



Hello,

Your My Compass is ready for you to take a tour and begin using it for your learning and recruiting needs! We have prepared online training modules for the learning management system (LMS) and the recruiting module of My Compass for your convenience.

To access the **learning management system (LMS)** please use the below link to access training on how to navigate in My Compass Learning Management System (LMS) for Learners. When the page opens click on UAMS Employees.

If you wish to attend an in person class on navigating in My Compass as a learner please register using My Compass. Instructions on how to register for a class can be found in the on line training by following the link provided below

[My Compass Learner Training](#)

There are computer-based training modules available for **the recruiting module** of My Compass. They are each fairly short and very topic-specific to cut to the chase of exactly what users of this module need to accomplish. They cover the following four topics:

1. How to navigate the recruiting dashboard in My Compass
[My Compass-HM training-Overview](#)
2. How to create a hiring requisition (replaces ZHRAD)
[My Compass-HM training-Requisition](#)
3. How to review and delimit/disposition candidates
[My Compass-HM training-Candidate Management](#)
4. How to request an offer for a candidate that you would like to hire
[My Compass-HM training-Selecting Candidates](#)

In addition, there are written reference materials available for both the recruiting module and the learning management system module at <http://hr.uams.edu/managers/uams-my-compass/>

After you have learned how to navigate in My Compass you can access the system through the new icon that can be found on your computer desktop. My Compass is best accessed using the Chrome browser.

