Instructions for Enrolling in Emory University’s Purchasing Card – PCARD - Training

**Step 1: Login to ELMS**

**To login to ELMS:**

* Login to your HR PeopleSoft site at: <https://hrprod.emory.edu>
* Under the main menu, Select *Self Service*
* Select *Learning Management*
* Select *Learning Management – ELMS*
* 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, scroll to the bottom to get to the *Learning* field
* In the *Learning* field, type “Purchasing Card” and click on the right arrow
* Click on the “Compass P-Card Reconciliation, Policies & Procedures eLearning
* Scroll down below the course description 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 being 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.