FIS Learning Management System Activities

This document outlines:

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Course Catalog

Courses on the LMS are organized in folders by product.

Locate the Course Catalog:

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

If you have any questions, please contact your Training Representative listed in the LMS Contact Us page at: https://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us
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.

If you have any questions, please contact your Training Representative listed in the LMS Contact Us page at: https://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us
4. Click on the Course name link to view additional information about the selected course including descriptions, agendas, fees and scheduled dates.

View Event Information

To view further detail on the learning event, click the various links.

General

The General page includes the event details and description. Please note the price listed is the standard price. Any special pricing, due to contractual agreements, will not display. Contact information is displayed.

![General Information](image)

Objectives

Some events may not have Objectives displayed.

![Objectives](image)

Agenda

Some events may not have an Agenda displayed.

![Agenda](image)

If you have any questions, please contact your Training Representative listed in the LMS Contact Us page at: [https://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us](https://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us)
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Prerequisites

Not all events have a Prerequisite attached, as seen here.

Schedule

If applicable, scheduled dates will appear for Instructor Led or Virtual classes.

Catalog

The Catalog link takes you back to the search page.

Enrollment in an Instructor Led or Virtual Class

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 or Virtual learning event:

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

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. Your supervisor will be copied on the email.

Enrollment in a Self-paced, Materials, or Recorded Virtual

Follow these instructions to apply for self-paced, materials, or recorded virtual:

1. Search the course catalog to locate the learning event.

If you have any questions, please contact your Training Representative listed in the LMS Contact Us page at: https://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us
2. Click Apply.

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 Launching Content document for details on accessing learning events.

Change Personal Information

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

If you have any questions, please contact your Training Representative listed in the LMS Contact Us page at: https://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us
1. Expand the Student category in the left navigation panel.

2. Click the Change Information link. The Change Information page appears.

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.

   **Note**: See the Guidelines for strong password.

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