# Enrolling Via the University of FI$Cal Course Catalog

The purpose of this job aid is to show learners how to the use the University of FI$Cal's (UF) Course Catalog. The UF Catalog allows all learners access to courses outside their required Learning Paths. 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 based on availability. To request to attend an ILT course that is not on your learning path, first review the course schedule at http://www.fiscal.ca.gov/training-academy/index.html, then email the Training Department at fiscal.cmo@fiscal.ca.gov.

The UF Course Catalog performs two main functions:

1. **Catalog Search** - Search for Web-based Training (WBT) and Certificate Programs
2. **Catalog Browser** - Browse the entire catalog by functional areas

Catalog Search

1. Log into the UF at http://fiscal.netdimensions.com with your username and password
2. Rollover the **Catalog** tab `Catalog` and click the **Catalog Search** link `Catalog Search`
3. Search by; a) clicking the **Search** button to show all courses, b) typing in keywords, c) clicking on the letter of the alphabet that is the first letter of the course, or d) clicking on the **Advanced Search** link and entering additional search criteria
4. Click the **Search** button `Search`
5. Click on the title of the course you want to enroll in (e.g. PO122 – Processing Purchase Orders)
6. For an **ILT course** (if you have access to view ILT courses) 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
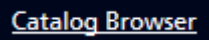
[Enroll]

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

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

Note: You can launch the course right away or come back and launch at a later time. Once enrolled in the WBT course, you have 60 days to complete the course including the evaluation.

Catalog Browser

1. Rollover the **Catalog** tab `Catalog` and click the `Catalog Browser` **Catalog Browser** link
2. Click one of the Catalogs:
   a. CERTIFICATION PROGRAMS – for more information about the certifications, please visit http://www.fiscal.ca.gov/training-academy/index.html.
   b. DEPARTMENTAL TRAINING – courses organized by functional area
3. Click on a sub catalog (e.g. Procurement)
4. Locate and select the appropriate course title (e.g. PO122 – Processing Purchase Orders)
5. For a **WBT course**, go to the bottom of the page to enroll
6. Click the **Enroll** button `Enroll`
7. Click the **Confirm enrollment** button `Confirm enrollment`

Questions

For questions concerning the University of FI$Cal training program, email us at fiscal.cmo@fiscal.ca.gov.