



FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY.

FI\$Cal Training Academy End-User Tutorial

Welcome to the FI\$Cal Training Academy End-User Tutorial



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Purpose

Provide end users a tutorial of the
FI\$Cal Training Academy (FTA)

The purpose of this tutorial is to provide end users a navigation overview of the FI\$Cal Training Academy, also known as the FTA



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Objectives

At the end of this tutorial end users will be able to:

- Login to the FTA
- Reset their password
- Register for instructor-led classes
- View User Productivity Kit training materials, course assessments and course evaluations
- Complete web based and instructor-led training
- Access their training records and transcripts
- View and print their training certificates

At the end of this tutorial end users will be able to login to the FTA, reset their password, register for instructor-led classes, view User Productivity Kit training materials, course assessments and course evaluations, complete web based and instructor-led training, access thier training records and transcripts, and view and print their training certificates

Accessing the FI\$Cal Training Academy

The screenshot shows the FI\$Cal website interface. At the top, there is a navigation bar with the following elements: a search bar, links for "CA.gov", "Contact Us", and "Help", and a search input field. Below the navigation bar is a horizontal menu with the following items: "ABOUT FISCAL", "PROJECT ARCHIVE", "FAQS", "CAREERS", "DLN CORNER", and "ACCESS FISCAL". The "ACCESS FISCAL" link is highlighted with a red box and a red arrow. Below the navigation bar, there is a large graphic with the text "FI\$Cal BENEFITS" and a list of four benefits: "Improved efficiency", "Reliable, accessible, timely, statewide financial information", "Enhanced decision making", and "Better resource management". At the bottom of the graphic, there is a call to action: "Navigate to www.fiscal.ca.gov".

CA.gov | Contact Us | Help

Search

Typ ABOUT FISCAL PROJECT ARCHIVE FAQS CAREERS DLN CORNER **ACCESS FISCAL**

FI\$Cal
BENEFITS

- ◆ Improved efficiency
- ◆ Reliable, accessible, timely, statewide financial information
- ◆ Enhanced decision making
- ◆ Better resource management

Navigate to www.fiscal.ca.gov

Lets start with how to access the FI\$Cal Training Academy. Begin by navigating to the FI\$Cal website at www.fiscal.ca.gov.

The screenshot shows the FI\$Cal website interface. At the top, there is a navigation bar with links for HOME, ABOUT FISCAL, PROJECT ARCHIVE, FAQs, CAREERS, DLN CORNER, and ACCESS FISCAL. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a main content area with a large graphic that says "FI\$Cal BENEFITS" and a list of benefits: "Improve statewide financial information", "Reliable financial information", "Enhanced decision making", and "Better resource management". A yellow callout box with the text "Click Access FISCAL" points to the "ACCESS FISCAL" link in the navigation bar. Below the main content area, there are sections for "Latest News", "FI\$Cal Forum", "Core Values", and "Critical". The "Latest News" section lists several items, including "Vendor Management", "Revised Project Timeline - Pending Formal Approval", "Revised Department Wave List - Pending formal approval", "February Focus Newsletter", "Annual Report to the Legislature, February 2013", "FI\$Cal Design, Development, & Implementation", and "Latest FI\$Cal Frequently Asked Questions". There are also profiles for "Edmund G. Brown Jr." and "Sue Johnsrud". A "Quick Links" section is located at the bottom right, listing links such as "Steering Committee", "FI\$Cal Project Leadership", "Customer Impact", "FI\$Cal Terminology - Alphabetical", "FI\$Cal Budget", and "FI\$Cal's Monthly Status".

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Search

HOME ABOUT FISCAL PROJECT ARCHIVE FAQs CAREERS DLN CORNER **ACCESS FISCAL**

FI\$Cal
Financial Information System for California

FI\$Cal
BENEFITS

- ◆ Improve statewide financial information
- ◆ Reliable financial information
- ◆ Enhanced decision making
- ◆ Better resource management

Latest News | FI\$Cal Forum | Core Values | Critical

- ◆ Vendor Management
- ◆ Revised Project Timeline - Pending Formal Approval
- ◆ Revised Department Wave List - Pending formal approval
- ◆ February Focus Newsletter
- ◆ Annual Report to the Legislature, February 2013
- ◆ FI\$Cal Design, Development, & Implementation
- ◆ Latest FI\$Cal Frequently Asked Questions

Office of Governor
Edmund G. Brown Jr.
Visit his Website

FI\$Cal Executive Partner
Sue Johnsrud
Read her Bio

★ Quick Links

- Steering Committee
- FI\$Cal Project Leadership
- Customer Impact
- FI\$Cal Terminology - Alphabetical
- FI\$Cal Budget
- FI\$Cal's Monthly Status

Click on the link titled Access FISCAL

The screenshot shows the FI\$Cal website interface. At the top, there is a navigation bar with links for HOME, ABOUT FISCAL, PROJECT ARCHIVE, FAQs, CAREERS, DLN CORNER, and ACCESS FISCAL. A search bar is also present. Below the navigation bar, the page title is "Home | Access FI\$Cal". A welcome message states: "Welcome to Access FI\$Cal. This page provides you with access to the FI\$Cal System, maintenance information, access to training, and access to the FI\$Cal Service Center." There are four main buttons: "Login to FI\$Cal" (with a callout: "Click here to access the FI\$Cal application.*"), "Application Maintenance" (with a callout: "Click here to access notices about application maintenance."), "FI\$Cal Training Academy" (with a callout: "Click here to access the FI\$Cal Training Academy."), and "Service Center". A yellow callout box points to the "FI\$Cal Training Academy" button with the text "Click the *FI\$Cal Training Academy* button". A black banner at the bottom of the page contains the text "Click on the FI\$Cal Training Academy button".

The screenshot shows the FI\$Cal Training Academy website. At the top, there is a navigation bar with links for HOME, ABOUT FISCAL, PROJECT ARCHIVE, FAQs, CAREERS, DLN CORNER, and ACCESS FISCAL. A search bar is also present. Below the navigation bar, the page title is "The FI\$Cal Training Academy". A green callout box with a right-pointing arrow contains the text "Click the **Scroll** bar to scroll down the page". A blue arrow points from this callout to the scroll bar on the right side of the page. Below the title, there is a paragraph of text describing the FI\$Cal Training Academy (FTA) as a Learning Management System. Below the paragraph, there is a list of resources provided by the FTA. A black callout box with white text says "Click the scroll bar and scroll down to the bottom of the page". A blue arrow points from this callout to the scroll bar. The list of resources includes:

- Viewing Instructor-led and Web-based course information
- Viewing Learning Programs tied to FI\$Cal role(s)
- Delivering web-based training
- Accessing Job Aids
 - Guided and hands on demonstrations for completing FI\$Cal transactions
 - UPK Job Aids - step-by-step instructions for completing FI\$Cal transactions
- Accessing PowerPoint presentations
- Administering learning assessments
- Administering course evaluations

FI\$Cal end user training needs are effectively and efficiently met. The comprehensive set of training materials maintained in the FTA permit future and current end users access to Learning Programs containing online and instructor-led curriculum. Learning Programs contain a combination of Oracle User Productivity Kits – a powerful instructional resource providing step-by-step instructions on how to navigate transactions in the FI\$Cal System, PowerPoint presentations, course assessments and evaluations. End users are required to complete their assigned Learning Programs in the FTA prior to accessing the FI\$Cal System. Department liaisons and FI\$Cal training officers will monitor end user training progress to ensure completion prior to FI\$Cal deployment. The ultimate goal is to provide timely and accurate training for the State workforce in preparation for a successful migration to the new financial management resources of FI\$Cal.

The FI\$Cal Training Academy provides many resources in one location, including:

- Viewing Instructor-led and Web-based course information
- Viewing Learning Programs tied to FI\$Cal role(s)
- Delivering web-based training
- Accessing Job Aids
 - Guided and hands on demonstrations for completing FI\$Cal transactions
 - UPK Job Aids - step-by-step instructions for completing FI\$Cal transactions
- Accessing PowerPoint presentations
- Tracking training
- Administering learning assessments
- Administering course evaluations
- Generating training reports



Additional FI\$Cal End User Supplemental Job Aids and Training Tips



Click the **FTA Login** button

We look forward to your participation in the FI\$Cal Training Academy. If you have questions, please send an email to fiscal.cmo@fiscal.ca.gov with the subject line of "FI\$Cal Training Academy."

** Authorization to access the FI\$Cal System and the FTA is limited to Pre-Wave departments at this time.*

Click on the FTA Login button



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Computer Settings

Certain components must be installed on your computer in order to access the FTA training materials. To ensure your computer has the proper settings, FI\$Cal recommends users perform a system check before logging into the FTA.

FI\$Cal recommends end users perform a system check on their computers to ensure the proper components are installed to access the FTA training materials before logging in for the first time. Next we will demonstrate how to complete a system check.

The screenshot shows the FI\$Cal Training Academy login interface. At the top left is the logo with the text "FI\$Cal Training Academy". To the right of the logo are the words "TRANSPARENCY", "ACCURACY", and "INTEGRITY" stacked vertically. Below this is the "User Login" section, which contains two input fields: "User ID:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the login form, there are two links: "Help" and "Reset Password". A blue arrow points from the "Help" link to a yellow callout box that contains the text "Click the *Help* link".

Click the *Help* link

Click the Help link located on the FTA login screen

The screenshot shows a dark-themed login screen for the FI\$Cal Training Academy. A white dialog box titled "Login Help" is centered on the screen. The dialog contains the following text: "If you are experiencing system trouble please complete this [system check](#) to make sure your PC settings are correct." Below this, it says "Please contact your training administrator at info@enterprisetraining.com if you do not have access to the learner management system. If you do not have an administrator is please email: info@enterprisetraining.com". At the bottom of the dialog, it says "If you have lost your password please click the [Reset Password](#) link from the log-in screen." A yellow callout box with the text "Click System Check" and a hand icon points to the "system check" link in the first paragraph. A blue arrow points from the callout to the "Reset Password" link. A "CLOSE X" button is located in the bottom right corner of the dialog box. In the background, the "FI\$Cal Training Academy" logo and the words "TRANSPARENCY ACCURACY INTEGRITY" are visible.

