



# Launching Content on the FIS LMS

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Accessing learning event content requires specific Internet settings. Refer to the LMS Required Settings document for details.

This section outlines:

- Launching a Self-paced Course
- Completing a Self-paced Course
- Flash Player
- Downloading and viewing Materials
- Launching Recorded Webinars
- Reviewing a Completed Event
- Troubleshooting Tips

Once a Supervisor confirms a students' application for a learning event, it is available on the students' Scheduled Training page under Learning Events Containing Unfinished Units.

## Launching a Self-paced Course

To launch a self-paced course:

1. Access the Scheduled Training page;

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>

**FIS Learning Management System**

Student, Adam Home Contact Us/Exit

**Catalogs**  
Course Catalog

**Special Offers**  
Banking 101

**Training Calendars**  
BancPac  
Bankway  
HORIZON  
Online Banking

**Student**  
My Calendar  
Scheduled Training  
Personal Information  
Change Information  
My Training History

**Travel Information**  
Little Rock  
Milwaukee  
Norcross/Atlanta  
Orlando  
St. Pete/Tampa

**Help**  
Required Settings  
Access the LMS  
LMS Activities  
Launching Content

### Scheduled Training

Upcoming Learning Events

Date	Times	Time Zone	Class	Location
4/4/2019	9:00 AM - 4:00 PM		Business eBanking Administration	Brown Deer Training Center
4/22/2019	9:00 AM - 4:00 PM		IBS Loan Charge-Off/Nonaccrual	

Learning Events Containing Unfinished Units

Date	Event	Units
11/8/2018	Account Recon Legacy	1
11/8/2018	Security Admin	1
11/8/2018	IRS Gov Reporting	1
11/19/2018	Account Reconciliation/Positive Pay - Advantage	1
11/26/2018	ACH Tracker Essentials NS	1
12/10/2018	IBS Overview	1
1/17/2019	WhatFix	4
3/18/2019	Digital One - Account Open	1
3/26/2019	D1PD Test	1
3/26/2019	HORIZON-XE - SP - Security Workbench	1
3/26/2019	BancPac - SP - Management and Financial Reporting Suite	1

Pending Learning Events

Enrollment Date	Event	Enroll Status
12/10/2018	Alerts Branding Console	Applied

Actions

[Apply for a Learning Event](#)  
[Add a Non-Catalog Learning Event](#)  
[Contact My Supervisor](#)

2. Click the date link for the course. The Course Information page appears.

### Digital One - Account Open (3/18/2019)

**Warning:** To avoid potential issues, please ensure you have completed all [Required Settings](#).

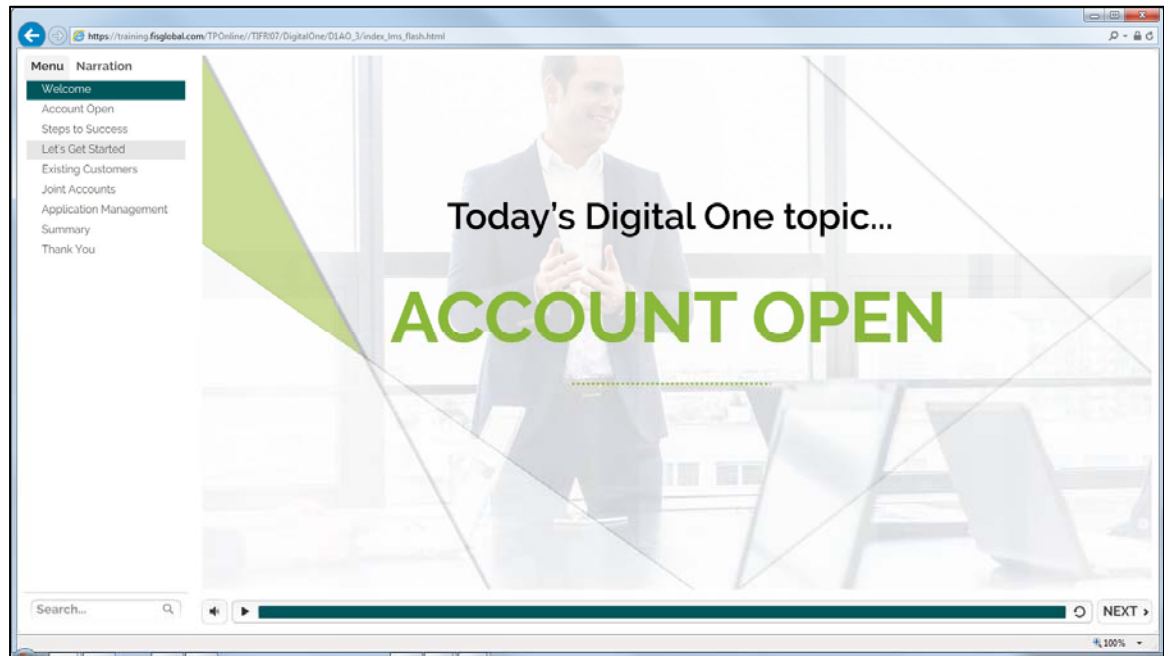
Unit	Options	Dates	Score	Assessment
Digital One - Account Open		Open <span style="border: 1px solid #ccc; padding: 2px;">1/1</span>	0 / 0	Incomplete

