

FMIS Training with User Productivity Kit -VP11.1

ORACLE
USER PRODUCTIVITY KIT

1. Open Web Browser (E1), and enter URL <http://upk.nnooc.org>. At UPK Login screen-enter User ID and Password assigned (email confirmation)

Login to Knowledge Center

Please type your username and password in the fields provided, then click the Login button.

If you check the "Save my username and password" option, you will not see this page again.

Unauthorized use of this application is prohibited and may be subject to civil and criminal prosecution.

Username: testupk
Password: ●●●●●●

Save my username and password

Login

Language: Čeština Dansk

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2. In Navigation select "Player", begin by selecting Modules 01 & 02. Continue onto other Modules requested only.

Navigation

- > Knowledge Paths
- > **Player**
- > Search
- > User Profile
- > Ask an Expert

My Knowledge Center

Welcome adminupk
Welcome to Knowledge Center! Click the assessments and expand your knowledge.

Usage Summary
This report allows you to view your progress.

Player

- 07 Department of Personnel Management
- 01 FMIS Common Foundation
- 03 FMIS Document Log
- 04 FMIS for External Users - AP
- 06 FMIS for External Users - Blanket Orders
- 05 FMIS for External Users - Procurement
- 02 FMIS Inquiry Training
- 08 FMIS Payroll

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3. Expand Menu click + sign, Select Section, highlight topic (s). 5 modes will populate to right. Run See IT, Try IT, & Know IT Modes.

search Section Topics

Log In & Out
Signing In and Out
Time out in EnterpriseOne
Understanding EnterpriseOne
Opening, Locating Menus & Applications
EnterpriseOne Naming Convention
Application User Interface
Working with Grids
Batch Applications
Address Book
01 FMIS Common Foundation Training

Share

Print it Mode-Step by Step Instruction

See it Mode (View Recording)
Try it Mode - gives some instruction
Know It Mode (grades you)
Do It Mode- used when you receive access to FMIS

Exam / Assessment

New Tools: Notes, Home, Logout, References, & Help

4. Take Exam /Assessment, and print copy. Training can be taken at your leisure at home or work- as long as you have access to the Internet. Notify cbailey@nnooc.org (Help desk) 928-810-8543 when you have completed training or to report technical issues contact support@nnooc.org 928-871-6337. When notified of passing results, complete & submit a Security Change to our Support Office in Admin 1 for FMIS Access. Revised 10/09/15