

# DGS FI\$Cal End User Frequently Asked Questions

## Q1: Why am I receiving the ABMS Weekly Training Report?

**A:** You are receiving the report because you have been identified by your office as a DGS FI\$Cal End User. If you believe this is in error, reach out to your FI\$Cal office contact whose name can be found [HERE](#).

## Q2: How do I access the training referenced in the ABMS Weekly Training Report?

**A:** You should have received a “welcome letter” email from the FI\$Cal CMO ([fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)) with information and instructions for logging into your FI\$Cal Training Academy (FTA) account and for viewing your “learning path” in order to take web-based training, (WBT) and to enroll in instructor-led training, (ILT) sessions. A modified version of the welcome letter follows:

“Hello DGS FI\$Cal End User,

Welcome to the FI\$Cal Training Academy (FTA). The FTA is the learning portal for your FI\$Cal System training. You have been identified by the Department of General Services (DGS) as a 2016 DGS ABMS Release participant. Before you log into the FTA, please read the attached Getting Started guide that illustrates how to enroll in the courses on your Learning Path. After reviewing this document, please enroll in all required courses within your Learning Path. Please take prerequisite courses FS101 and FS102 first. These are introductory courses that give an overview of the FI\$Cal System and training.

Please note the following information which is needed to access the FTA. If you already have an account please use your current password.

<http://mss.netdimensions.com>

Username: [fn.ln@dgs](#) (format is first name.last name@DGS)

Password: **welcome**

You will be asked to change your password the first time you login.

We look forward to your participation in the FTA. If you have any questions you can contact your department's training liaison, Dana Porter or the Change Management Office, Training Unit at [fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov). Also if you need to request a reasonable accommodation, please contact us at [fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov).

Thank you.”

# DGS FI\$Cal End User Frequently Asked Questions

This is the “Getting Started Guide” attachment that comes with the welcome email with instructions for navigating to your learning path. It also includes a nice graphic of a



Release 2016 -  
Getting Started.pdf

learning path example:

### **Q3: What does the “-S” suffix mean in the organizational identifier (i.e., FMD-S) in the ABMS Weekly Training Report spreadsheet?**

**A:** The –S indicates the individual is located in Southern, CA.

### **Q4: I have taken web-based training modules but none of them are showing as “100%” completed. Why is this?**

**A:** The likelihood here is that you have not actually fully completed the training. In order for a web-based training module to show as 100% completed, you must complete all phases of the training, including:

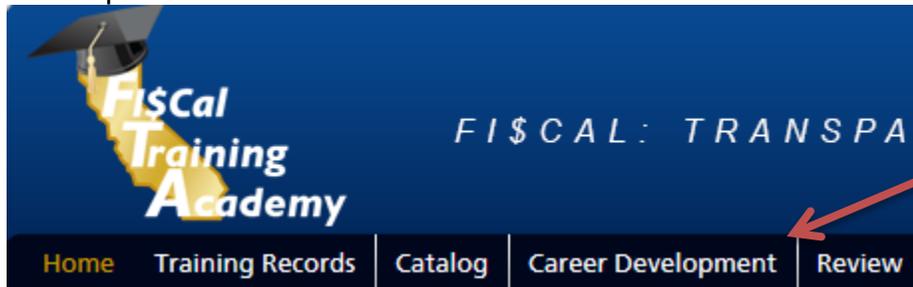
- See it
- Try it
- Know it
- Course evaluation

If you believe you have completed all phases of the training, please email the FI\$Cal CMO ([fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)). They have the ability to see your status for the module(s) in question and can tell you what you may not have finished.

### **Q5: How do I take training in FTA?**

**A:** In order to take training in the FI\$Cal Training Academy (FTA) online training tool, you must first login to your FTA account. From there, you can navigate to training in multiple ways:

- View your learning path by letting your mouse pointer hover over “Career Development” in the menu bar that runs across the banner at the top of the page:



This will expand a vertical menu and you’ll see “Learning Path” at the bottom. Click on Learning Path and you’ll see something like this:

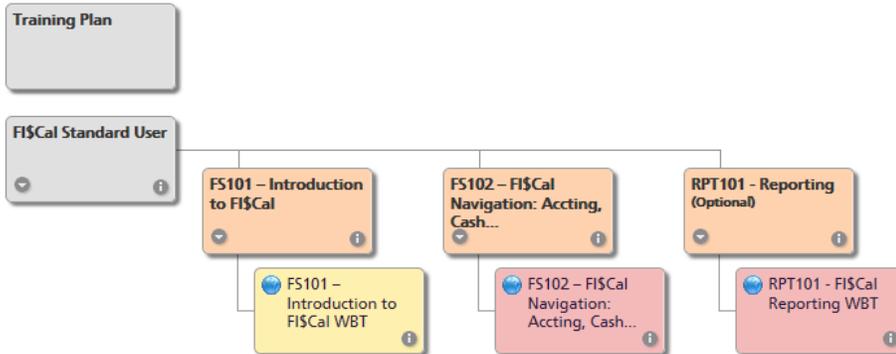
# DGS FI\$Cal End User Frequently Asked Questions

## Learning Path

The learning path provides a visual representation of learning items currently assigned to you via training plans or as a part of job position requirements. For courses still requiring action on your part, you may click on the title to enroll in the required training. A recommended completion sequence, based on due date and priority, is shown.