**Information**

Student: [Student, Adam](#)  
 Course: [Digital One - Account Open](#)  
 Date: 3/18/2019  
 Enroll Status: Incomplete  
 Applied: 3/18/2019 - 12:43 PM  
 Delivery Method: Self-paced

3. Under Units, click the unit name link. The course opens in a new window.

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. Complete the course as it directs you.

The LMS tracks the following for self-paced courses:

- Whether you have accessed the course.
- Whether you have completed the course.
- And, the score you achieved on the final assessment, if applicable.

**Note:** Self-paced training tracks progress and scores for the course. This information becomes a part of your unique training transcript. For this reason, only one student can take the course using a single registration.

## Completing a Self-paced Course

At the end of a self-paced course, you must click Exit Course in the self-paced course window to complete the course and have your status and score recorded.

If you click Close in the Internet Explorer window, your status and score may not record.

Keep in mind, not all courses have an assessment. For those that don't, your enrollment status is updated during nightly processing, changing from Confirmed to Completed.

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>



## Flash Player

To view some self-paced courses, the Adobe Flash Player is required and can be downloaded for free at [Adobe.com](http://Adobe.com).

## Downloading and Viewing Materials

Materials may be standalone course documentation available for download or may be attached to another course.

Not all courses have materials available. If materials are available, you will either see a separate link on the Course Information page or it may be available within the self-paced course.

To download or view Materials:

1. Click the date link for the course or material name. The Course Information page appears.
2. Under Units, click the material course name link. The file document opens in a new window:

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. Select to Print or Save as desired.

To access the materials again, go to your My Training History page and click the course name and repeat the download process.

## Launching a recorded webinar


To launch a recorded webinar;

1. Click the date link for the course or material name. The Course Information 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>

**Pre-Mapping for IBS Loan Bank Control (4/5/2019)**

Warning: To avoid potential issues, please ensure you have completed all [Required Settings](#).

Unit	Options	Dates	Score	Assessment
<a href="#">Pre-Mapping for IBS Loan Bank Control</a>		Open 	0 / 100	Not Attempted