Click on the system check link to confirm if your computer has the proper components installed. The FTA must only be accessed on Internet Explorer 9.

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Check your PC

This diagnostic page checks whether your PC has various components installed which may be needed to run e-learning courses.

Browser	The LMS will work in any recent browser. We recommend Internet Explorer version 6 or later, or Firefox version 1 or later.	You are using the browser Explorer 9. ✓
Screen resolution	1024x768 resolution or better.	Your screen size is 1024 * 768 ✓
Adobe Flash	Version 8 or later	Flash player 12.0.0.44 is installed. ✓
Java Runtime	Required (any version)	Java Runtime Environment version 1.7.0.51 is installed. ✓
Adobe Acrobat Reader	Required (any version)	Acrobat Reader version 11.0.0.0 is installed. ✓

[Close window](#)

Click *Close window*

Click on the Close window link once you have confirmed your computer settings

The screenshot shows a web browser window displaying the login page for the FI\$Cal Training Academy. The page has a light gray background. At the top center, there is a blue header box with the FI\$Cal logo on the left and the text "FI\$Cal Training Academy" and "TRANSPARENCY ACCURACY INTEGRITY" on the right. Below the header, the text "User Login" is displayed. Underneath, there are two input fields: "User ID:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the login area, there are links for "Help" and "Reset Password". A black banner at the bottom of the browser window contains the text: "Now that we have checked to ensure your computer has the proper settings, we will demonstrate how to login to the FTA".

The screenshot shows the 'User Login' page of the FI\$Cal Training Academy. The page header includes the FI\$Cal logo and the text 'FI\$Cal Training Academy' and 'TRANSPARENCY ACCURACY INTEGRITY'. The main content area has a 'User Login' title, a 'User ID' field containing 'fiscal.cmo@fiscal', a 'Password' field with masked characters, and an orange 'Login' button. Below the button are links for 'Help' and 'Reset Password'. Three callout boxes provide instructions: one points to the 'Login' button, another points to the 'User ID' field, and a third points to the 'Password' field. A black banner at the bottom contains a summary instruction.

Enter your User ID. Your User ID is your **firstname.lastname@department**

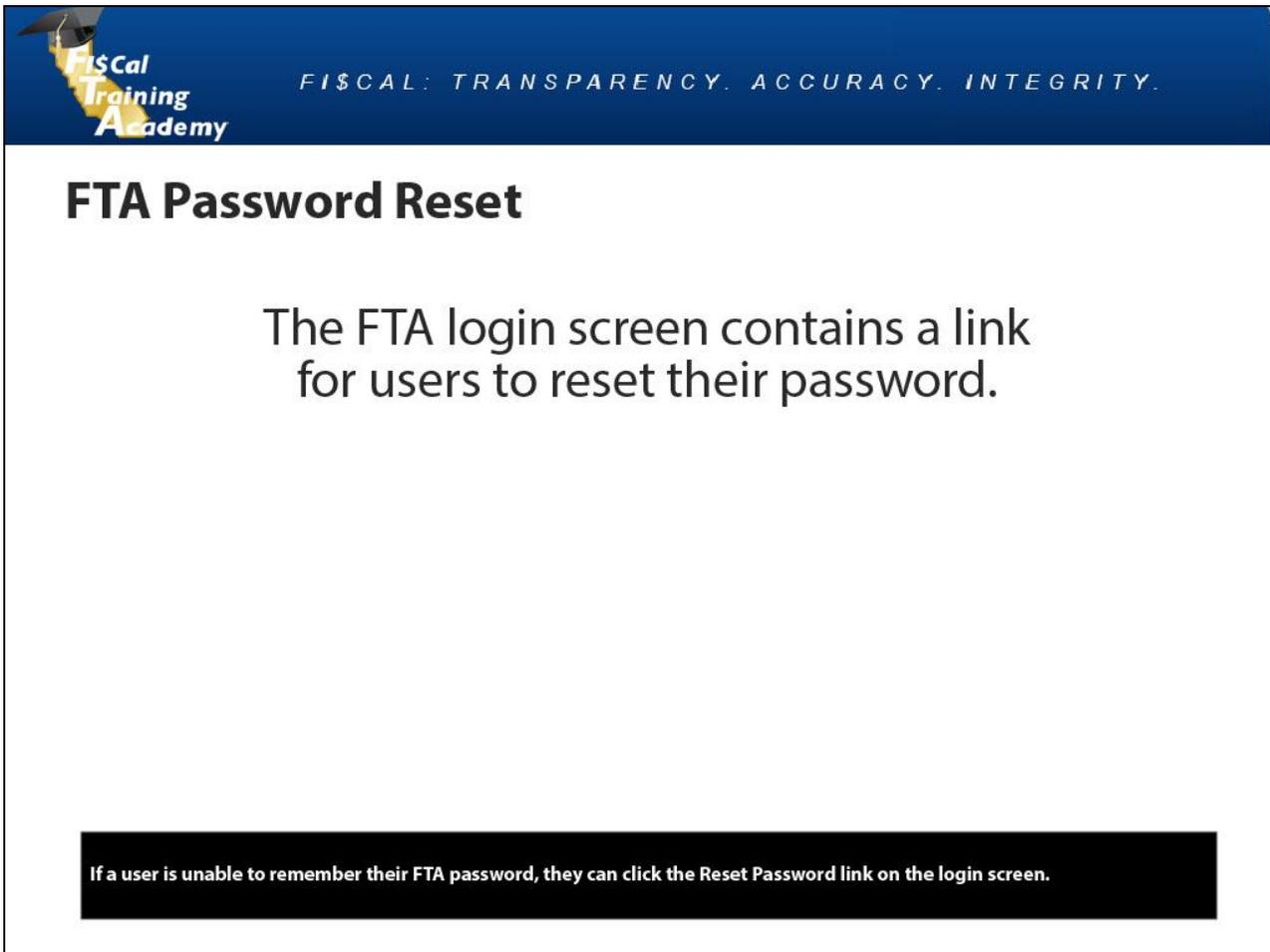
Please note **"welcome"** is the default password

Click the **Login** button

Enter your FTA User ID and Password, and then click the Login button. If you are logging in for the first time, the default password is welcome.

The screenshot shows the 'Settings' page in the FI\$Cal Training Academy. At the top, there is a navigation bar with the FI\$Cal logo, the text 'FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.', and a 'Logout' link. Below the navigation bar, the 'Settings' section is active, with sub-tabs for 'User Preferences', 'My Orgs', and 'Change password'. The 'Change password' tab is selected, displaying a form with three password input fields: 'Password', 'New Password', and 'Reenter'. A 'Submit' button is located below the 'Reenter' field. A yellow callout bubble points to the 'New Password' field with the text 'Users must choose a new password'. Another yellow callout bubble points to the 'Submit' button with the text 'Click Submit'. Below the form, a black box contains the following text: 'During the first login attempt, users are prompted to change their default password. The new password must contain at least 5 characters. Click the Submit button to save your changes.'

The screenshot shows the FI\$Cal Training Academy website interface. At the top left is the logo with a graduation cap and the text "FI\$Cal Training Academy". To the right of the logo is the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." and a search bar. Below the logo is a navigation menu with links: Home, Training Records, Catalog, Career Development, Review, and Manage. In the center of the page, a red-bordered box contains the text "Your password change was successful!". On the left side, there is a "Continue" button with a hand cursor icon. A yellow callout box with the text "Click Continue" has an arrow pointing to the "Continue" button. At the bottom of the screenshot, a black text box contains the following text: "The next screen provides a confirmation that your password change was successful. Click the Continue button to proceed to the FI\$Cal Training Academy home page. Next we will demonstrate how to reset your FTA password."



The slide features a dark blue header with the 'FI\$Cal Training Academy' logo on the left and the text 'FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY.' on the right. The main content area is white and contains the title 'FTA Password Reset' and a paragraph explaining that the FTA login screen has a password reset link. A black callout box at the bottom provides additional context.

FTA Password Reset

The FTA login screen contains a link for users to reset their password.

If a user is unable to remember their FTA password, they can click the Reset Password link on the login screen.

The screenshot shows a web browser window displaying the 'FI\$Cal Training Academy' login page. The page header includes the logo and the words 'TRANSPARENCY', 'ACCURACY', and 'INTEGRITY'. Below the header is a 'User Login' section with input fields for 'User ID:' and 'Password:', and a 'Login' button. At the bottom of the login section, there are links for 'Help' and 'Reset Password'. A blue arrow points from the 'Reset Password' link to a yellow callout box that says 'Click *Reset Password*'. A black bar at the bottom of the window contains the text 'Click the Reset Password link'.

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Reset user password

Please input e-mail and (optional) user ID.

