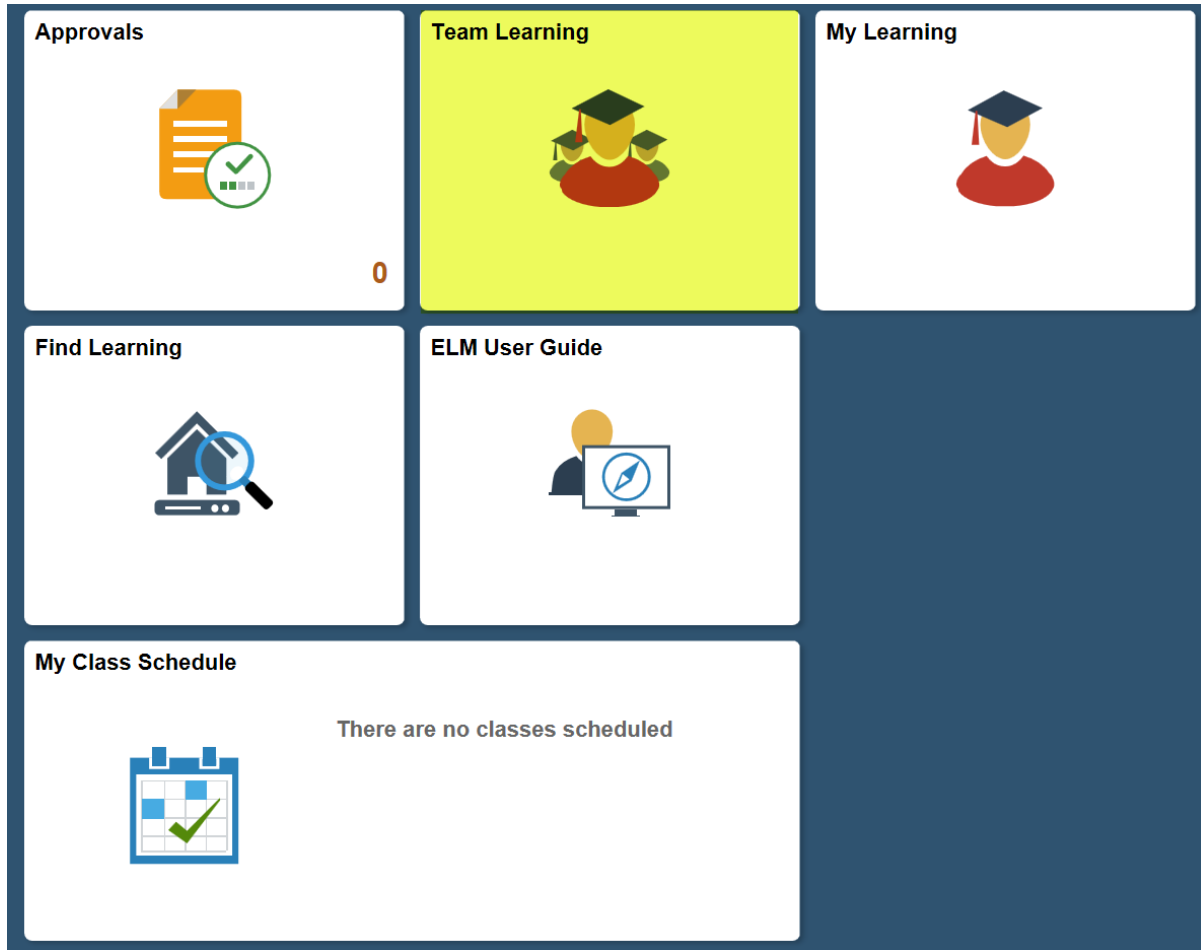
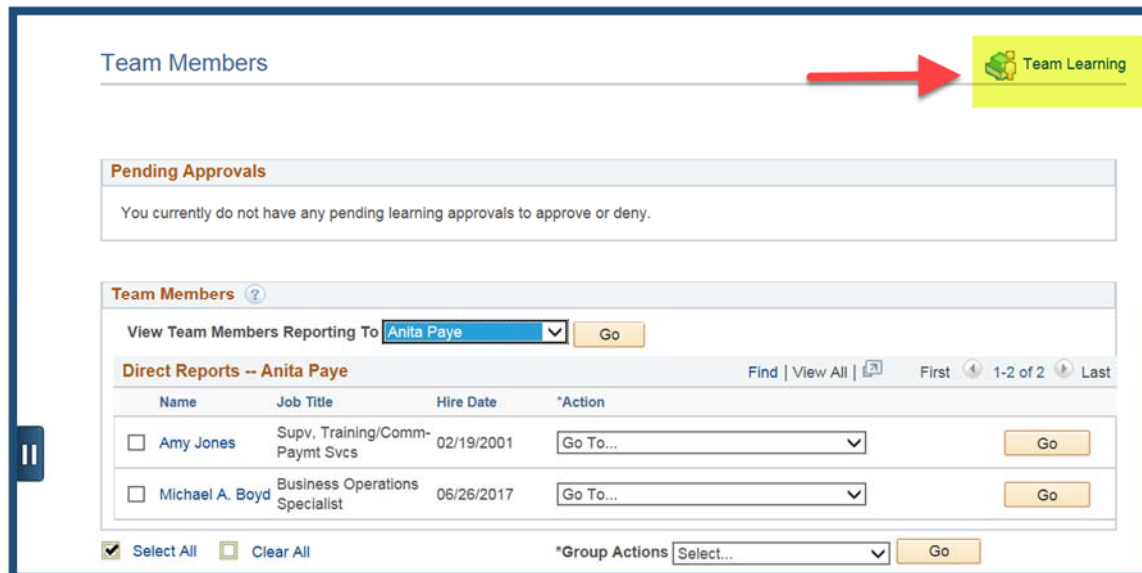


How to Complete the Manager EPEX Access Request

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.



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

Team Learning Team Members

Team Member Learning ?

*Search Filter: All Learning For: All Learners Go

Team Learning View All | 1-10 of 74 First Last

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.

The screenshot displays the 'Emory Proposal Express (EPEX) Online' interface. At the top, it says 'Review your class progress, grade, score, and attendance record.' Below this, the component name is 'Manager EPEX Access Request' and the type is 'Assignment'. The class name is 'Emory Proposal Express (EPEX) Online'. The description states: 'Please read the EPEX Access Agreement before marking complete. The EPEX Access Agreement can be accessed using the link below.'

The 'Completion Details' section contains a table with the following data:

Attendance	Passing	Grade	Score	Progress
-	-	-	-	Completed

The 'Progress' dropdown menu is highlighted with a red box. Below the table is a 'Links' section with a table:

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

Below the links is a 'Comments' section with a text area and a 'Save' button. The 'Save' button is also highlighted with a red box.

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