

FMIS TRAINING

USER PRODUCTIVITY KIT (UPK) - PROFESSIONAL VERSION 12

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8. UPK Tools:



Adding a Note:



Home:



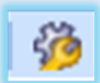
Sign-Out:



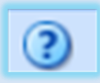
Open Concepts in new Tab:



Preferences:



Help:

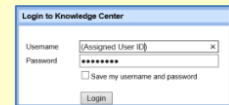


Navajo Nation - Office of the Controller Training

Welcome to the FMIS On-line Training Tool - "User Productivity Kit", UPK has been used to train the Navajo Nation employee's since the 2012. With UPK we can teach basic fundamentals through functional processes of the Financial Management Information System (FMIS), and the Human Resource Information System (HRIS). Once we receive your Training Registration from your Division's Training Coordinator, I will send a Confirmation email notice with log-in instructions. As long as you have Internet Connection, you will be able to log into UPK, and complete your training.

1. Logging into UPK

Open Internet Explorer, In the URL bar type in <http://upk.nnooc.org/KCenter/login/Login.aspx>. When the Knowledge Center log-in page populates, enter assigned User ID and Password.



2. Navigating to Player

While in the Navigation Column, select "Player". Player will list all Modules that we have created in UPK. You are authorized to take only the Modules that you are registered for.



3. Expanding the Menu

In the Common Foundation Menu you will see a list of Sections beginning with "Log in & Out". Expand the Menu by clicking the plus sign (see example). Once you expand this Section, you will see that it contains 4 topics. Highlight the section & each topic to read the content.



4. Five (5) Modes of UPK

Highlight the topic to see the five modes to the right: SEE IT mode is a recording. TRY IT mode helps you maneuver. KNOW IT mode gives no assistance-but grades you. DO IT mode will be useful with FMIS access, box populates with information on screen. PRINT IT mode is a report version of step by step instructions; you can save it or print it.



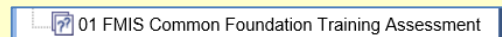
5. Know It Mode

Completing the KNOW IT mode for each topic/Module will grade you, when complete I will see your passing grade results; Com Found & Inquiry 70% or better, Other Modules will require a 75% or better grade. So complete all KNOW IT Mode topics for your Module(s).



6. Assessments (Exam)

Please take the Assessment (Exam) relating to the Module(s) that you are registered for. The Assessments are located below the Sections. When Assessments are complete with passing grade results (Com Found & Inquiry Is 70% or better), please scan and send a copy to cbailey@nnooc.org. With your email notification this will prompt me to verify your results.



7. Help Desk

Contact our Support Section at Support@nnooc.org or call 928-871-6337 if you are having Technical issues. For Help Desk support contact cbailey@nnooc.org or call 928-810-8543.