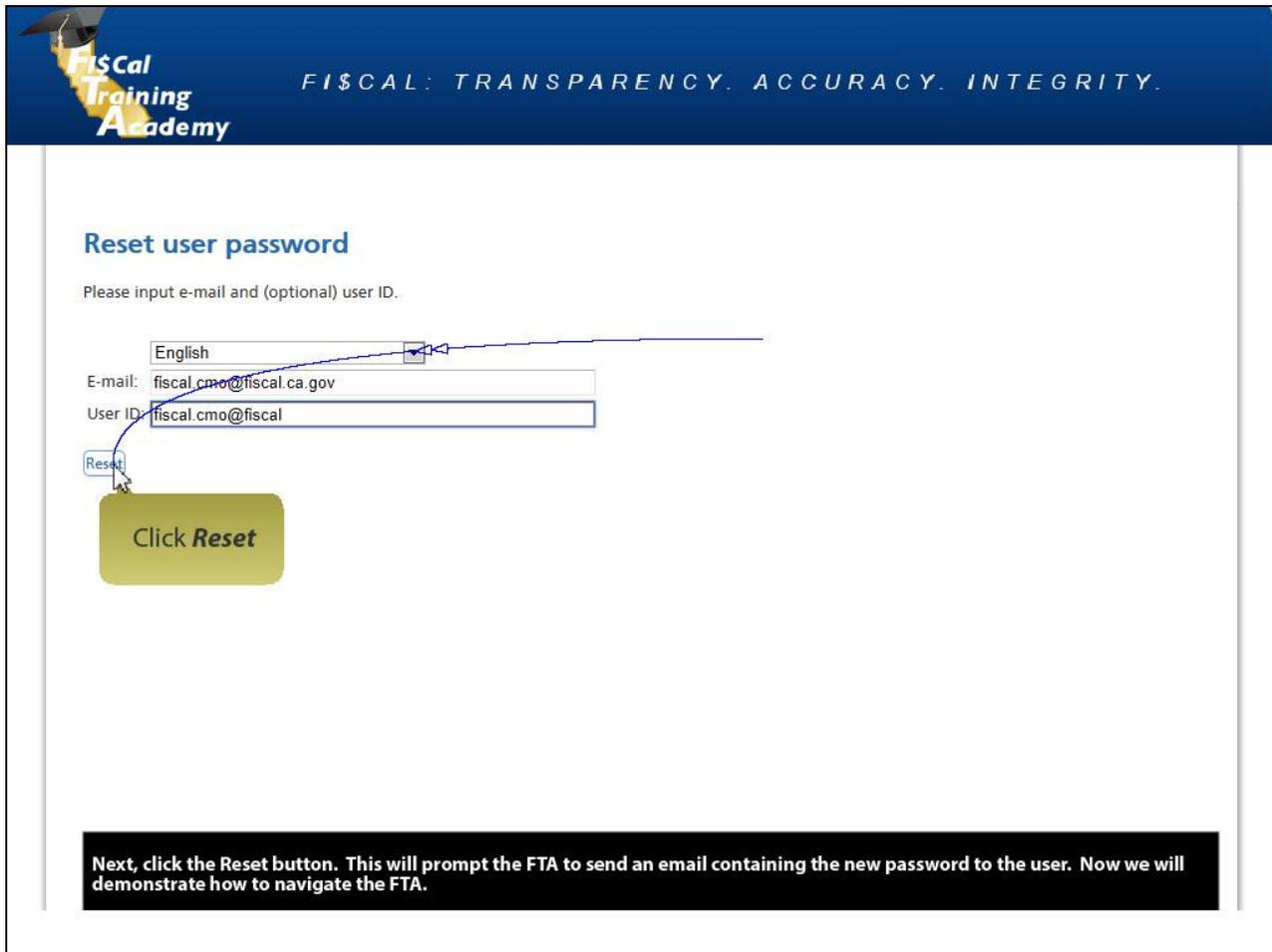
English

E-mail:

User ID:

Enter your *E-mail* and *FTA User ID*

On the Reset user password screen, the user will enter their email address and FTA User ID



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Reset user password

Please input e-mail and (optional) user ID.

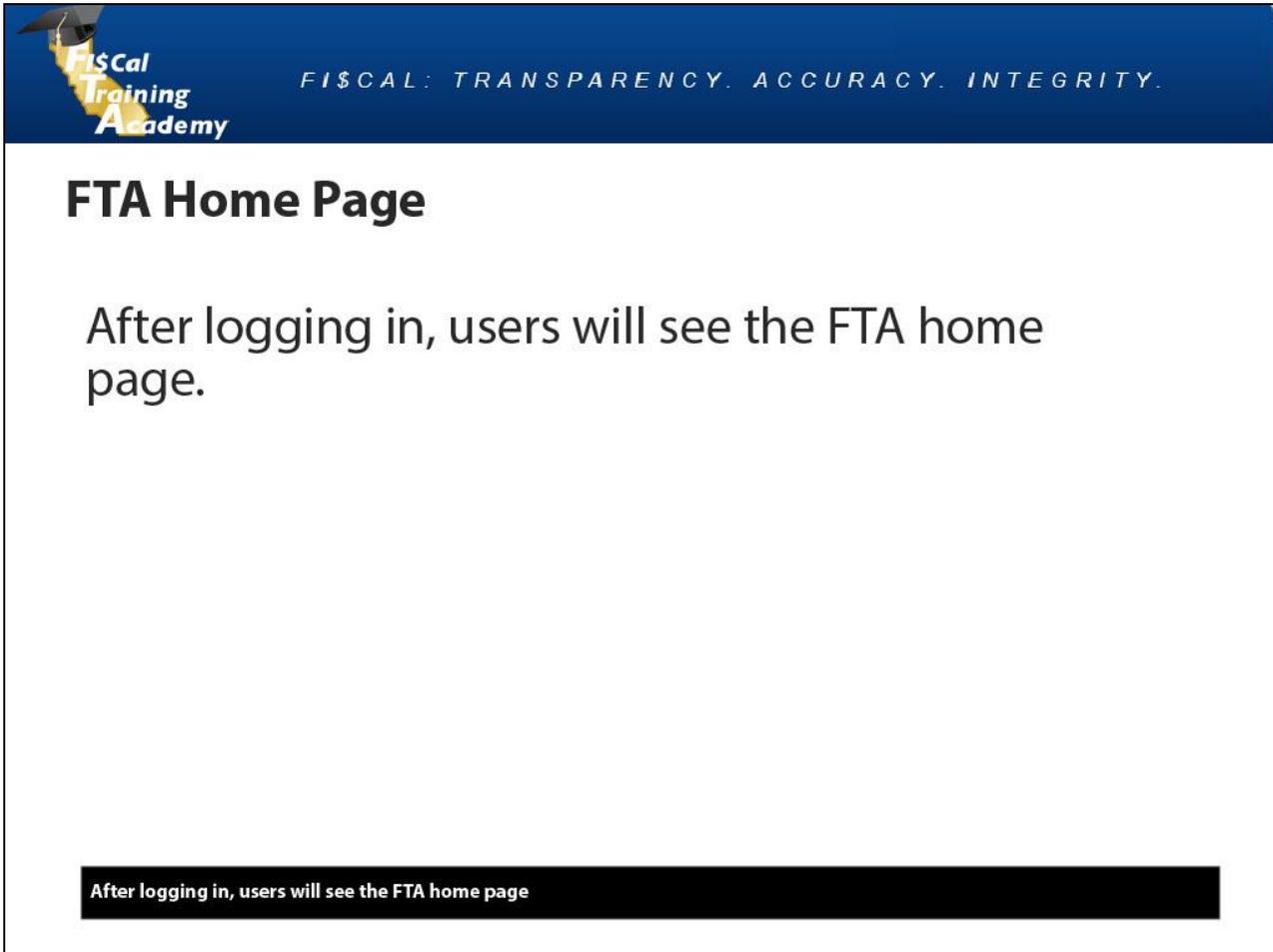
English

E-mail:

User ID:

Click *Reset*

Next, click the Reset button. This will prompt the FTA to send an email containing the new password to the user. Now we will demonstrate how to navigate the FTA.



The screenshot shows a blue header bar with the FISCAL Training Academy logo on the left and the text "FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY." on the right. Below the header, the text "FTA Home Page" is displayed in a large, bold font. A paragraph of text follows, stating "After logging in, users will see the FTA home page." At the bottom of the screenshot, there is a black rectangular box containing the text "After logging in, users will see the FTA home page".

FI\$Cal Training Academy | Settings | Help | Logout

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Home Training Records Catalog Career Development Review Manage

Home

NEWS

NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):

As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal.

The FTA home page contains news and announcements related to FI\$Cal training. Now we will deomonstrate how to view your training courses.

The screenshot shows the FI\$Cal Training Academy website. At the top left is the logo with a graduation cap. The top right has links for Settings, Help, and Logout. Below the logo is the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." and a search bar. A navigation bar contains links for Home, Training Records, Catalog, Career Development, Review, and Manage. A mouse cursor is hovering over the "Training Records" link, with a callout box that says "Mouse over *Training Records*". Below the navigation bar is a "Home" link. A "NEWS" section contains a yellow box with the text: "NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):" and "As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal." At the bottom of the page, a black box contains the text: "From the FTA home page, mouse over the Training Records link".

The screenshot shows the FI\$Cal Training Academy website. The top navigation bar includes links for Settings, Help, and Logout. The main navigation menu contains Home, Training Records, Catalog, Career Development, Review, and Manage. A dropdown menu is open under Training Records, showing Current Learning Modules, Pending Enrollments, and Records/Transcript. A yellow callout box points to the 'Current Learning Modules' link with the text 'Click *Current Learning Modules*'. Below the navigation, there is a 'NEWS' section with a yellow background. The news items include: 'NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):' and 'As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal.' At the bottom of the page, a black bar contains the text 'Click the Current Learning Modules link from the drop down list'.

The screenshot shows the FI\$Cal Training Academy interface. At the top, there is a navigation bar with links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists several courses with their progress percentages and total times. A callout box highlights the first course, LD102, and provides instructions on how to expand it.

Course ID	Course Name	Progress	Total Time
LD102	Understanding Labor Distribution Configuration W1 LP	12%	-
BI101	Creating and Processing Billing W1	25%	-
AP301	Accounts Payable Maintenance W1	0%	-
AR202	Collecting Receivables W1	25%	-
PO110	Managing Receiving W1	0%	-

Click the *Arrow* to expand the LD102 course folder to view the course components, including the instructor-led class information, User Productivity Kit (UPK) training materials, course assessment and course evaluation

The Current Learning Modules page now displays the list of web-based training (WBT) and instructor-led training (ILT) courses you've been enrolled in. Click the arrow to expand the course folder and view the course components including the instructor-led class information, User Productivity Kit or UPK training materials, the course assessment, and the course evaluation. Users must complete the FS101-Introduction to FI\$Cal and FS102-FI\$Cal Navigation WBT courses first. Next, users must complete all 100/101 level module specific introductory WBT courses before attending ILT classes.

