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.
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”.

5) Confirm the class information and click “Submit Enrollment.”
6) Once the confirmation page appears, click “Launch”.

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

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

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.
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.
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

2) Submit

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

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.