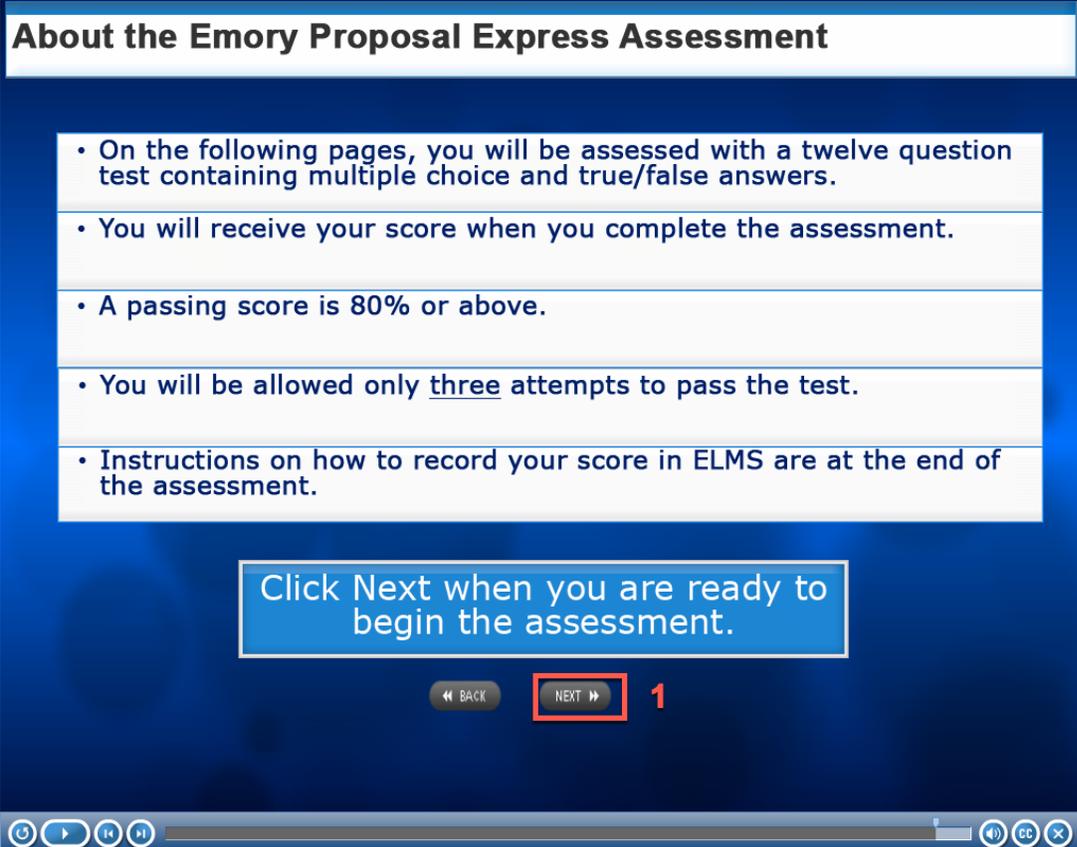
9) Once the content of course is complete, continue to complete the assessment.