The screenshot displays the 'Current Learning Modules' section of the FI\$Cal Training Academy. The top navigation bar includes links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area lists several modules for LD102, each with a progress bar and completion status.

Module Name	Category	Progress	Total Time
LD102 - Understanding Labor Distribution Configuration W1 LP	Course Folder	12%	-
LD102 - Entering and Adjusting Personal Activity Sheets W1	Instructor-led Class	0%	-
LD102 - Understanding Labor Distribution Configuration W1	UPK Training Materials	50%	00:03:29
LD102 - Assessment W1 Pilot	Course Assessment	0%	00:00:00
LD102 - Classroom Evaluation W1 Pilot	Course Evaluation	0%	00:00:00

After expanding the LD102 course folder, you will see the required course components to complete. This includes the instructor-led class, the UPK training materials, the course assessment and the course evaluation. Please note that web-based training course folders do not contain instructor-led class components.

The screenshot displays the 'Current Learning Modules' section of the FI\$Cal Training Academy. The interface includes a navigation bar with 'Home', 'Training Records', 'Catalog', 'Dashboard', 'Career Development', 'Review', 'Communicate', and 'Manage'. The main content area lists several course components with their completion percentages and total times. Callouts provide specific details about the completion percentages for each component.

Course Component	Completion Percentage	Total Time
LD102 - Understanding Labor Distribution Configuration W1 LP (Pilot)	0%	-
LD102 - Entering and Adjusting Personal Activity Sheets W1 (Required)	0%	-
LD102 - Understanding Labor Distribution Configuration W1 (Pilot (Rev. 1) Required)	50%	00:03:29
LD102 - Assessment W1 Pilot (Required)	0%	00:00:00
LD102 - Classroom Evaluation W1 Pilot (Required)	0%	00:00:00
GRC101: Introduction to Governance Risk and Compliance W1 LP (Pilot)	0%	-

Callouts:

- Completion percentage of the course
- Completion percentage of the instructor-led class
- Completion percentage of the course UPK training materials
- Completion percentage of the course assessment
- Completion percentage of the course evaluation

Text Box:

Users are able to view the completion percentage for each course and each course component. To successfully complete each course, the user must complete 100% of all course components including the instructor-led class, the UPK training materials, the course assessment and the course evaluation. The next section covers instructor-led class registration.



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Instructor-led Class Registration

End users must register for instructor-led classes in the FTA and will be able to select the dates, times and locations of the classes they will attend.

Registration is processed on a first come, first served basis and should be completed as soon as possible.

End users must register for instructor-led classes in the FTA and will be able to select the dates, times and locations of the classes they will attend. Registration is processed on a first come, first served basis and should be completed as soon as possible. Next we will demonstrate how to register for instructor-led classes.

The screenshot displays the FI\$Cal Training Academy website interface. At the top, there is a blue header with the FI\$Cal logo on the left, the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." in the center, and "Settings | Help | Logout" on the right. Below the header is a dark navigation bar with menu items: Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Home" and features a "NEWS" section with a yellow background. A message dialog box titled "Message from webpage" is overlaid on the news section, containing a warning icon and the text: "Course 'PO102 Processing Requisitions Instructor-led Class' requires that you select a specific session date. Please launch the course to access the session selector." An "OK" button is visible at the bottom right of the dialog box. A yellow callout bubble with the text "Click OK" points to the "OK" button. At the bottom of the screenshot, a black banner contains the text: "Once logged in, the FTA will prompt end users to register for instructor-led classes. Click OK to continue."

The screenshot shows the FI\$Cal Training Academy website interface. At the top left is the logo with a graduation cap. The top right contains links for Settings, Help, and Logout. Below the logo is the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." and a search bar. A navigation menu includes Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. A callout box with a mouse cursor points to the "Training Records" link, containing the text "Mouse over the *Training Records* link". Below the navigation is a "Home" section with a "NEWS" header. A news item states: "NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):" followed by "As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal." At the bottom of the page, a black bar contains the text "Mouse over the Training Records link".

The screenshot shows the FI\$Cal Training Academy website. The top navigation bar includes links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. A dropdown menu is open under 'Training Records', with 'Current Learning Modules' highlighted. A yellow callout box with a mouse cursor icon points to this menu item, containing the text 'Click *Current Learning Modules*'. Below the navigation, there is a 'NEWS' section with a yellow background. The news items include: 'NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):' and 'As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal.' At the bottom of the page, a black bar contains the text 'Click Current Learning Modules'.

The screenshot displays the FI\$Cal Training Academy interface. At the top, there is a navigation bar with the following links: Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists three modules:

Module Name	Status	Total Time
PO102 - Processing Requisitions Apr 2, 2014 3:50 PM PDT	0%	-
CLP General Prerequisites - Program Training Track Jun 1, 2013 1:02 AM - Jan 10, 2014 3:11 PM PDT	Completed	-

Below the list, there is a "Refresh your current course list showing on this page:" button and a "Back" link. A yellow callout box highlights the arrow icon next to the first module, with the text "Click the **Arrow** to expand the PO102 course folder". A black callout box at the bottom of the screenshot repeats this instruction: "Click the arrow to expand the PO102 course folder".

The screenshot displays the FI\$Cal Training Academy interface. At the top, the logo and tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." are visible. A navigation menu includes Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists several modules for PO102. A callout box highlights a dropdown menu in the "PO102 Processing Requisitions Instructor-led Class" entry, with the instruction "Click the drop down menu". A black banner at the bottom of the interface contains the text: "Click the drop down menu to view the list of PO102 instructor-led classes open for registration".

Module Name	Status	Total Time
PO102 - Processing Requisitions	Apr 2, 2014 3:50 PM PDT	0%
PO102 Processing Requisitions Instructor-led Class	Apr 3, 2014 8:00 AM - Apr 3, 2014 12:00 PM	0%
PO102 - Processing Requisitions UP	Not yet started	00:00:00
PO102 - Course Assessment W1	Not yet started	00:00:00
PO102 - Classroom Evaluation W1	Not yet started	00:00:00

The screenshot displays the 'Current Learning Modules' section of the FI\$Cal Training Academy. The interface includes a navigation bar with links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area lists several modules for 'PO102 - Processing Requisitions'. A callout box with a yellow background and a pointer indicates that the user should select the date, time, and location of the instructor-led class they will attend. The selected session is 'Apr 3, 2014 8:00 AM - Apr 3, 2014 1:00 PM PDT (DOJ - Sacramento 12th Floor Training Room 1300 I Street, Sacramento, CA 95814)'. Other modules include 'PO102 - Processing Requisitions Not yet started Required', 'PO102 - Course Assessment W1 Not yet started Required', and 'PO102 - Classroom Evaluation W1 Not yet started Required'. A black banner at the bottom of the interface repeats the instruction: 'Select the date, time and location of the instructor-led class you will attend'.

The screenshot displays the FI\$Cal Training Academy interface. At the top, there is a navigation bar with links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists several modules. The first module is "PO102 - Processing Requisitions" with a progress bar at 0% and a "Total Time: -". Below it is "PO102 Processing Requisitions Instructor-led Class" with a progress bar at 0% and a "Total Time: -". A callout box with the text "Click the **Set** button" points to a "Set" button next to the class entry. Below this are three more modules: "PO102 - Processing Requisitions UPK W1", "PO102 - Course Assessment W1", and "PO102 - Classroom Evaluation W1", all with progress bars at 0% and "Total Time: 00:00:00".

Module Name	Progress	Total Time
PO102 - Processing Requisitions	0%	-
PO102 Processing Requisitions Instructor-led Class	0%	-
PO102 - Processing Requisitions UPK W1	0%	00:00:00
PO102 - Course Assessment W1	0%	00:00:00
PO102 - Classroom Evaluation W1	0%	00:00:00

After selecting a class, click the **Set** button

The screenshot displays the FI\$Cal Training Academy web application. At the top, the header includes the FI\$Cal logo, the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.", and navigation links for Settings, Help, and Logout. A search bar is also present. Below the header is a navigation menu with links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists several modules for PO102 - Processing Requisitions. The second module, "PO102 Processing Requisitions Instructor-led Class", is highlighted. A "Message from webpage" dialog box is overlaid on the screen, asking "Do you want to set the selected session for this module?" with "OK" and "Cancel" buttons. A callout bubble points to the "OK" button with the text "Click the OK button".

Current Learning Modules

- PO102 - Processing Requisitions
Apr 2, 2014 3:50 PM PDT
0%
Total Time: -
- PO102 Processing Requisitions Instructor-led Class**
Apr 3, 2014 8:00 AM - Apr 3, 2014 11:00 AM
0%
Total Time: -
- PO102 - Processing Requisitions
Not yet started
Required
0%
Total Time: 00:00:00
- PO102 - Course Assessment W1
Not yet started
Required
0%
Total Time: 00:00:00
- PO102 - Classroom Evaluation W1
Not yet started
Required
0%
Total Time: 00:00:00

Message from webpage
Do you want to set the selected session for this module?
OK Cancel

Click the OK button

The FTA will ask users to confirm their instructor-led class registration by clicking OK. Once confirmed, users will not be able to modify or cancel their registration in the FTA.

The screenshot shows the FI\$Cal Training Academy interface. At the top, there is a navigation bar with links for Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists three courses:

- PO102 - Processing Requisitions**: Apr 2, 2014 3:50 PM PDT. Progress: 0%. Total Time: -.
- PO102 - Processing Requisitions**: Apr 2, 2014 3:50 PM PDT. Progress: 0%. Total Time: -.
- CLP General Prerequisites - Program Training Track**: Jun 1, 2013 1:02 AM - Jan 10, 2014 3:11 PM PDT. Status: Completed. Total Time: -.