▼ Collapse All

	Completed
	In Process
	Needs Action
	Optional



Note that this is not a complete learning path and yours may differ. This is just an example. From here, you can either enroll in an Instructor-Led training (which will appear as a white box with a college cap icon), or launch a Web-Based training (which will appear as a pink box with a globe icon). Yellow boxes indicate a session in-process as you can see from the legend.

- If you know what training you are mapped to and want to go directly to it, you can simply type the class number into the search engine after logging into FTA:



After typing the class number, hit “enter” or click search (the magnifying glass) and your results will load:

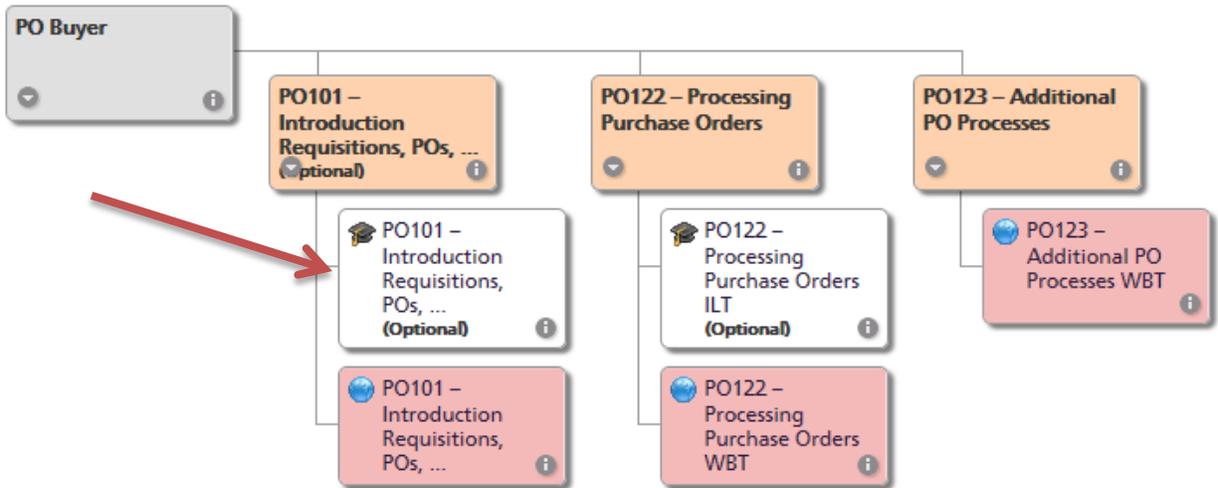
## Search

The class titles are hyperlinks and you can either launch WBT or enroll in IBT.

# DGS FI\$Cal End User Frequently Asked Questions

## Q6: How do I enroll in FI\$Cal training at DGS?

**A:** See the previous question immediately above for navigating to your learning path, or searching for the desired class. Enrolling in training refers to instructor-led sessions. To navigate via your learning path, locate the class number in a white box with the college cap icon:



Then click on the class title in the white box. This will open a separate window where you will see a list of available scheduled sessions. Click the “enroll” button adjacent to the desired session to be enrolled. Afterwards, you’ll receive an email confirmation of your enrollment from FTA.

When searching for the class to enroll in, you’ll see the available class sessions and WBT in the results:

### Search

Learning Module Reference Resource

Keywords: PO101 Search

**Learning Module**

**PO101 – Introduction Requisitions, POs, and Receiving ILT**  
Learning Type: Classroom  
In catalog(s): FI\$Cal/Procurement  
Lesson 1: Introduction to Purchasing - Introduction to Purchasing Lesson 2: Overview of Purchasing Processes - Creating a basic requisition (abbreviated) - Creating a PO by copying a requi...

**PO101 – Introduction Requisitions, POs, and Receiving WBT**  
Learning Type: Online  
In catalog(s): FI\$Cal/Procurement  
Lesson 1: Introduction to Purchasing - Introduction to Purchasing Lesson 2: Overview of Purchasing Processes - Creating a basic requisition (abbreviated) - Creating a PO by copying a requi...