About the Emory Proposal Express Assessment

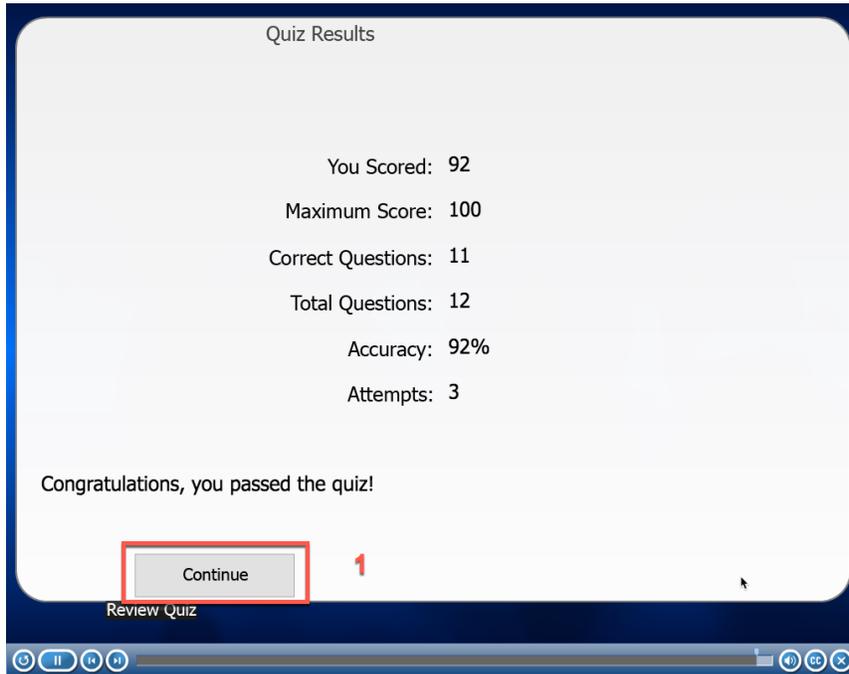
- On the following pages, you will be assessed with a twelve question test containing multiple choice and true/false answers.
- You will receive your score when you complete the assessment.
- A passing score is 80% or above.
- You will be allowed only three attempts to pass the test.
- Instructions on how to record your score in ELMS are at the end of the assessment.

Click Next when you are ready to begin the assessment.