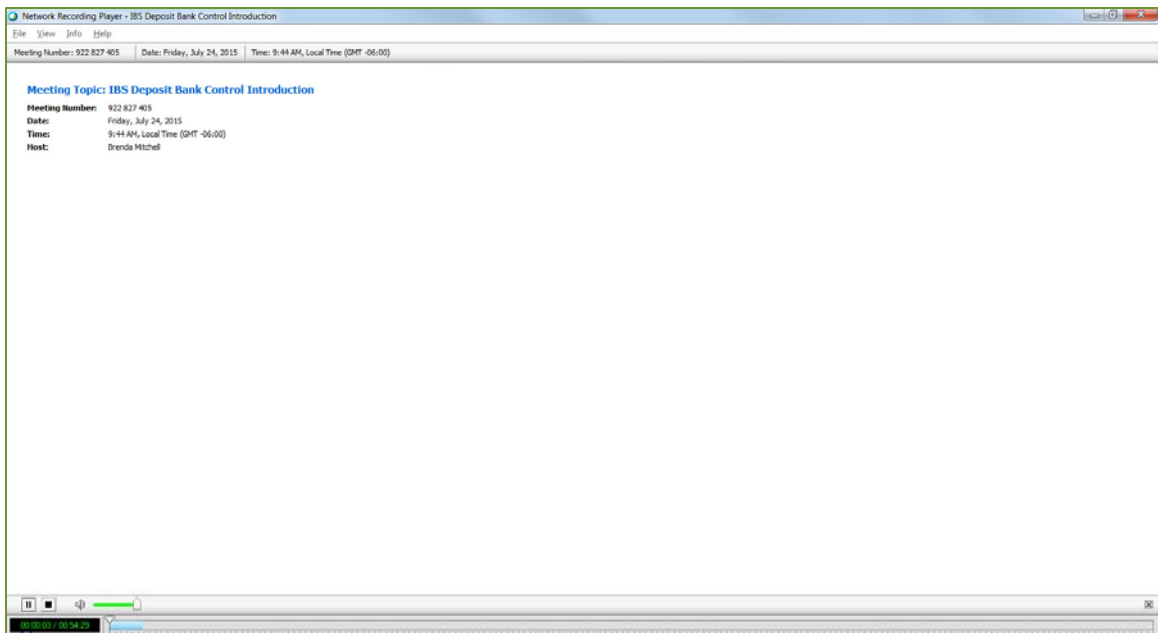
**Information**

Student: [Student, Adam](#)  
 Course: [Pre-Mapping for IBS Loan Bank Control](#)  
 Date: 4/5/2019  
 Enroll Status: Confirmed  
 Applied: 4/5/2019 - 12:06 PM  
 Delivery Method: Recorded Virtual Class Training

**Actions**

[Cancel Enrollment](#)

2. Under Units, click the unit name link. The recording appears in a new window;



Some courses may have multiple units attached, click each link to launch.

## Reviewing a Completed Event

After you complete a learning event, it no longer contains unfinished units. Therefore, it no longer appears on your Scheduled Training page.

To access again, go to your My Training History page and click the Enrollment Date in the list to launch the event again.

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>



The Expiration Date identifies the last date you have access to the event.

My Training History				
Training Year <input type="text" value="2019"/>				
Enrollment Date	Event	Enroll Status	Expiration Date	Completion Date
1/17/2019	WhatFix	Confirmed		
3/18/2019	Digital One - Account Open	Incomplete	9/17/2019	
3/22/2019	D1PD Test	Incomplete	9/21/2019	
3/26/2019	HORIZON-XE - SP - Security Workbench	Incomplete	12/19/2021	
3/26/2019	BancPac – SP – Management and Financial Reporting Suite	Incomplete	12/19/2021	
3/27/2019	Pre-Mapping for IBS Deposit Bank Control	Completed	9/26/2019	3/27/2019
4/4/2019	Business eBanking Administration	Confirmed		
4/5/2019	IBS Loan Tickler Management Training Guide	Confirmed	10/5/2019	
4/5/2019	Pre-Mapping for IBS Loan Bank Control	Confirmed	10/5/2019	
4/5/2019	Pre-Mapping for IBS Deposit Bank Control	Confirmed	10/5/2019	
4/22/2019	IBS Loan Charge-Off/Nonaccrual	Confirmed		

**Actions**

[Print Transcript](#)  
[Apply for a Learning Event](#)  
[Add a Non-Catalog Learning Event](#)  
[Contact My Supervisor](#)

## Accessing a Virtual Class/Webinar

Virtual classes or webinars are conducted over the internet and telephone. Your confirmation email will provide access instructions.

## Troubleshooting Tips

Sometimes when launching an event, the following issues may occur:

- When clicking the link to launch the event, nothing happens.
- You are unable to open materials.
- You are unable to see or use the buttons to advance the screens in a Self-Paced course.

All of these issues can be resolved by completing the LMS Required Settings. Please refer to the LMS Required Settings link under Help.

If you are still having trouble, after you've checked all the required settings, try downloading the current version of the Flash player, located at [Adobe.com](http://Adobe.com).

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>