

# Instructions for Enrolling in Emory University Purchasing Card Training

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## 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.