Instructions for Enrolling in Emory University Purchasing Card Training

Step 1: Login to ELMS

To login to ELMS:
- Login to your HR Peoplesoft site at: https://hrprod9.emory.edu/psp/hrprod9/?cmd=login&languageCd=ENG&
- Under Main Menu, select Self Service
- Select Emory Learning Management Sys
- Select Learning Management System
- Login to ELMS

Step 2: Enroll in the appropriate Purchasing Card Training course

To find and enroll in Purchasing Card Training in ELMS:
- From the ELMS home screen, select Search Catalog
- In the Search the Catalog field, type “Purchasing Card” and select Search Activities
- Select the appropriate training course
  - For Cardholder training, select: Purchasing Card Training for Cardholders
  - For Approver training, select: Purchasing Card Training for Approvers
- Scroll down below the course description information and select Enroll
- To confirm your enrollment, at the bottom of the screen, select Submit Enrollment

Step 3: Begin your online Purchasing Card training

To immediately begin the training after enrolling:
- Select Launch at the bottom of the screen
- Select Launch in the Table of Contents
- The training will open in a separate window.

To complete your training at a later time:
- Login to ELMS
- Select My Learning Activities
- Select Launch beside the appropriate training
- The training will open in a separate window.

To continue a previously started training:
- Login to ELMS
- Select My Learning Activities
- Select Launch beside the appropriate training
- In the Table of Contents, select Re-launch
- The training will open in a separate window.