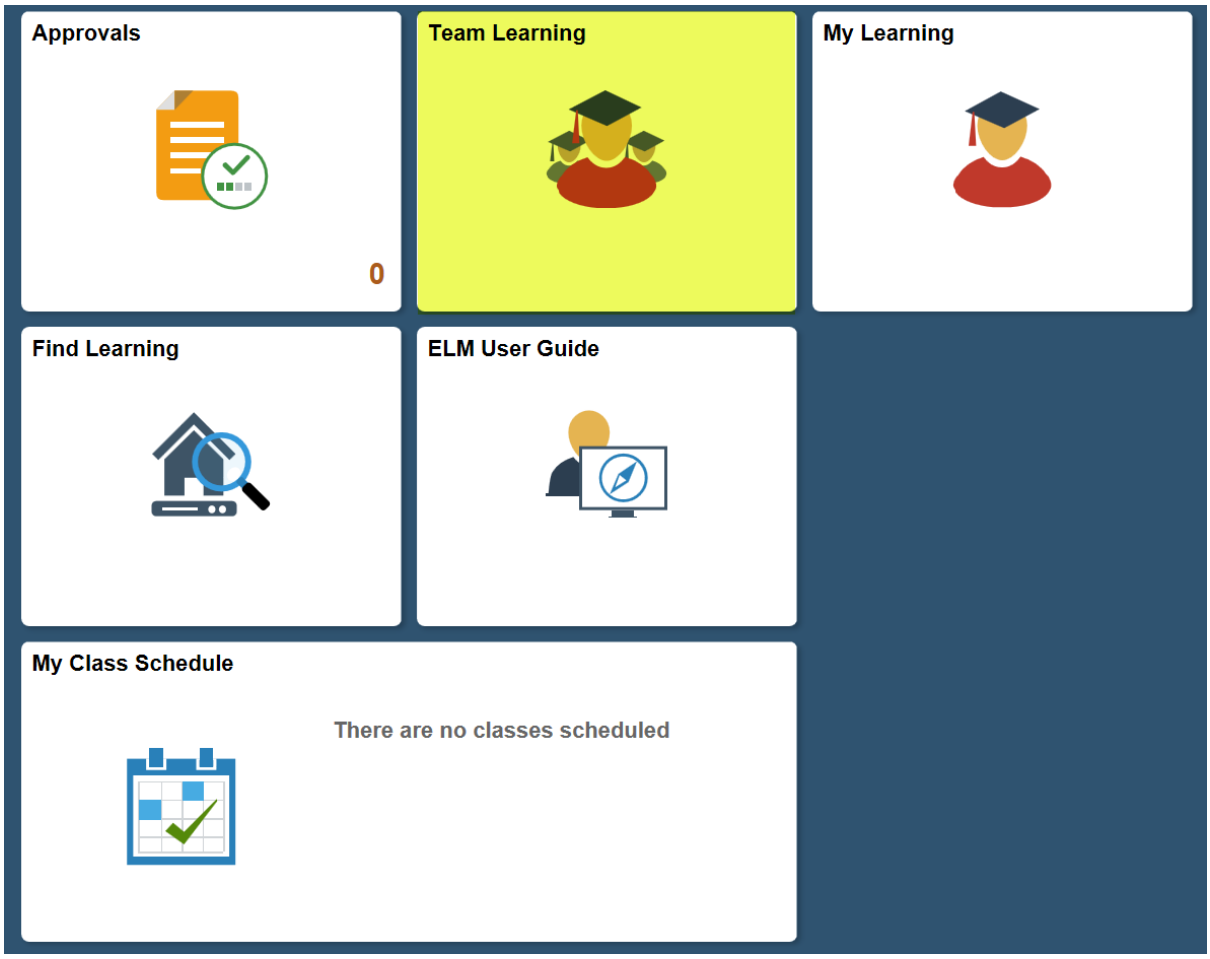
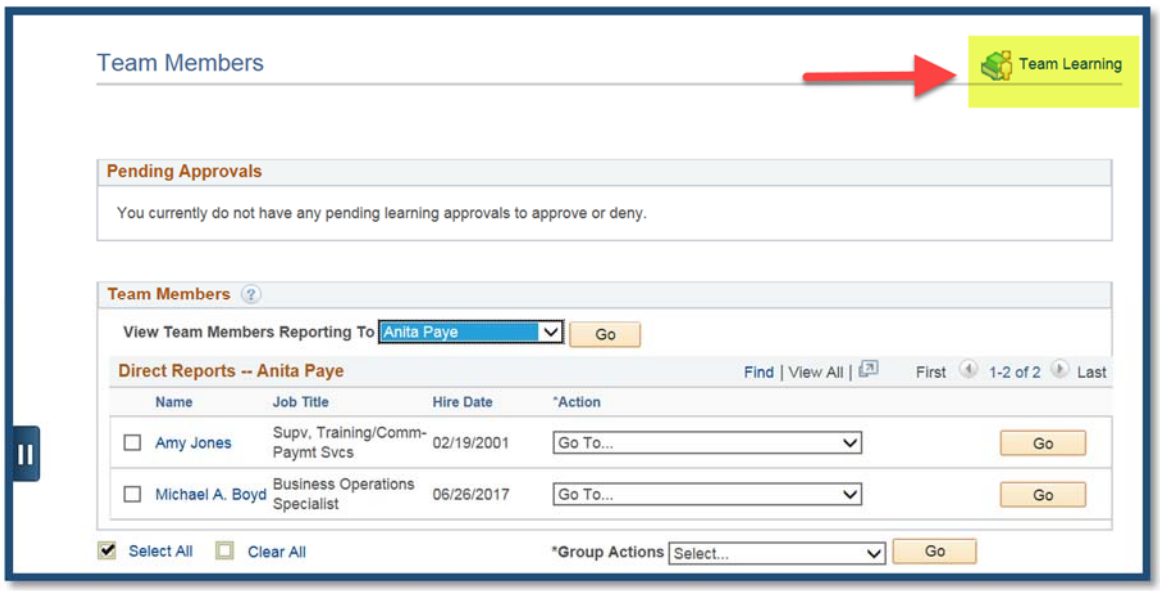
How to Complete the Manager EPEX Access Request