A callout box with a yellow background and black text says: "Click the **Arrow** to expand the PO102 course folder". A blue arrow points from this text to a small arrow icon next to the first PO102 course entry.

Below the course list, there is a message: "Refresh your current course list showing on this page." with a "Back" button.

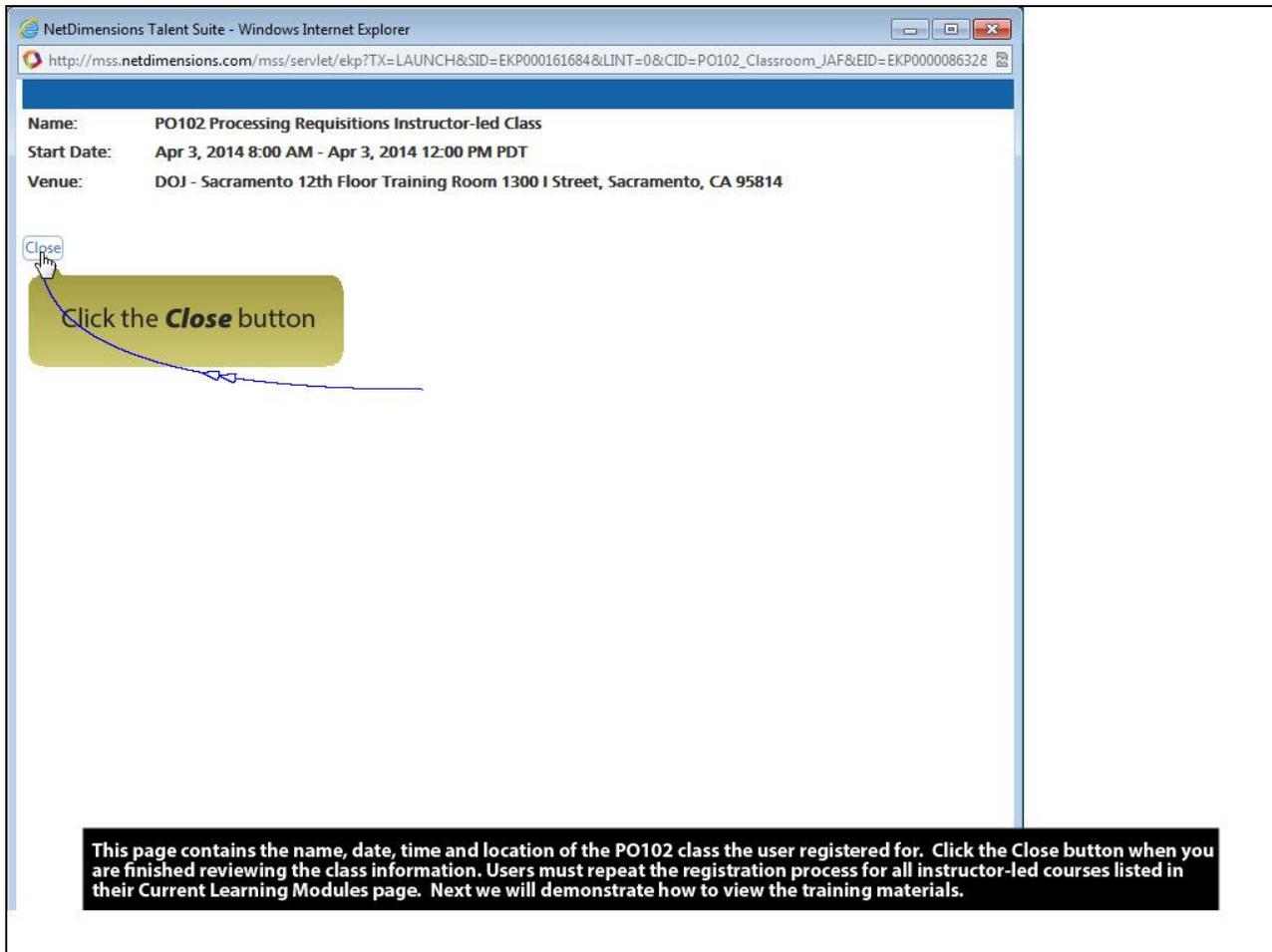
At the bottom, a black box contains the text: "Once your registration is confirmed, return to the Current Learning Modules page and click the arrow to expand the PO102 course folder".

The screenshot displays the FI\$Cal Training Academy interface. At the top, there is a navigation bar with the following menu items: Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. The main content area is titled "Current Learning Modules" and lists several items:

- PO102 - Processing Requisitions (Apr 2, 2014 3:50 PM PDT) - Total Time: -
- PO102 Processing Requisitions Instructor-led Class** (Apr 3, 2014 8:00 AM - Apr 3, 2014 12:00 PM PDT) - Total Time: -
- PO102 - Processing Requisitions UPK V (Not yet started) - Required
- PO102 - Course Assessment W1 (Not yet started) - Required - Total Time: 00:00:00
- PO102 - Classroom Evaluation W1 (Not yet started) - Required - Total Time: 00:00:00

A callout box with a yellow background and black text points to the "PO102 Processing Requisitions Instructor-led Class" component, stating: "Click on the *PO102 Processing Requisitions Instructor-led Class* component to view your class information".

At the bottom of the screenshot, a black box with white text reads: "Click on the PO102 Processing Requisitions Instructor-led Class component to view the date, time and location of the class you are registered in".



The screenshot shows a web browser window titled "NetDimensions Talent Suite - Windows Internet Explorer". The address bar contains the URL: http://mss.netdimensions.com/mss/servlet/ekp?TX=LAUNCH&SID=EKP000161684&LINT=0&CID=PO102_Classroom_JAF&EID=EKP0000086328. The page content displays the following information:

- Name:** PO102 Processing Requisitions Instructor-led Class
- Start Date:** Apr 3, 2014 8:00 AM - Apr 3, 2014 12:00 PM PDT
- Venue:** DOJ - Sacramento 12th Floor Training Room 1300 I Street, Sacramento, CA 95814

A "Close" button is located on the left side of the page. A callout box with a yellow background and a blue arrow points to the "Close" button, containing the text: "Click the **Close** button".

This page contains the name, date, time and location of the PO102 class the user registered for. Click the Close button when you are finished reviewing the class information. Users must repeat the registration process for all instructor-led courses listed in their Current Learning Modules page. Next we will demonstrate how to view the training materials.



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Viewing Training Materials

The FTA training materials may be accessed 24 hours a day 7 days a week and consist of User Productivity Kits (UPKs).

The FTA training materials may be accessed 24 hours a day 7 days a week and consist of User Productivity Kits, also known as UPKs.



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User Productivity Kit (UPK)

UPK training content is delivered in several highly interactive playback modes.

- **See It!** Enables a user to learn by watching a video demonstration of the steps required to perform a FI\$Cal transaction.
- **Try It!** Provides interactive prompts that guide users in performing a simulated FI\$Cal transaction.
- **Know It?** Requires a user to perform a simulated FI\$Cal transaction and tests their learning progress. Users must complete the transaction with a score of 70% or higher. If necessary, the UPK will offer hints to assist the user in completing the transaction.

UPK is an Oracle training tool that provides users guided practice performing FI\$Cal transactions in a hands-on interactive simulated training environment. This list contains the interactive playback modes a user can select to practice simulated FI\$Cal transactions.

The screenshot shows an e-learning interface. On the left is a navigation pane titled "Labor Distribution" with a tree structure. A "Course" box points to "LD102 - Understanding Labor Distribution Configuration", a "Lesson" box points to "Labor Distribution Configuration Overview", and a "Topics" box points to "Labor Distribution Configuration Overview". The main content area shows the title "Labor Distribution Configuration Overview" and a paragraph of text. At the top right of the content area are three playback mode buttons: "See It!", "Try It!", and "Know It? * (Required)". A blue box on the right lists the playback modes: "See It! - Watch demo", "Try It! - Guided practice", and "Know It! - Self Assessment". Red arrows point from this box to the three buttons. At the bottom, a black box contains instructions for users.

Course → LD102 - Understanding Labor Distribution Configuration

Lesson → Labor Distribution Configuration Overview

Topics → Labor Distribution Configuration Overview

Playback Modes:
 See It! - Watch demo
 Try It! - Guided practice
 Know It! - Self Assessment

Users will select a UPK topic within a lesson of the course from the left hand navigation pane and then click on the interactive playback mode to perform the simulated transaction. Next we will demonstrate how to access UPKs in the FTA.

The screenshot displays the 'Current Learning Modules' section of the FI\$Cal Training Academy. The interface includes a top navigation bar with 'Settings | Help | Logout' and a search bar. Below the navigation bar, a menu contains 'Home', 'Training Records', 'Catalog', 'Dashboard', 'Career Development', 'Review', 'Communicate', and 'Manage'. The main content area lists several learning modules, each with a progress bar and 'Total Time'.

Module Name	Progress	Total Time
LD102 - Understanding Labor Distribution Configuration W1 LP Pilot Mar 25, 2014 5:40 PM PDT	12%	-
LD102 - Entering and Adjusting Personal Activity Sheets v Mar 26, 2014 8:30 AM - Mar 26, 2014 12:30 PM PDT Required	0%	-
LD102 - Understanding Labor Distributing Configuration W1 Pilot (Rev. 1) Mar 25, 2014 6:12 PM PDT Required	50%	00:58:33
LD102 - Assessment W1 Pilot Not yet started Required	0%	00:00:00
LD102 - Classroom Evaluation W1 Pilot Not yet started Required	0%	00:00:00
GRC101: Introduction to Governance Risk and Compliance W1 LP Pilot	0%	-

A blue callout box labeled 'Current Learning Modules' points to the list. A yellow callout box labeled 'Click the **Course UPK** link' points to the course link 'LD102 - Understanding Labor Distributing Configuration W1', which is highlighted with a red box. A black text box at the bottom of the screenshot contains the instruction: 'From the Current Learning Modules page, expand the course folder and click the course UPK link to open and view the UPK training materials'.