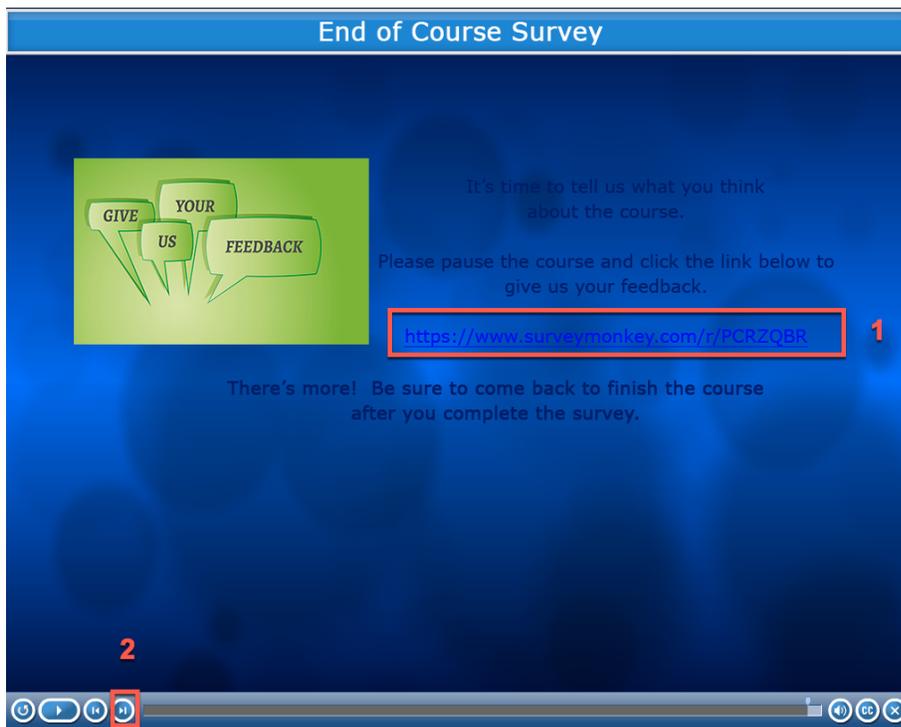
◀ BACK **NEXT ▶** 1



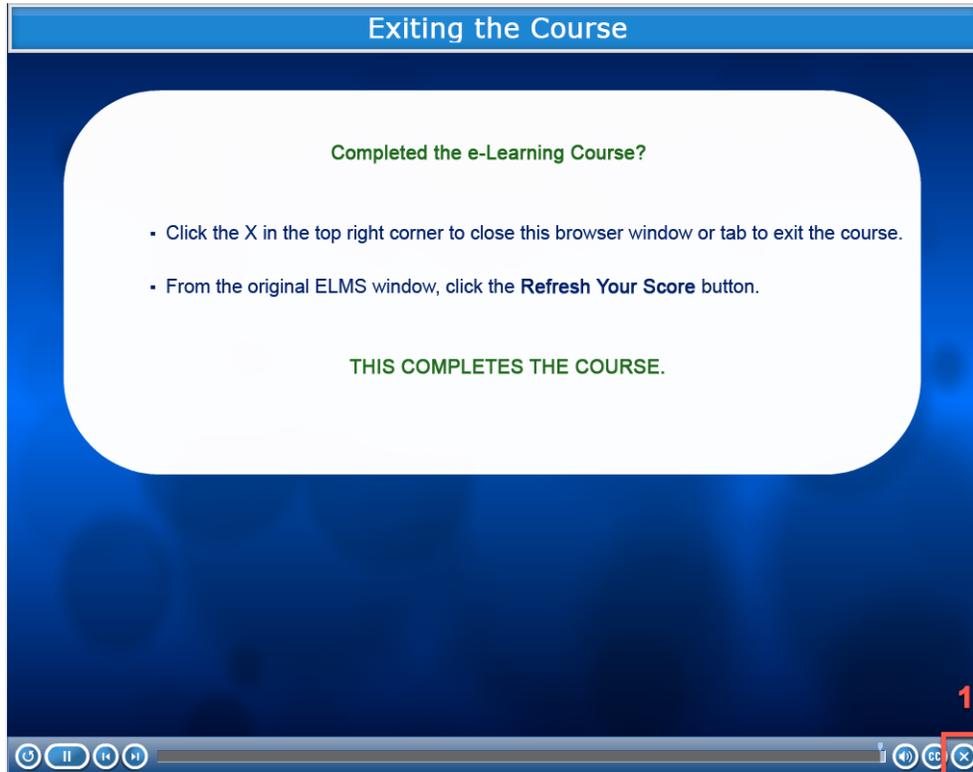
10) Once complete with the assessment, take a screenshot of your quiz results for your records and click “Continue.”



11) Complete the End of Course Survey then click the next icon to proceed.



12) Continue until you reach the Exiting the Course slide. You may now exit the course.



13) You will be directed back to the Table of Contents page in ELMS. Click the “Click here to Refresh your Score” to refresh score. Once refreshed, click “Return to My Learning.”

[View Progress Page](#)

Table Of Contents

Ashley Myers, Specialist, Training & Comm CS Office of Sponsored Programs

Component Name: Online Training & Assessment **Type:** Online
Class: Emory Proposal Express (EPEX) Online **Duration:** --

Table Of Contents

Title	Status	Score	
Course Object title	Completed	92	Re-Launch

[Click here to Refresh your Score](#)

1

[Return to My Learning](#)

2

14) You will be redirected to “My Learning.” Select the “Emory Proposal Express (EPEX) Online” course.





Learner Self Service

My Learning

Ashley Myers

*View

My Learning						View All 
Title	Type	Status	Date	Launch	Action	
Emory Proposal Express (EPEX) Online	Online	In-Progress	07/30/2019		1 <input type="button" value="Drop"/>	

15) Here you will be able to view your current Class Progress.

- Your manager must complete the “Manager EPEX Access Request.” Prompt your manager to complete this task. [Manager Instructions](#).
- To complete the “Employee Access Agreement,” click on it to proceed.



Learner Self Service

Class Progress [Return to Previous Page](#)

Ashley Myers

Emory Proposal Express (EPEX) Online

Class Details ?

