Encompass Administrator Essentials Workshop

Maximize effectiveness and master foundational Encompass Administrator skills.

Choose your preferred learning style:

- Traditional classroom
- Instructor Led Online Class (ILOC)

Both formats deliver a foundational level of knowledge and skills for new Encompass Administrators to perform essential Encompass administrative functions. Participants will also gain tips and tricks to make administrative functions easier.

What will I learn?

Upon completion of the course, participants will be able to:

- grant access to users
- define business rules to limit user access, enforce workflow requirements, and define field values
- create custom input forms to increase efficiency of data entry
- work with admin maintenance tools
- troubleshoot basic problems

Who should attend?

- New Banker client Encompass Administrators
- New-to-role Encompass Administrators
- Encompass Administrators without formal Encompass Administration training
- Encompass Administrators upgrading from the Broker to Banker edition

When is it offered?

**Traditional Classroom:** $3,975

- Five-day intensive class, 8:30 am – 4:30 pm local time Monday through Friday.
- Includes use of PC, high-speed internet access, print Participant Guide, and daily continental breakfast and lunch

**Instructor Led Online Class:** $3,975

- Delivered over one or two weeks at a variety of times to fit into your schedule
- Includes digital Participant Guide, schedule flexibility, and no travel costs

**Private workshop:** $20,000 for up to 15 participants

- Can be delivered virtually or at your location

**Benefits**

- Network and gain insight from peers
- Administer all the essential Encompass functions
- Cultivate best practices throughout your organization

View upcoming classes and enroll at EllieMae.com

Contact your Ellie Mae account manager or training@elliemae.com to learn more.