Labor Distribution

- [-] LD102 - Understanding Labor Distribution Configuration
 - [-] Concept
 - [-] Labor Distribution Configuration Overview
 - [-] Concept
 - Labor Distribution Configuration Overview**
 - [-] Understanding Labor Distribution Configuration
 - [-] Concept
 - [-] Reviewing initial configuration for an employee
 - [-] Reviewing initial configuration for an employee group
 - [-] Configuring a Task ID
 - [-] Configuring options and defaults for an employee
 - [-] Configuring options and defaults for an Employee Group
 - [-] Entering and Maintaining Personal Activity Sheets
 - [-] Concept
 - [-] Entering a Personal Activity Sheet online
 - [-] Running the (Activity Sheet) Timesheet Interface Process

This attempt: In Progress ▾

▶ See It! ☞ Try It! ☑ Know It? * (Required)

Labor Distribution Configuration Overview

The Labor Distribution process in FI\$Cal processes payroll allocations based on the configuration set for an employee distribution for employees within a department, such as distribution and allocation options and defaults can for individual configuration of Task IDs for use with employees, Employee Groups or Activity Sheets.

The UPK opens in a new window. As demonstrated earlier, the user will select a topic from the left hand navigation pane and then select an interactive playback mode. Next we will demonstrate how to successfully complete the required modes for UPK topics.

The screenshot shows a web browser window titled "NetDimensions Talent Suite - Windows Internet Explorer". The address bar contains the URL: http://mss.netdimensions.com/mss/servlet/ekp?TX=COURSETEMPLATEFRAME&transcriptId=EKP000129112&itemId=T_ceba62f1-f6fc-434b-be74-c2c90fd61332. The main content area displays "Wave 1 Courses" on the left sidebar and a course player for "FS101: Introduction to FISCal". The player has a "This attempt: In Progress" dropdown at the top. Below it are two buttons: "See It!" and "Try It! (Required)". A callout box points to the "Try It! (Required)" button with the text "Click to launch the required playback mode *Try It!*". The course content includes a "Concept" section and a sub-section for "FS101 - Introduction to FISCal". A text box at the bottom of the screenshot reads: "All UPK topics contain at least 2 playback modes. The user must view all modes before completing the required mode. In this topic the required mode is Try It! A user must complete the required mode for each topic. Notice this topic displays this attempt In Progress at the top of the UPK window."

The screenshot shows a web browser window titled "NetDimensions Talent Suite - Windows Internet Explorer". The address bar contains the URL: http://mss.netdimensions.com/mss/servlet/ekp?TX=COURSETEMPLATEFRAME&transcriptId=EKP000129112&itemId=T_ceba62f1-f6fc-434b-be74-c2c90fd61332. The page content includes a navigation menu on the left under "Wave 1 Courses" with a tree structure: FI\$Cal > Concept > Introduction to the FI\$Cal User Productivity Kit (UPK) > FS101 - Introduction to FI\$Cal > Concept > FS101 - Introduction to FI\$Cal. The main content area displays "FS101: Introduction to FI\$Cal" with a description: "This introductory web-based presentation provides a high level overview of the FI\$Cal. FI\$Cal is the acronym for the State-wide project known as the Financial Information System for California. The system is considered a business transformation project for California State Government in the areas of budgeting, accounting, procurement and cash management." At the top of the content area, there is a status bar that says "This attempt: Completed" with a dropdown arrow. Below this are two buttons: "See It!" and "Try It! * (Required)". A red box highlights the "Try It! * (Required)" button. Another red box highlights the "FS101 - Introduction to FI\$Cal" item in the navigation menu. A black text box at the bottom of the screenshot contains the following text: "After the user completes the topic in the required mode Try It! this attempt Completed displays at the top of the UPK window. Next we will demonstrate how to complete a topic in the required mode Know It?"

Labor Distribution

This attempt: Passed

See It! Try It! Know It? (Required)

Reviewing initial configuration for an employee group

Click to launch the required playback mode **Know It?**

A check mark indicates the user has successfully passed the required mode (Know It?)

Reviewing initial configuration for an employee group

The required mode for this topic is Know It?. This mode tests the user's learning progress and requires a user to complete the simulated transaction with a score of 70% or higher to pass the topic. After the user passes the Know It? topic, a check mark will be placed next to the topic title and this attempt Passed will display at the top of the UPK window.

Labor Distribution < Previous Next >

This attempt: Failed

See It! Try It! **Know It? * (Required)**

Reviewing initial configuration for an employee

Departments defined initial configuration for an employee prior to FI\$Cal Wave 1 go live. This initial configuration can be reviewed by searching for the employee and viewing the Options and Defaults tabs.

An X indicates the user has not successfully passed this topic in the required mode *Know It?*

If a user fails to pass the required mode Know It?, an "X" will appear next to the topic title and this attempt Failed will display at the top of the UPK window. Users must retake the topic in the Know It? mode until they obtain a score of 70% or higher. All topics must be marked Passed or Completed before the FTA will allow users to access the course assessment. Now we will demonstrate how to open and complete the course assessment.

The screenshot displays the 'Current Learning Modules' page in the FI\$Cal Training Academy. The page features a dark blue header with the FI\$Cal logo and the tagline 'FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.' Below the header is a navigation menu with links for Home, Training Records, Catalog, Career Development, Review, and Manage. The main content area lists several learning modules for 'AP101 - Managing Vendor Information'. Each module entry includes a progress bar, a 'Total Time' field, and a 'Required' status. A red box highlights the 'AP101 Assessment Managing Vendor Information' link, which is also pointed to by a blue arrow and a yellow callout box containing the text 'Click on the Course Assessment link'. A black banner at the bottom of the screenshot provides the instruction: 'From the Current Learning Modules page, expand the course folder and click on the course assessment link'.

Module Name	Progress	Total Time	Status
AP101 - Managing Vendor Information Sep 20, 2013 12:27 PM PDT	33%	-	
AP101 - Managing Vendor Information Date to be confirmed	50%	-	Required
AP101 - Managing Vendor Information_UPK 1 Feb 19, 2014 5:17 PM PST	0%	00:00:00	
AP101 Assessment Managing Vendor Information Feb 28, 2014 5:25 PM PST	50%	00:00:00	Required
AP101 - Classroom Evaluation Not yet started	0%	00:00:00	Required

From the Current Learning Modules page, expand the course folder and click on the course assessment link

NetDimensions Talent Suite - Windows Internet Explorer
 http://mss.netdimensions.com/mss/servlet/ekp/getPreview?sessionID=EKP000093963&testID=AP101_ASSESSMENT_MANAGING_VENDOR_INFORMA

AP101 ASSESSMENT MANAGING VENDOR INFORMATION

Participant: CMO, Fiscal

This exam contains the following sections, each of which contains a sequence of questions. Carefully review each question, and choose the correct answer by marking the appropriate radio button or check box(es) from the selection list. Hints (if any) may be viewed by clicking the "Hint" link.

Depending on the structure of the exam section, you may press the "Submit Response" to confirm your response(s) and proceed to the next question or to the next section. Note that once the responses are submitted, they cannot be changed. Therefore, please take your time and review each question carefully.

SECTION	TITLE	QUESTIONS	SUMMARY OF EXAM RESTRICTIONS	
1	AP101 Assessment Managing Vendor Information	5	Maximum Time Allowed (hh:mm)	No limit.
			Incomplete attempts may be resumed later. No	

You must score 70% to pass the exam.

To continue, please press the Start button below.

Start the exam

Click *Start the exam*

Click the Start the exam button to take the course assessment

NetDimensions Talent Suite - Windows Internet Explorer
http://mss.netdimensions.com/mss/servlet/ekp

SECTION 1: AP101 ASSESSMENT MANAGING VENDOR INFORMATION

Question (1) Question ID:Q71

Who is responsible for managing the Vendor Management File?

Click the **button** to answer the question

Vendor Management File Group

Points: 1.0

Question (2) Question ID:Q73

For Pre-Wave, where will departments utilize bidder data?

- On the Vendor Management page in FI\$Cal
- Within a secure folder in the Vendor menu in FI\$Cal
- In BidSync

Points **Users must score at least 70% to pass the course assessment and may immediately retake the assessment if they score below 70%. Click the button to answer the question. After answering the last question, click the submit response button at the bottom of the page to submit your answers and view your results. After passing the assessment, the FTA will allow the user to access the course evaluation. Now we will demonstrate how to complete the course evaluation.**

The screenshot displays the 'Current Learning Modules' section of the FI\$Cal Training Academy. The interface includes a top navigation bar with 'Settings | Help | Logout' and a search bar. Below the navigation bar, the main content area lists several modules. A blue arrow points from a callout box to the 'Course Evaluation' link in the 'AP101 - Classroom Evaluation' module. The callout box contains the text 'Click the *Course Evaluation* link'. A red box highlights the 'Course Evaluation' link in the module list. Below the module list, a black banner contains the text: 'From the Current Learning Modules page, click the course evaluation link'.

Module Title	Progress	Total Time
AP101 - Managing Vendor Information Sep 20, 2013 12:27 PM PDT	33%	-
AP101 - Managing Vendor Information Date to be confirmed Required	50%	-
AP101 - Managing Vendor Information_UPK 1.4 (Rev. 1) Feb 19, 2014 5:17 PM PST	50%	00:00:00
AP101 Assessment Managi Feb 28, 2014 5:25 PM PST Required	50%	00:00:00
AP101 - Classroom Evaluation Not yet started Required	0%	00:00:00

The screenshot shows a Windows Internet Explorer browser window with the title "NetDimensions Talent Suite - Windows Internet Explorer". The address bar contains the URL: http://mss.netdimensions.com/mss/servlet/ekp/getPreview?sessionID=EKP000093965&testID=AP101_CLASSROOM_EVALUATION&transcriptID=EKPC. The page content includes a calendar icon, a red heading "EVALUATION FOR AP101 - CLASSROOM EVALUATION", and a thank-you message. Below the message are instructions on how to answer questions and a "Start the evaluation" button. A yellow callout box with a hand icon pointing to the button contains the text "Click *Start the evaluation*". A blue curved arrow points from the callout box to the button. At the bottom of the page, a black rectangular box contains the text "Click the Start the evaluation button".

