ORACLE®
USER PRODUCTIVITY KIT

FMIS TRAINING

User Productivity Kit (UPK) - Professional Version 12.1.0.5.0

Navajo Nation-Office of the Controller

The Navajo Nation purchased the User Productivity Kit (UPK) to train the Navajo Nation Employees the Fundamentals and Functional Modules of our Financial Software Oracle JD Edwards E1 online. The Training Coordinator from each Division is responsible for compiling their employee information, submitting FMIS Training registration request to OOC/Support. Once Support completes set-up of log-in information, we will send employee training Confirmation.

UPK Steps

1. **Logging in**

2. **Navigate to Player**

3. **Expand Menu**

4. **Five Modes**

5. **KNOW IT Mode**

6. **Assessment (Exam)**

7. **Help Desk**

8. **UPK Tools**

1. Logging into UPK

Using Chrome, or new Edge Browser, and not IE. In the URL bar enter the UPK website http://upk.nnooc.org/KCenter. At the Login page enter the assigned User ID and Password referenced on your confirmation email.

2. Navigating to Player

While in the Navigation Column, select "Player". In Player all Modules that the Navajo Nation has ever created will populate, please only take the Modules that you are registered for (see Confirmation email).
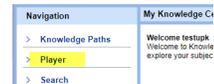
3. Expanding the Menu

Expand the Menu by clicking the plus sign (+). Using 01-Common Foundation as example, the first section is "Log in & Out", expand the menu by clicking the plus sign (see example). Once expanded, you will see 4 topics contained in section. Highlight the first topic, read content, then go forward to 3 major modes and then onto following topics.
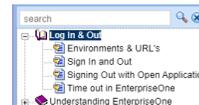
4. Five Modes of UPK

There are five modes: SEE IT MODE-is a recording, TRY IT MODE-gives tips to maneuver, the KNOW IT MODE-Grades you, and you get no assistance. The other two modes: DO IT MODE-works as refresher when logged into Production. PRINT IT MODE-Is a step by step guide that you can print.

5. KNOW IT Mode

The passing results of the KNOW IT Mode for each topic are visible in the Administrator, and are used to determine completion of training. UPK uses the passing grade of 70% or better for Common Foundation and Inquiry. 75% or better for 6B and other Functional training.

6. Assessment (Exam)

Once the 3 Modes are completed for each topic/Module, you will see the Assessment (Exam) below list of topics. Complete exam, and if passing results received, print or scan and forward to me.
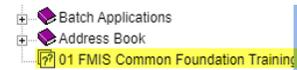
7. Help Desk

For Technical Issues contact Support at Support@nnooc.org or call 928-871-6337 pm. For Help Desk support contact cbailey@nnooc.org or call 928-810-8543. If tracking error message appears: contact your IT support staff ensure that the users browser settings are set to enable synchronous XHR requests in page dismissal