EPEX Training Instructions

You are requested 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 classroom or online training modules (There are four online modules. Classroom training is available bi-monthly.),
• Complete the assessment with an overall score of 70% or above,
• Print or screen print the final score (Keep this for your records.),
• Read the EPEX Access Agreement (the link is in ELMS), and
• Complete the Employee EPEX Access Agreement in ELMS.

Your manager will need to …
• Read the EPEX Access Agreement, and
• Complete the Manager EPEX Access Request in ELMS

Use the steps that follow to register for EPEX training to receive Grants access in Compass. You will need to go to http://elmprod.emory.edu to access Emory’s Learning Management System (ELMS). Please reference the manager’s instructions for additional details.

Step 1

1) Type your Emory NetID
Step 2

2) Type your Emory Password

Step 3

3) Click the Log-In
Step 4

4) Click the **Browse Catalog**

Step 5

5) Click **Next**
Step 6

6) Click the **Office of Sponsored Programs** link

Step 7

7) Click **Select window**
Step 8

8) Click **Enroll**

Step 9

9) Click the **Submit Enrollment** window
Step 10

10) Click Launch

Step 11

11) Enter your **Network ID** and **Password** and click **Login**
Step 12

12) Click the (+)

Step 13

13) Click the (+)
Step 14

14) Click the link for each lesson.

YOU MUST PRINT YOUR ASSESSMENT SCORE AT THE END!

A copy should be emailed to your supervisor.

Don’t forget to go back to ELMS to complete your EPEX Access Agreement.