NetDimensions Talent Suite - Windows Internet Explorer

http://mss.netdimensions.com/mss/servlet/ekp/getPreview?sessionID=EKP000093965&testID=AP101_CLASSROOM_EVALUATION&transcriptID=EKPC

EVALUATION FOR AP101 - CLASSROOM EVALUATION

Thank you for taking the time to complete this evaluation. Your input helps us to ensure that the learning will meet your ongoing needs.

The evaluation is a sequence of questions. To answer a question, indicate your response(s) by marking the appropriate radio button or check box(es), or fill in the comment field. When you have done this, click the "Submit Answer" button to move to the next question.

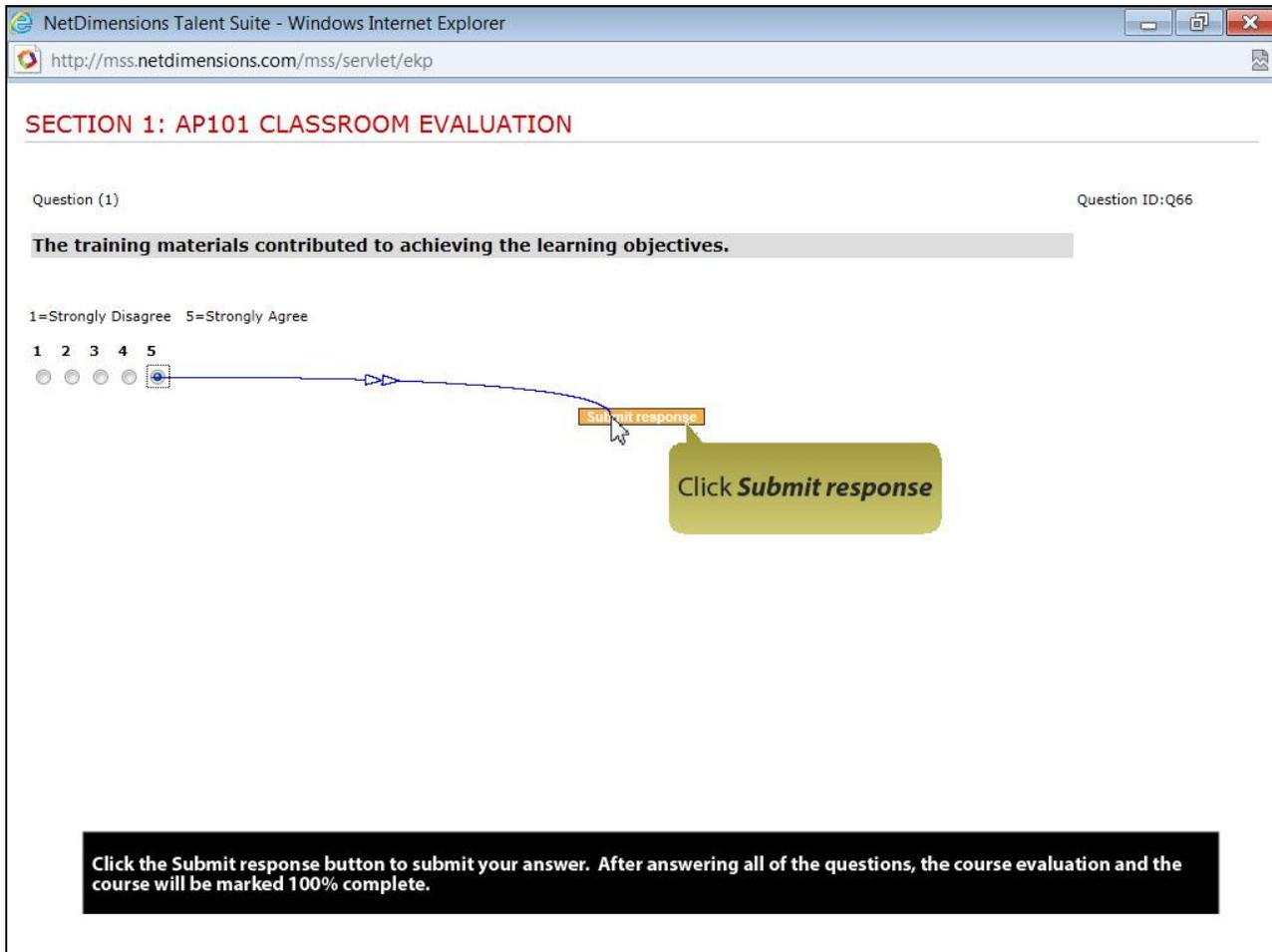
Click on the start button below to continue.

Start the evaluation

Click *Start the evaluation*

Click the Start the evaluation button

The screenshot shows a browser window titled "NetDimensions Talent Suite - Windows Internet Explorer" with the URL "http://mss.netdimensions.com/mss/servlet/ekp". The page content includes a section header "SECTION 1: AP101 CLASSROOM EVALUATION", a question label "Question (1)" with ID "Q66", and the question text "The training materials contributed to achieving the learning objectives." Below the question is a 5-point Likert scale with radio buttons labeled "1=Strongly Disagree" and "5=Strongly Agree". A mouse cursor is positioned over the radio button for option 5. A "Submit response" button is located to the right of the scale. A yellow callout box with the text "Click the *button* to answer the question" points to the selected radio button. At the bottom of the page, a black callout box contains the text "Click the button to answer the evaluation questions".



NetDimensions Talent Suite - Windows Internet Explorer
http://mss.netdimensions.com/mss/servlet/ekp

SECTION 1: AP101 CLASSROOM EVALUATION

Question (1) Question ID: Q66

The training materials contributed to achieving the learning objectives.

1=Strongly Disagree 5=Strongly Agree

1 2 3 4 5

Submit response

Click *Submit response*

Click the Submit response button to submit your answer. After answering all of the questions, the course evaluation and the course will be marked 100% complete.



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Training Certificates

After successfully completing a course, users will receive a training certificate of completion in the FTA.

After successfully completing a course, users will receive a training certificate of completion. Next, we will demonstrate how to view and print training certificates.

The screenshot shows the FI\$Cal Training Academy website interface. At the top left is the logo with a graduation cap. The top right contains links for Settings, Help, and Logout. Below the logo is the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." and a search bar. A navigation menu includes Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. A callout box with a mouse cursor icon points to the "Career Development" link, containing the text "Mouse over *Career Development*". Below the navigation is a "Home" section with a "NEWS" header. A news item is displayed: "NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):" followed by "As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal." At the bottom of the page, a black box contains the instruction: "From the FTA home page, mouse over the Career Development link".

The screenshot shows the FI\$Cal Training Academy website. The top navigation bar includes links for Settings, Help, and Logout. The main navigation menu contains Home, Training Records, Catalog, Dashboard, Career Development, Review, Communicate, and Manage. A dropdown menu is open under Career Development, listing Summary, Job Profile, Competencies, Certifications, and Training P. A callout box points to the Certifications link with the text "Click *Certifications*".

