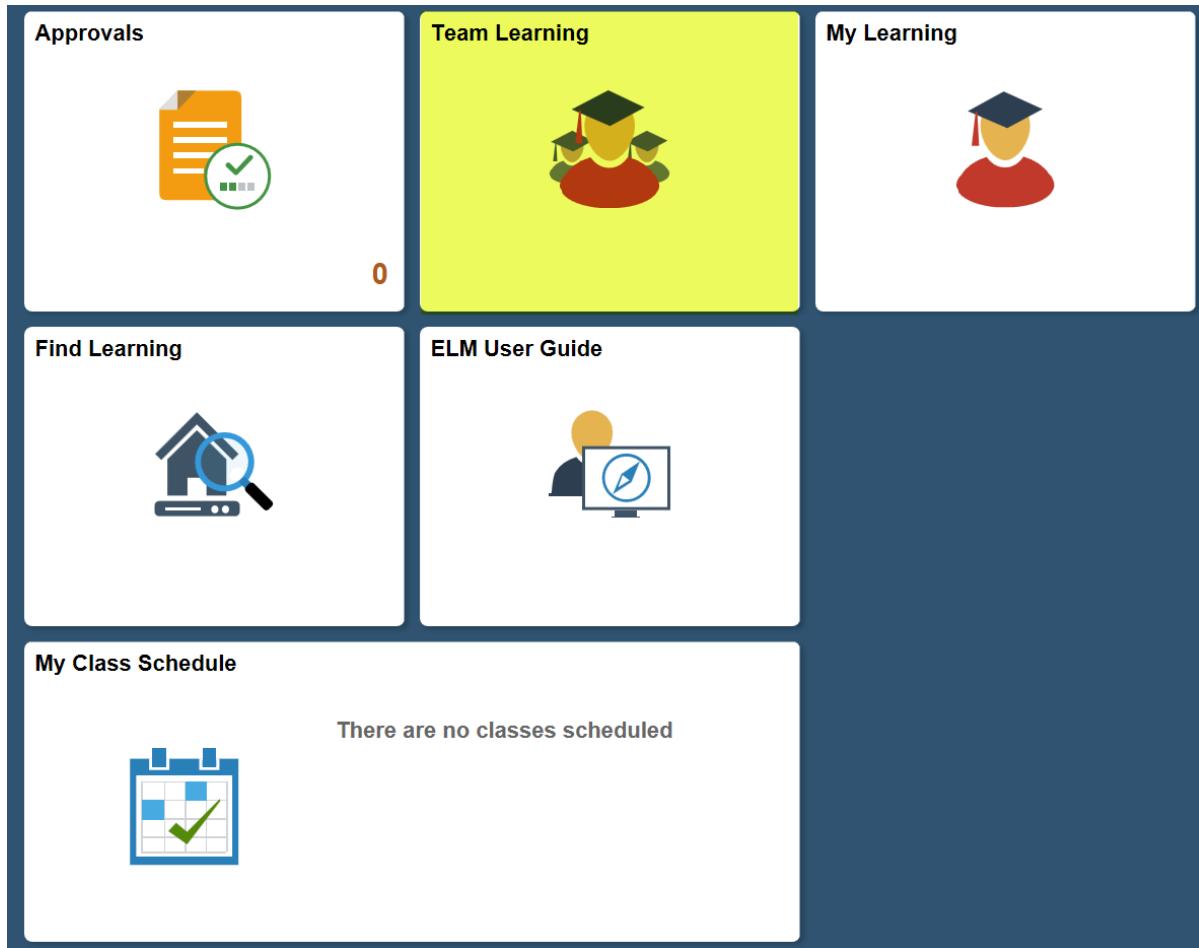


## How to Complete the Manager EPEX Access Request

1. Log into ELMS at <https://elmprod9.emory.edu>, and then click on **Team Learning** tile.



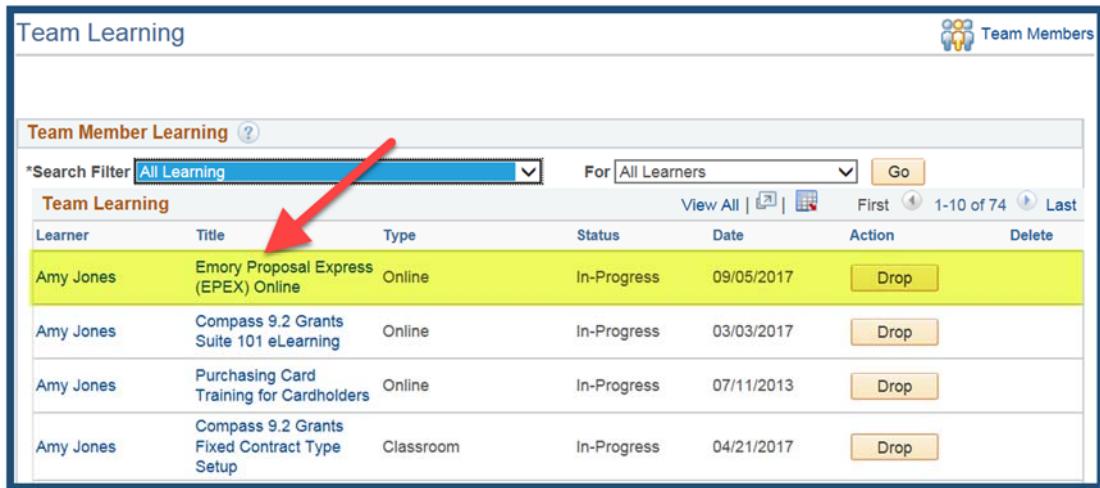
2. Click on the **Team Learning** icon in the top right corner to change the view to list all your team members and their courses.