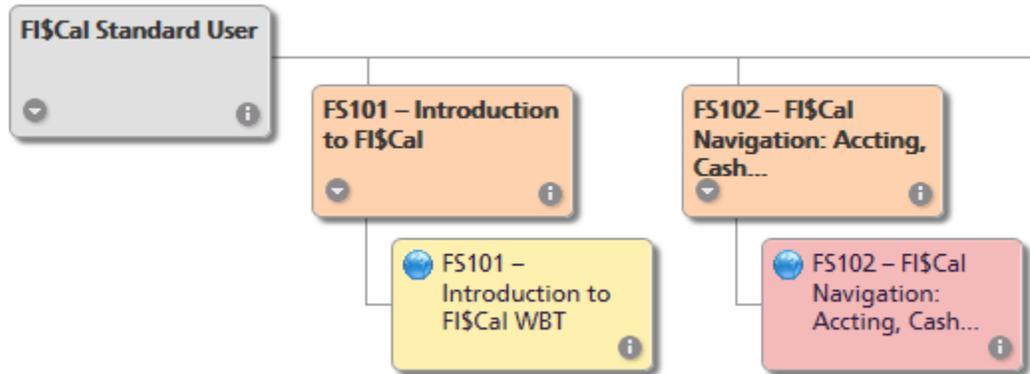
Clicking the ILT title will open the same exact window as when you navigate from your learning path. Follow the same steps to enroll.

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# DGS FI\$Cal End User Frequently Asked Questions

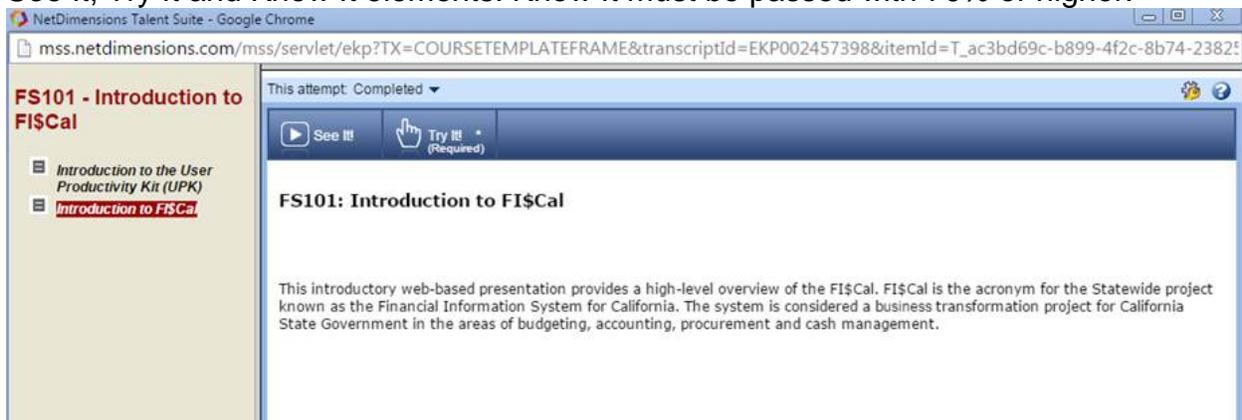
## Q7: What training can I take if I'm a "View Only" user?

A: As a View Only user, you only need to take two web-based modules under "FI\$Cal Standard User, called FS101 – Introduction to FI\$Cal and FS102 – FI\$Cal Navigation: Actcing, Cash Mgmt, and Procurement.