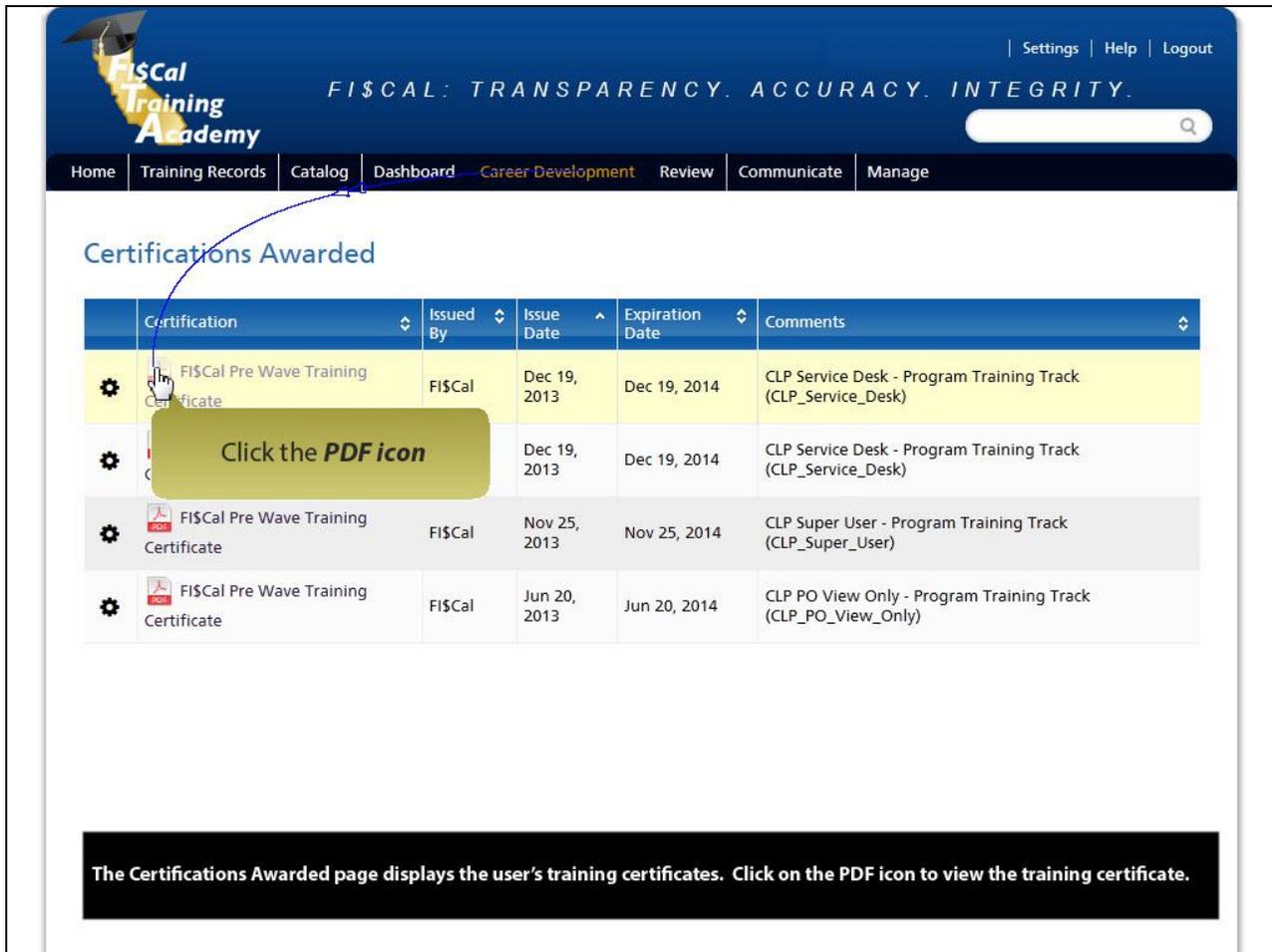
Home

NEWS

NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):

As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal.

Click on the Certifications link



FI\$Cal Training Academy | Settings | Help | Logout
FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.

Home | Training Records | Catalog | Dashboard | **Career Development** | Review | Communicate | Manage

Certifications Awarded

Certification	Issued By	Issue Date	Expiration Date	Comments
 FI\$Cal Pre Wave Training Certificate	FI\$Cal	Dec 19, 2013	Dec 19, 2014	CLP Service Desk - Program Training Track (CLP_Service_Desk)
 FI\$Cal Pre Wave Training Certificate	FI\$Cal	Dec 19, 2013	Dec 19, 2014	CLP Service Desk - Program Training Track (CLP_Service_Desk)
 FI\$Cal Pre Wave Training Certificate	FI\$Cal	Nov 25, 2013	Nov 25, 2014	CLP Super User - Program Training Track (CLP_Super_User)
 FI\$Cal Pre Wave Training Certificate	FI\$Cal	Jun 20, 2013	Jun 20, 2014	CLP PO View Only - Program Training Track (CLP_PO_View_Only)

Click the PDF icon

The Certifications Awarded page displays the user's training certificates. Click on the PDF icon to view the training certificate.



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FI\$Cal Training Certificate

This is to certify that

User's Name

has successfully completed the course

PO102 - Processing Requisitions

May 1, 2014
Certificate Award Date

Anthony A. Ampania

Anthony Ampania

This is a view of the training certificate

The image shows a screenshot of a training certificate from the FI\$Cal Training Academy. The certificate has a blue header with the academy's logo and the slogan "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." The main text of the certificate reads: "FI\$Cal Training Certificate", "This is to certify that", "Use [Name] has successfully completed the course", and "PO102 - Processing Requisitions". The name field is highlighted with a yellow callout box that says "Right click and select **Print** to view the printing options". A right-click context menu is open over the name field, showing options like "Select Tool", "Hand Tool", "Marquee Zoom", "Rotate Clockwise", "Print", "Find", "Document Properties...", and "Show Navigation Pane Buttons". The "Print" option is highlighted. At the bottom left, the date "May 1, 2014" is shown as the "Certificate Award Date". At the bottom right, there is a signature of "Anthony A. Ampania" and his title "FI\$Cal Training Manager". A black box at the bottom contains the text: "To print a certificate, right click and select print. Now we will demonstrate how to access your FTA training records and transcripts."



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Viewing FTA Training Records and Transcripts

Users have access to view their FTA training records and transcripts. This information includes:

- A listing of enrolled courses
- Course enrollment date(s)
- Course assessment results and UPK topic scores
- Overall completion status of courses and course components, including the UPK training materials, course assessments and course evaluations

Users have access to view their FTA training records and transcripts. This includes a listing of all enrolled courses, course enrollment dates, course assessment results, UPK topic scores, and the overall completion status of courses and course components, including the UPK training materials, course assessments and course evaluations.

The screenshot shows the FI\$Cal Training Academy website interface. At the top left is the FI\$Cal logo with a graduation cap icon. To its right is the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." and a search bar. Below the header is a navigation menu with links for Home, Training Records, Catalog, Career Development, Review, and Manage. A mouse cursor is hovering over the "Training Records" link, which has triggered a yellow callout box containing the text "Mouse over *Training Records*". Below the navigation menu is a "Home" link and a "NEWS" section. The news section contains two items: a "NEW!" announcement about viewing training curriculum and a reminder about "Wave 1 End User Training" starting on April 28, 2014. At the bottom of the page, a black banner contains the text "From the FTA home page, mouse over the Training Records link".

The screenshot shows the FI\$Cal Training Academy website interface. At the top left is the logo with a graduation cap. The top right contains links for Settings, Help, and Logout. A search bar is located in the top right. The main navigation bar includes Home, Training Records, Catalog, Career Development, Review, and Manage. A dropdown menu is open under Training Records, listing Current Learning Modules, Pending Enrollments, and Records/Transcript. A yellow callout box with a pointer to the 'Records/Transcript' link contains the text 'Click Records/Transcript'. Below the navigation is a 'NEWS' section with a yellow background, containing a 'NEW!' announcement about training curriculum and a reminder about Wave 1 End User Training starting on April 28, 2014. A black callout box at the bottom of the page contains the text 'Click the Records/Transcript link'.

FI\$Cal Training Academy | Settings | Help | Logout

FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.

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Records/Transcript

Click on a learning program/module name to see more detail.

To reopen a course that has been removed from your Knowledge Center, click on the title (to return to the Knowledge Center).

Show learning items for

Learning Program/Module	Date	Status	Score	Module Attribute(s)
AP101 - Managing Vendor Information_UPK 1.3(Rev. 2)	Nov 18, 2013 3:04 PM - Dec 18, 2013 1:23 PM PST	Completed		
CLP Overview	Sep 20, 2013 12:27 PM - Sep 20, 2013 12:27 PM PDT	Completed		
PO201 - Approving Requisitions & Purchase Orders - Learning Program	Sep 20, 2013 12:27 PM PDT	Not Started		
PO201 - Approving Requisitions & Purchase Orders	Date to be confirmed	Not Started		
PO201 - Approving Requisitions and Purchase Orders_UPK		Not		

Scroll down to view additional training records and transcripts

Filter

Learning Program/Module	Date	Status	Score	Module Attribute(s)
AP101 - Managing Vendor Information_UPK 1.3(Rev. 2)	Nov 18, 2013 3:04 PM - Dec 18, 2013 1:23 PM PST	Completed		
CLP Overview	Sep 20, 2013 12:27 PM - Sep 20, 2013 12:27 PM PDT	Completed		
PO201 - Approving Requisitions & Purchase Orders - Learning Program	Sep 20, 2013 12:27 PM PDT	Not Started		
PO201 - Approving Requisitions & Purchase Orders	Date to be confirmed	Not Started		
PO201 - Approving Requisitions and Purchase Orders_UPK 1.0(Rev. 4)	Date to be confirmed	Not Started		
PO201 Assessment Approving Requisitions & Purchase Orders	Date to be confirmed	Not Started		
PO201 - Classroom Evaluation	Date to be confirmed	Not Started		
PO110 - Managing Receiving - Learning Program	Sep 20, 2013 12:27 PM PDT	Not Started		
AP101 - Managing Vendor Information - Learning Program	Sep 20, 2013 12:27 PM PDT	In Process		
PO101 - Introduction to FI\$Cal Purchasing - Learning Program	Sep 20, 2013 12:27 PM PDT	In Process		
PO102 - Processing Requisitions - Learning Program	Sep 20, 2013 12:27 PM PDT	In Process		
PO103 - Processing Purchase Orders - Learning Program	Sep 20, 2013 12:27 PM PDT	In Process		
PO115 - Return to Vendor - Learning Program	Sep 20, 2013 12:27 PM PDT	In Process		
CLP General Prerequisites - Program Training Track	Jun 1, 2013 1:02 AM - Jan 10, 2014 3:11 PM PDT	Completed		

External Training Records

Training records and transcripts are available for all courses

The screenshot shows the home page of the FI\$Cal Training Academy. The header is dark blue with the FI\$Cal Training Academy logo on the left, which includes a graduation cap icon. To the right of the logo is the tagline "FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY." and a search bar. Below the header is a navigation menu with links for Home, Training Records, Catalog, Career Development, Review, and Manage. The main content area is white and features a "Home" heading. On the left, there is a "NEWS" section with a yellow background. It contains two items: a "NEW!" announcement about viewing training curriculum and a reminder about Wave 1 End User Training starting on April 28, 2014. To the right of the news section is a green call-to-action box with white text asking users to contact their Department Training Liaison or email fiscal.cmo@fiscal.ca.gov if they have questions. At the bottom of the page, there is a black banner with white text that repeats the contact information for the Department Training Liaison.

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Home

NEWS

NEW! FI\$Cal Training Academy learners can now view the training curriculum that aligns with their FI\$Cal Role(s):

As a reminder, Wave 1 End User Training begins April 28, 2014. We look forward to your participation in FI\$Cal.

If you have questions regarding the FTA, please contact your Department Training Liaison or send an email to fiscal.cmo@fiscal.ca.gov.
THANK YOU

This concludes the FTA End-User Tutorial. If you have questions regarding the FTA, please contact your Department Training Liaison or send an email to fiscal.cmo@fiscal.ca.gov. We look forward to your participation in FI\$Cal end-user training.