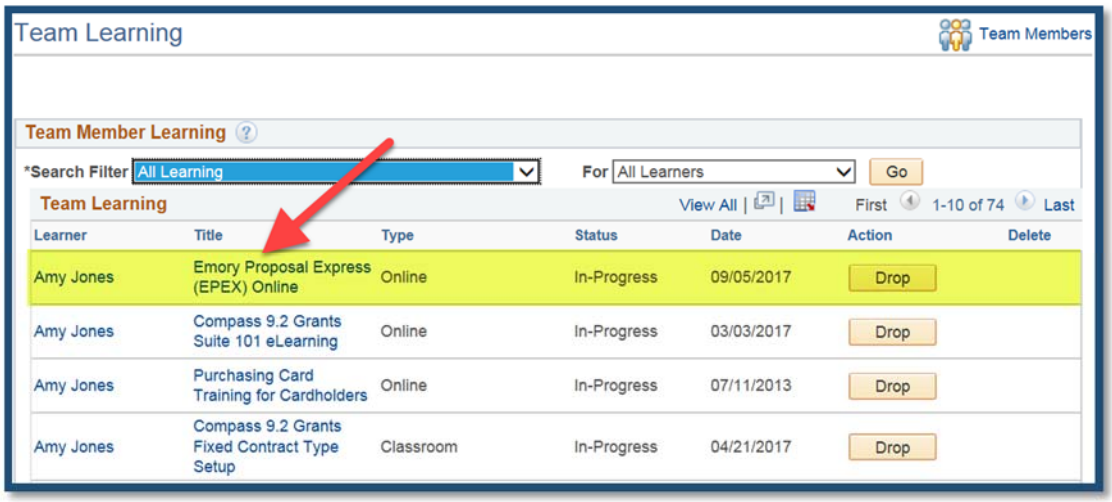
1. Log into ELMS at https://elmprod9.emory.edu, and then click on **Team Learning** tile.



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.

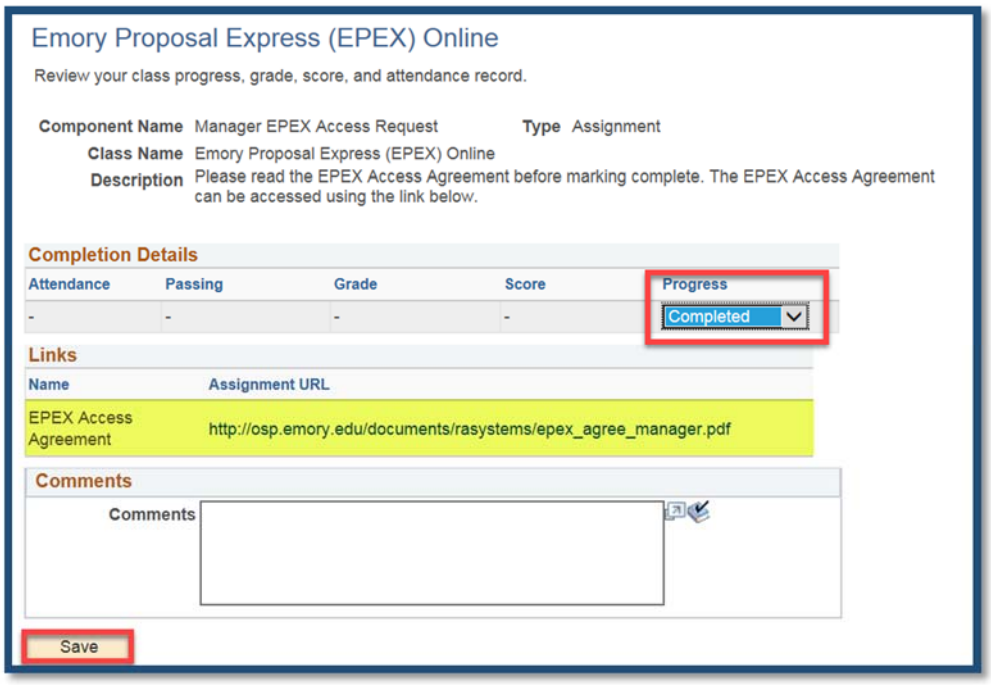


3. Locate the **(EPEX)** online course then click on the course link for the appropriate employee.



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

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



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