Your eLearning course in preparation for the Emory Express Upgrade is not required but highly recommended for Emory Express users. Please review the lessons that cover changes to tasks that apply and/or may affect your daily work.

**eLearning Course Title: What's New in Emory Express?**

8 Lesson Chapters
- Returned Carts
- Capital Equipment
- Check Request Form
- Additional Payment Information
- Surplus Property Form
- Access and Workflow Change Requests
- Status of Emory Express Forms
- Purchase Order Close Requests

5 Key Changes to Emory Express

✅ Emory Express carts that fail validation will return as a draft cart. (You can resubmit all requests that fail validation without starting over.)

✅ Additions to the Capital Equipment Ordering and Receiving Process. (Streamlines processes and enhances Asset data.)

✅ Surplus Property Submission Form is directly in Emory Express for select personnel.

✅ Additional payment information on the Invoice Page including reconcile dates, information on reissued payments, and any withholdings.

✅ Security and Workflow Requests with electronic approval routing.

**Recommendation:** Complete the Emory Express Upgrade eLearning course in mid-to-late October, so the information can be easily recalled at Go Live, November 14, 2016. **eLearning Enrollment will be available in the Emory Learning Management System (ELMS) in late September 2016.**

**Reminder:** Emory Express users must complete the Institutional Data Management course in ELMS before October 31, 2016. **ENROLL NOW.**

For more information, contact: compassupgrade@emory.edu