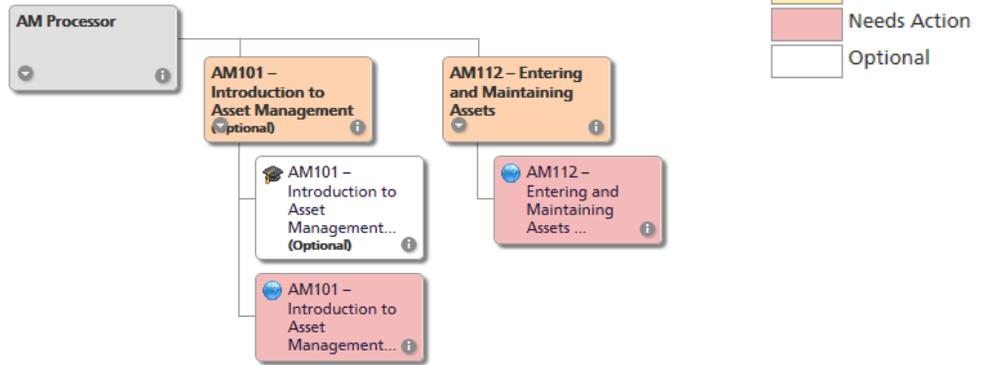


Getting Started – Learning Path Enrollment

1. Logon to the FI\$Cal Training Academy (FTA) at <http://mss.netdimensions.com> with your username and password you received in your welcome letter
2. From the Career Development tab, click the Learning Path link



The Learning Path page shows graphically the courses available to you. Please enroll in all of your courses as soon as possible.

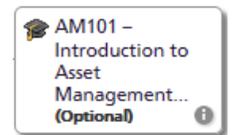


There are two types of learning objects; 1). An optional classroom component and 2). An online component. The classroom portion has the graduation cap icon and the online portion has the globe icon.

Registering for Instructor-Led Training

We recommend taking the optional Instructor-Led Training (ILT) option where possible. Instructors are available to answer questions and demonstrate how to use the FI\$Cal System. If you choose the ILT option, enroll as follows:

1. Select the Instructor-Led Training (ILT) course by clicking on the title of the course (e.g., AM101 – Introduction to Asset Management...)
2. Scroll down to the bottom of the page to see the dates, times and locations of the course. Also note the number of available seats on the right.



Session(s): AM101 – Introduction to Asset Management ILT Seats: 13

[Enroll](#)

At ISInc - Sacramento, 2554 Millcreek Drive, Sacramento, CA 95833 , Sacramento - Hub 1
5/24/16 1:00 PM - 5/24/16 5:00 PM PDT

Show more info

Note: Instructor led classes may not be available year round. You can take the online version of the course instead.

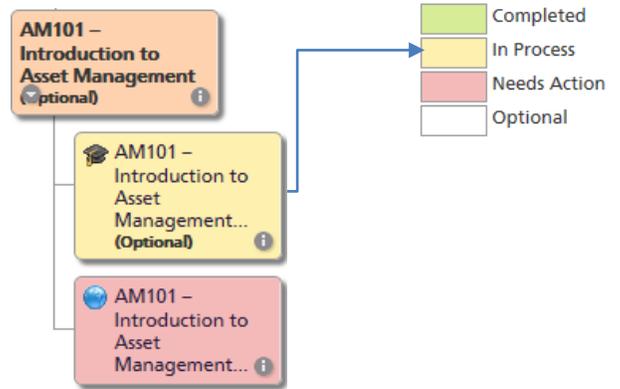
3. Select the desired class session and click the **Enroll** button [Enroll](#)
4. Click the **Confirm enrollment** button [Confirm enrollment](#)
5. Go back to your Learning Path by selecting the Learning Path link by rolling over the Career Development tab

[Learning Path](#)

Note: Since you enrolled in the course, the color coded status has changed to “In Process”.

- Repeat the enrollment process for the online component of the course

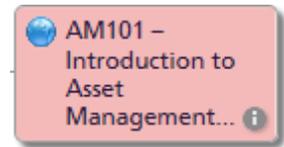
Note: For the instructor led courses, do not launch the online component at the time of enrollment. You will go through this during your Instructor Led Training class.



Registering for Web Based Training (WBT)

Web Based Training (WBT) allows you to take the course at your convenience. Ideally you can finish the WBT in one sitting however, if you can't the training academy bookmarks where you left off. To enroll in the WBT, do the following from your learning path:

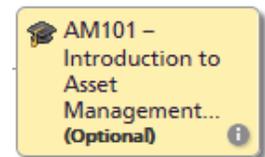
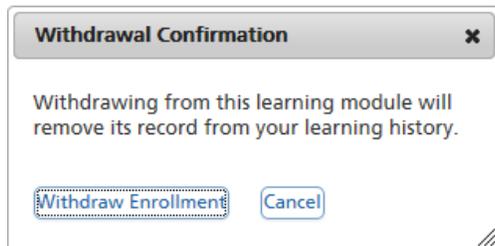
- Select the Web Based Training (WBT) course by clicking on the title of the course (e.g., AM101 –Introduction to Asset Management...)
- Click the **Enroll** button
- Click the **Confirm enrollment** button
- If you want to start the WBT immediately, click the Launch this course link **Launch this course!**
- If you want to launch at a later time you can access it from your learning path by clicking on the name of the WBT course and clicking on the course link
- After completing the WBT course, complete the mandatory Course Evaluation from either the learning path or current learning modules screen. This is required to complete the course.



Getting Started – Learning Path Withdraw Enrollment

You can self-withdraw from your Instructor Led Training courses with at least 5 days' notice. If it is within the 5 days before the start of class, please send a withdraw request email to fiscal.cmo@fiscal.ca.gov.

- From the Career Development tab, click the Learning Path link
- Select the course you need to withdraw from by clicking on the title of the course (e.g., AM101 – Introduction to Asset Management...)
- Click the **Withdraw Enrollment** button
- Click the **Withdraw Enrollment** button again to confirm



- Click the **X** button to close the Successful dialog box
 - If you wish to re-enroll for a different time, click the name of the course again and select a different session.
- Note:** You cannot re-enroll in a class until you have withdrawn from that class.