The image shows the 'Team Learning' page. At the top, there is a 'Team Members' section with a 'Pending Approvals' box stating 'You currently do not have any pending learning approvals to approve or deny.' Below this is a 'Team Members' table with the following data:

Name	Job Title	Hire Date	Action
Amy Jones	Supv, Training/Comm-Paymt Svcs	02/19/2001	Go To... Go
Michael A. Boyd	Business Operations Specialist	06/26/2017	Go To... Go

At the bottom of the table, there are buttons for 'Select All' and 'Clear All', and a 'Group Actions' dropdown with a 'Go' button. A red arrow points to the 'Team Learning' icon in the top right corner of the page header.

3. Locate the **(EPEX)** online course then click on the course link for the appropriate employee.



Team Learning

Team Member Learning

\*Search Filter: All Learning

Learner	Title	Type	Status	Date	Action	Delete
Amy Jones	Emory Proposal Express (EPEX) Online	Online	In-Progress	09/05/2017	Drop	
Amy Jones	Compass 9.2 Grants Suite 101 eLearning	Online	In-Progress	03/03/2017	Drop	
Amy Jones	Purchasing Card Training for Cardholders	Online	In-Progress	07/11/2013	Drop	
Amy Jones	Compass 9.2 Grants Fixed Contract Type Setup	Classroom	In-Progress	04/21/2017	Drop	

4. Click on the **Manager EPEX Access Request** link.



1 [Manager EPEX Access Request](#)

Required Assignment

Progress Not Attempted

2 [Online Training & Assessment](#)

Required Online

Progress Completed

3 [Employee Access Agreement](#)

Required Assignment

Progress Completed

5. Click the **EPEX Access Agreement** link to read the **Manager Agreement** document, then return to the **Manager EPEX Access Request** page in ELMS.

Emory Proposal Express (EPEX) Online

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

Component Name Manager EPEX Access Request      Type Assignment

Class Name Emory Proposal Express (EPEX) Online

Description Please read the EPEX Access Agreement before marking complete. The EPEX Access Agreement can be accessed using the link below.

**Completion Details**

Attendance	Passing	Grade	Score	Progress
-	-	-	-	Completed

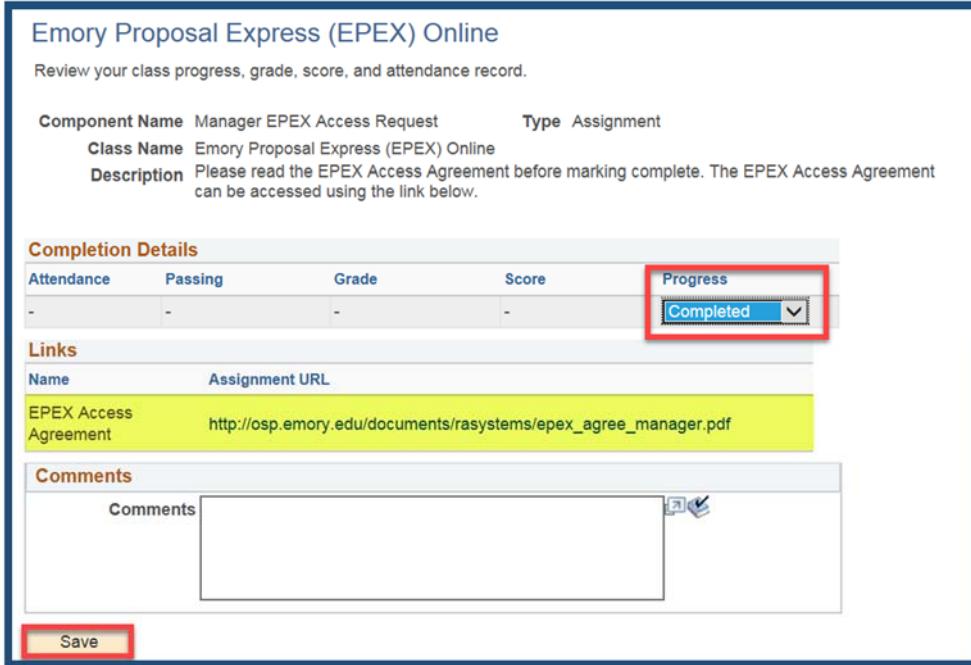
**Links**

Name	Assignment URL
EPEX Access Agreement	<a href="http://osp.emory.edu/documents/rasystems/epex_agree_manager.pdf">http://osp.emory.edu/documents/rasystems/epex_agree_manager.pdf</a>

**Comments**

Comments

**Save**



6. Use the dropdown arrow to update the **Progress** status to “Completed”, click **Save** and follow the prompts to complete the electronic signature.