



EBI E-LEARNING

HOW TO ACCESS THE EBI E-LEARNING SERIES

1. Navigate to [ELMS](#) and log in with your NetID
2. Click "Search Catalog"



Search Catalog

Search the learning catalog by title description or other selection criteria.

3. Enter "Business Intelligence" in the Title field and click Search to see all EBI courses

Search Catalog

Advanced Search

Type:

Title:

Code:

Description:

Location:

Category:

Objective:

Language:

Start/End Dates

From Date: Through Date:

Search

Reset

[Basic Search](#) [Browse Catalog](#) [Request New Learning](#)

[Search Tips](#) [Preferences](#)

4. Find the course called "Emory Business Intelligence: EBI eLearning Videos (260371) and select "Enroll"

[Emory Business Intelligence: EBI eLearning Videos \(260371\)](#)

[Enroll](#)

This online course is a collection of EBI eLearning Videos.

5. Click "Enroll" again

Activity Options for Emory Business Intelligence: EBI eLearning Videos								
Activity Code	Type	Start Date	Start Time	End Time	Price			Add to Plan
260371-11135	Online				0.00 USD	View Details	Enroll	Add to Plan

[Add Item To Plan](#)

[Return to Previous Page](#)

6. Click "Submit Enrollment"

[Enroll In Activity](#)

Review Information

Bobby Smith, Bus An II, Office of Finance Systems & Da

Activity Name:	Emory Business Intelligence: EBI eLearning Videos	Type:	Online
Activity Code:	260371-11135	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	--	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	08/10/2016
Available Seats:	--	Available:	0
		Waitlist:	

[Submit Enrollment](#) [Search Catalog](#) [Browse Catalog](#)

7. Return to "My Learning" from the Main Menu

The screenshot shows the top navigation bar of the EMORY system. The breadcrumb trail is: Favorites > Main Menu > Self Service > Learning > Search Catalog. The 'Learning' dropdown menu is open, displaying the following options: My Learning, Search Catalog, Browse Catalog, All Learning, Certification Status, Supplemental Learning, and Learning Plans. Below the navigation bar, the page title 'EMORY BTSMIT5 on ELMPROD' is visible, along with the 'Enroll In Activity' link and the 'Review Information' section for Bobby Smith.

8. Click the course Title

My Learning Activities			Personalize	1-5 of 5	
Title	Type	Status	Date	Action	Launch
Emory Business Intelligence: EBI eLearning Videos	Online	In-Progress	08/15/2016	Drop	Launch
Compass 9.2 Understanding Workflow & Approving Financial Transactions	Webcast	Enrolled	08/09/2016	Drop	
Compass 9.2 Accounts Receivable- Grants Only	Classroom	Enrolled	08/09/2016	Drop	
Compass 9.2 Grants Suite 101	Webcast	Enrolled	08/09/2016	Drop	
Compass 9.2 What's New in Compass Reporting (heavy & non-heavy users)?	Webcast	Enrolled	08/09/2016	Drop	

[All My Learning](#)

[View Calendar](#)

9. You will see the e-Learning modules listed in the Activity Syllabus. You can launch these individually, in any order, at your leisure:

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

1	EBI Quick Reference Guide Video	Re-Launch
	Required Online	
	Progress: In-Progress	
<hr/>		
2	EBI PI View of the Budget Position Summary and Detail Report Video	Launch
	Required Online	
	Progress: Not Attempted	
<hr/>		
3	EBI Customizations Overview Video	Launch
	Required Online	
	Progress: Not Attempted	
<hr/>		
4	EBI Clearing Cache Video	Launch
	Required Online	
	Progress: Not Attempted	