Manager Instructions for Approving EPEX Access

Your employee has requested access to EPEX. In order for access to be granted, you and your employee must complete the following steps.

Your employee will need to access ELMS to...
• Complete the online training modules in ELMS (There are four.),
• Complete the assessment with an overall score of 70% or above,
• Print or screen print the final score,
• Read the EPEX Access Agreement (the link is also in ELMS), and
• Complete the Employee EPEX Access Request in ELMS.

You (the manager) will need to …
• Read the EPEX Access Agreement, and
• Complete the Manager EPEX Access Request in ELMS.

Use the following steps to approve an employee’s Grants access in PeopleSofe Compass. Your employee must provide proof of a score of 70% on the EPEX Assessment.

Please reference the employee’s instructions for additional details. Using Firefox enter http://elmprod.emory.edu in the browser address to access Emory’s Learning Management System (ELMS).

Step 1

1) Enter your Net ID and Password. Click the Log-in.
Step 2

2) Click the **Team Learning**

Step 3

3) Click the **Team Learning**
Step 4

4) Click the EPEX Online Title link

Step 5

5) Click the EPEX Access Request link
Step 6

6) Access the Terms and Agreements by clicking the link

Step 7

7) Read the EPEX Access Agreement for using EPEX
Step 8

2) Click the Progress Drop Down

Step 9

9) Select Completed
Step 10

10) Click the **Save** window

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12) Click the **I Agree** radial window
Step 13

2) Click the **Submit** button