Class Code 236001-10614	Class Name Emory Proposal Express (EPEX) Online
Type Online	Contact Anita Paye
Price Per Seat --	Drop Charge --
Enrollment Status In-Progress	Confirmation Number 730056
Start Date 05/20/2016	End Date --
Start Time	End Time
Last Enrollment Date --	Last Drop Date --

Class Progress

Progress In-Progress	Grade Not Graded
Passing Status Pending	Comments 

Instructor Amy Jones

Class Syllabus
To receive credit for this class you must complete all required tasks.

<p>1 Manager EPEX Access Request</p> <p>Required Assignment</p> <p>Progress Not Attempted</p>	<p style="font-size: 1.5em; color: red; font-weight: bold;">Prompt Manager to Complete</p>
<p>2 Online Training & Assessment</p> <p>Required Online</p> <p>Progress Completed</p>	<p style="font-size: 0.8em;">Re-Launch</p>
<p>3 Employee Access Agreement</p> <p>Required Assignment</p> <p>Progress Not Attempted</p>	<p style="font-size: 1.5em; color: red; font-weight: bold;">Employee Must Complete</p>

- 16) Click on the EPEX Access Agreement link. Read the agreement. Once read, change your Progress status from “Not-Completed” to “Completed”. Click “Save” to continue.

Class Progress



Ashley Myers

Emory Proposal Express (EPEX) Online

Review your class progress, grade, score, and attendance record.

Component Name Employee Access Agreement **Type** Assignment
Class Name Emory Proposal Express (EPEX) Online
Description Please read the agreement carefully, and if you agree mark complete.

Completion Details

Attendance	Passing	Grade	Score	Progress
-	-	-	-	Completed

2

Links

Name	Assignment URL
EPEX Access Agreement	http://osp.emory.edu/documents/rasystems/epex_agree_employee.pdf

1

Comments

Comments

Save

3

- 17) You will be directed to a Learner Agreement page. If you agree with the ‘Terms and Agreements’ of the document read, select “I agree to these terms.” The greyed out “Submit” button will become clickable. Click “Submit” to proceed.

Class Progress

Ashley Myers

Learner Agreement

Review the 'Terms and Agreements' and select your option.

Terms and Agreements

Please read the agreement.

Selecting "Agree" button below will ask you for password. Your learning will be complete only if you enter correct password. Selecting "Disagree" will set the learning to Not Completed.

1

I agree to these terms I do not agree to these terms

Submit Cancel 2

- 18) A Verify Identity pop-up will show. Confirm your User ID by entering your Emory password and clicking “Continue.”

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID: AEMYERS

Password: 1

Continue Cancel

2

19) The “Employee Access Agreement” status should now reflect as “Completed”. Once all 3 tasks are completed, PS Grants will be alerted to grant access to the employee.

Class Progress

[Return to Previous Page](#)

Ashley Myers

Emory Proposal Express (EPEX) Online

Class Details ?	
Class Code 236001-10614	Class Name Emory Proposal Express (EPEX) Online
Type Online	Contact Anita Paye
Price Per Seat --	Drop Charge --
Enrollment Status In-Progress	Confirmation Number 730056
Start Date 05/20/2016	End Date --
Start Time	End Time
Last Enrollment Date --	Last Drop Date --

Progress	Schedule	Grades and Attendance	Notes and Attachments	Payment Details	Approvals
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Class Progress	
Progress In-Progress	Grade Not Graded
Passing Status Pending	Comments

Instructor Amy Jones

Class Syllabus

To receive credit for this class you must complete all required tasks.

1 [Manager EPEX Access Request](#)

Required Assignment

Progress Not Attempted

2 [Online Training & Assessment](#)

Required Online

Progress Completed

[Re-Launch](#)

3 [Employee Access Agreement](#)

Required Assignment

Progress Completed

20) Once PS Grants has been alerted, allow 24-48 hours during the business days for access to be granted. If access has not been granted, contact PS Grants at psgrants@emory.edu to inquire on the current status.