
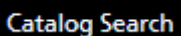


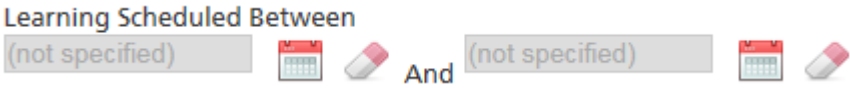




Enrolling Via the FI\$Cal Training Academy Catalog

The purpose of this job aid is to show learners how to use the FI\$Cal Training Academy (FTA) Catalog. The FTA Catalog allows all FTA learners access to courses outside their required Learning Path. It is recommended that learners who are not required to take a particular course take the Web-based Training (WBT) version, however learners may still enroll in Instructor-led Training (ILT) courses. The FTA Catalog performs three main functions:


1. **Catalog Search** - Search for Web-based Training (WBT) and Instructor-led Training (ILT) courses
2. **Catalog Browser** - Browse the entire catalog
3. **Course Calendar** – Search for ILT classes by date, region, and role

Catalog Search

1. Log into the FTA at <http://mss.netdimensions.com> with your username and password
2. Rollover the **Catalog** tab  and click the **Catalog Search**  **Catalog Search** link
3. Search by; a) typing in keywords, b) clicking on the letter of the alphabet that is the first letter of the course, or c) clicking on the **Advanced Search** link and enter in the dates in the **Learning**

Scheduled Between dates.  (not specified)   **And**  



This will show the Instructor-led courses that are being taught between the filtered dates.

4. Click the **Search** button 
5. Click on the title of the course you want to enroll in (e.g. PO122 – Processing Purchase Orders ILT)
6. For an **ILT course**, go to the bottom of the page to view the dates, locations and seats available of the classes

 PO122 – Processing Purchase Orders ILT Seats: 12



At ISInc - Sacramento, 2554 Millcreek Drive, Sacramento, CA 95833 , Sacramento - Hub 1
6/7/16 1:00 PM - 6/7/16 5:00 PM PDT

7. For a **WBT course**, go to the bottom of the page to enroll
8. Click the **Enroll** button 
9. Click the **Confirm enrollment** button 

Note: The ILT courses are optional. You can take the WBT version of the course. If you enroll in the ILT course, please also enroll in the WBT as well. Part of the ILT class consists of going through the WBT.

Catalog Browser


1. Rollover the **Catalog** tab  and click the **Catalog Browser**  **Catalog Browser** link



2. Click on the FI\$Cal Catalog picture 



3. Click on a sub catalog (e.g. Procurement) **PROCUREMENT**
4. Locate and select the appropriate course title (e.g. PO122 – Processing Purchase Orders ILT)
5. For an **ILT course**, go to the bottom of the page to view the dates, locations, and seats available of the classes

 PO122 – Processing Purchase Orders ILT

Seats: 12

[Enroll](#)

At ISInc - Sacramento, 2554 Millcreek Drive, Sacramento, CA 95833 , Sacramento - Hub 1
6/7/16 1:00 PM - 6/7/16 5:00 PM PDT

6. For a **WBT course**, go to the bottom of the page to enroll
7. Click the **Enroll** button [Enroll](#)
8. Click the **Confirm enrollment** button [Confirm enrollment](#)

Note: The ILT courses are optional. You can take the WBT version of the course. If you enroll in the ILT course, please also enroll in the WBT as well. Part of the ILT class consists of going through the WBT.


Course Calendar

The Course Calendar shows only the ILT courses since the WBT courses are on demand and not tied to a specific date. The Course Calendar option is helpful to see ILT sessions by date, region, and audience.

1. Rollover the **Catalog** tab [Catalog](#) and click the [Course Calendar](#) **Course Calendar** link
2. To narrow down the results you can choose an Area or Audience. For example, if you work in Southern California, click the **Area** dropdown list and select your region (e.g. Southern CA – Hub 4)
3. Click the **Filter** button [Filter](#)
4. Click on the name of the course on the date you would like to attend (e.g. PO122 on July 12th)
5. Go to the bottom of the page to view the location and available seats

Area
All
Bay Area - Hub 2
Central CA - Hub 3
Sacramento - Hub 1
Southern CA - Hub 4

12
• PO122 – Processing Purchase Orders ILT

Session(s):  PO122 – Processing Purchase Orders ILT

Seats: 11

[Enroll](#)

At CalTrans - District 7 Los Angeles, 100 South Main Street 8th Fl.8th Floor, Rm 08-041 Los Angeles, CA 90012 , Southern CA - Hub 4
7/12/16 8:30 AM - 7/12/16 12:30 PM PDT

6. Click the **Enroll** button [Enroll](#)
7. Click the **Confirm enrollment** button [Confirm enrollment](#)