

# FMIS TRAINING

The Navajo Nation (NN) OOC purchased the User Productivity Kit (UPK) in 2012 to train the Fundamentals and Functional Modules of (FMIS) Navajo Nations Financial Software-Oracle JD Edwards E1 to NN Employees online. Division Training Coordinator's are responsible for compiling Employee Training Registration for their Division and submitting to OOC. OOC Support will set-up the employee log in information, and a Confirmation email will be sent to the employee with Log-in information.

**The following Step-by-Step will explain how to access UPK.**

**1. LOGGING INTO UPK** In Browser, recommend use of Microsoft Edge. In the URL bar enter UPK address <http://upk.nnooc.org/kcenter>. In the "Login to Knowledge Center" enter your assigned User ID and Password.

**2. NAVIGATE TO PLAYER** In My Knowledge Center "Navigation" column, select "Player". In Player all Modules created by the NN will populate. Please proceed on and take only the Modules referenced on your Confirmation email.

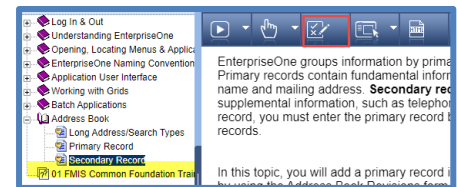


Player	
Name	
01	FMIS Common Foundation
02	FMIS Inquiry Training
03	FMIS Document Log
04	FMIS for External Users - AP
05	FMIS for External Users - Procurement
07	Department of Personnel Management

**3. OPEN (EXPAND) MENU** Sections are initially listed with a plus sign (+), to expand the Menu click the plus sign once. This example Open 01 Common Foundation Module (Menu page)-this example shows the "Log In & Out" Section (Open book icon) when expanded the Topics (Pages with key icon) it contains are listed. Read the content of all Sections and all topics.



**4. FIVE MODES OF UPK** When topic is highlighted the 5 Modes are visible above Topic Description to right. The first 3 of the 5 modes are necessary (select one at a time): **SEE IT** mode is a recording, **TRY IT** mode gives you some assistance, and the **KNOW IT** mode gives no assistance but GRADES YOU. The **PRINT IT** mode is a step-by-step instruction that you can view or print. The **DO IT** mode is useful when refreshing the topic after receiving access in Production.



**5. KNOW IT MODE AND ASSESSMENT** After completing all KNOW IT mode Topics for your Module(s), take relevant Assessment (exam). When you complete your KNOW IT MODE topics You can scan and save for your records. Scan and send only a copy of your Assessment(s) - send to General Accounting email address [mshondede@nnooc.org](mailto:mshondede@nnooc.org). Once verified we will notify of your UPK results, which is either a Status Update for incomplete Modules, or FMIS Training Certificate with Security Change form(s) instructions. Submit either the Standard Security Change form(s) for FMIS Inquiry / 164 log, or the 6B Security Change referencing appropriate 6B Module & Role requested, and forward to [Support@nnooc.org](mailto:Support@nnooc.org) along with your current PAF.