## Q8: I think I've finished my WBT module, but it still shows less than 100% completed. Why?

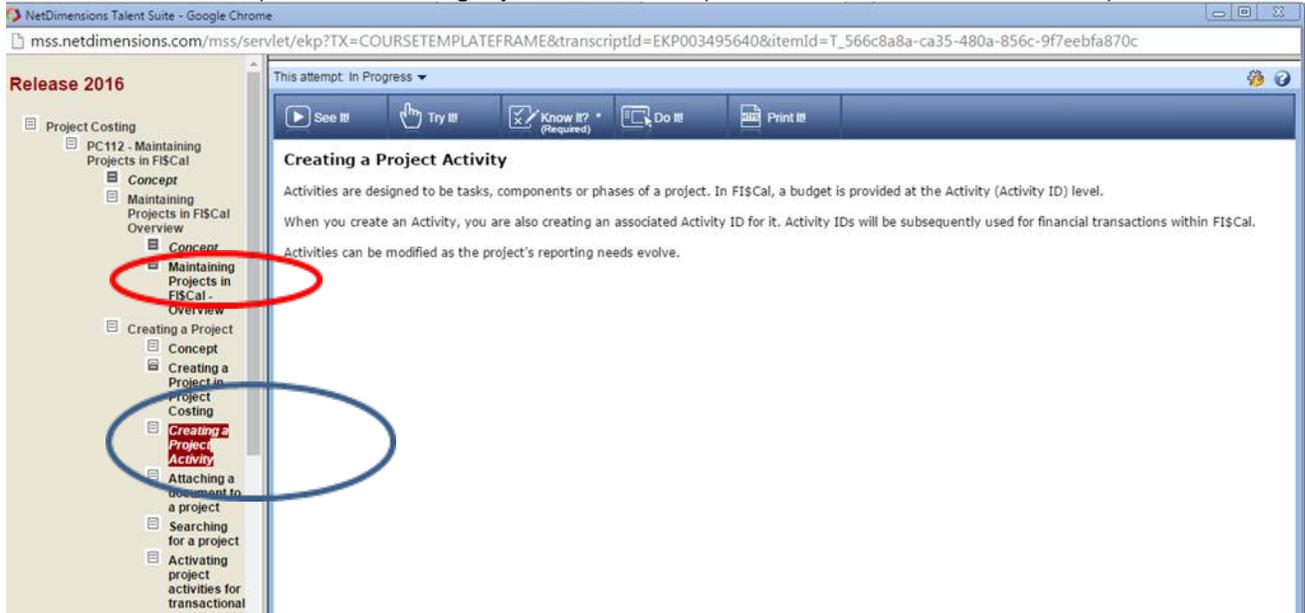
A: In order to receive 100% credit for each course you must make sure to click on every concept and section on the left hand side of the course module and complete all See It, Try It and Know It elements. Know It must be passed with 70% or higher.



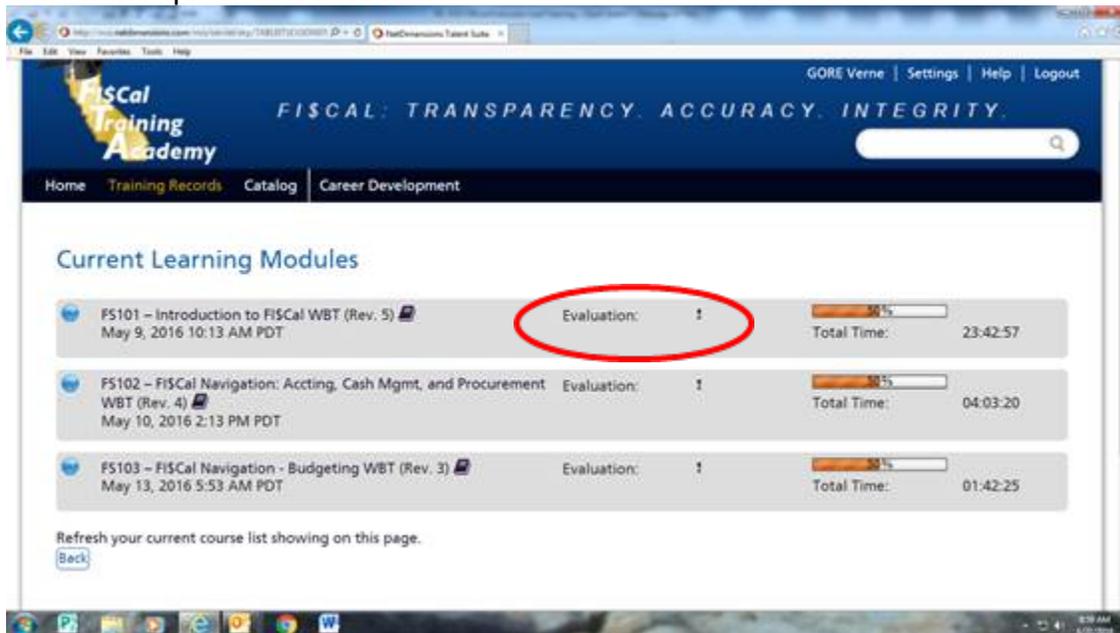
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Also ensure that all of the square icons next to each topic are completely gray (as in red circled item below) and not half gray & half white (as in blue circled item below).



Lastly, you will need to complete the evaluation for each course completed. In order to complete the evaluation click on the exclamation mark next to Evaluation and this will launch the quick evaluation.



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## DGS FI\$Cal End User Frequently Asked Questions

<b>Legend of Acronyms</b>	
<b>Acronym</b>	<b>Acronym Spelled Out</b>
FI\$Cal CMO	FI\$Cal Change Management Office
FTA	FI\$cal Training Academy
ILT	Instructor-Led Training
WBT	Web-Based Training