

## Navigate the FIS Learning Management System

This document outlines:

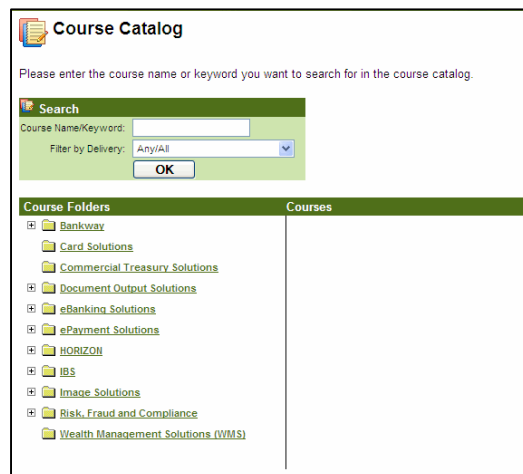
- Course Catalog
- Training Calendars
- Enrollment in an Instructor Led Course
- Enrollment in a Self-paced Course
- Virtual Class/Webinar Enrollments
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### Course Catalog

Courses on the LMS are organized in folders.

Locate the Course Catalog:

1. Expand Catalogs on the left navigation panel.
2. Click the Course Catalog link. The Course Catalog page appears.



3. Search for courses by clicking the appropriate Course Folder link or entering the Course Name/Keyword into the search box. The list of courses will appear on the right.
4. Click on the Course name link to view additional information about the selected course including descriptions, agendas, fees and scheduled dates.

## Training Calendars

Some product training groups provide periodic calendars for training offerings in a printable format. These calendars can be found in the Product Training Calendars section on the left navigation panel.

## Enrollment in an Instructor Led Course

Enrolling in a course is called applying for a learning event and is the most common activity performed within the FIS LMS.

Follow these instructions to apply for an Instructor Led learning event:

1. Search the course catalog to locate the course you want to attend.
2. Identify the class time that works for you.




Upcoming Schedule						
List View		Calendar View				
Dates	Times	Time Zone	Location	Seats	Instructor	Apply
10/27/2010-10/29/2010	9:00 AM - 4:00 PM	Central Time (US & Canada)	Brown Deer Training Center	10	Instructor, Ima	Apply
12/6/2010-12/8/2010	9:00 AM - 4:00 PM	Central Time (US & Canada)	Brown Deer Training Center	10	Instructor, Ima	Apply
2/1/2011-2/3/2011	9:00 AM - 4:00 PM	Central Time (US & Canada)	Brown Deer Training Center	10	Instructor, Ima	Apply

3. Click Apply.
4. The LMS then sends your application to your assigned supervisor for approval.
5. After your supervisor confirms your application, the LMS reserves your seat in the class.
6. You receive an email confirming your enrollment in the class.

## Enrollment in a Self-paced Course

Follow these instructions to apply for a self-paced learning event:

1. Search the course catalog to locate the course you want to attend.



**Self-paced Course**

General | Objectives | Agenda | Prerequisites | Schedule | Catalog

**Details**

Name: Self-paced Course  
 Code: TST-SP-000  
 Price: \$ 0  
 Length: 2 hours  
 Credits: 0  
 Delivery: Self-paced

**Description**

This is a Self Paced Course description.

**Enroll As CBT/WBT**

2. Click Enroll As a CBT/WBT.
3. Once your supervisor confirms your application, you receive an email confirming your enrollment.
4. A link to the course will appear on your Scheduled Training page under Learning Events Containing Unfinished Units.

**Note:** Please see the *Self Paced Courses and Training Materials* document for details on accessing the course information.

## Virtual Class/Webinar Enrollments

You can register for a virtual training webinar through the FIS LMS. Access instructions will be sent in an email.

## Change Personal Information

You can change your personal information, such as phone number, email address and password.

1. Expand the Student category in the left navigation panel.
2. Click the Change Information link. The Change Personal Information page appears.

**Change Information**

To make changes to personal information or password, edit the fields below and click OK when done.

**Personal Information**

Phone:

E-Mail:

**Change Password**

Old:

New:

Confirmation:

**Guidelines for a strong password**

- Be at least 8 characters in length
- Contain both upper and lowercase alphabetic characters (e.g. A-Z, a-z)
- Have at least one numerical character (e.g. 0-9)

3. Enter your new phone number and/or email address.
4. Click OK.
5. To change your password:
6. Enter your current password in the Old: box
7. Enter your new password in the New: box
8. Enter your new password again in the Confirmation: box.



## Non FIS Training Events

The FIS LMS does not host nor support non-FIS training content. However, you can add non-FIS training events to a student transcript.

For example, if you completed a non-FIS seminar, you can add that information to the LMS as a non-cataloged learning event.

1. On the Scheduled Training page, click Add a Non-Cataloged Learning Event. The Non-Cataloged Learning Event page appears.
2. Enter the appropriate information for training provided by an organization other than FIS.
3. Click OK.
4. The non-cataloged event is added with a status of “Confirmed.” When the completion date arrives, this status is updated to “Completed” during nightly processing of the LMS.