EMORY EXPRESS
Access and Training

**Important Note:** Emory Express Training must be completed before submitting the Emory Express Access Request Form. Please follow these steps below.

1. **Login and register for** "Emory Express Training" **via the Emory Learning Management System (ELMS).**

2. **Upon logging into ELMS,** select "Browse Catalog", click on "Finance." Under Finance, select "Emory Express."

3. **Once you have completed Emory Express Training,** review the How to Guide for submitting an Emory Express Access Request Form.

4. **Log into Compass and submit** an Emory Express Access Request Form.