
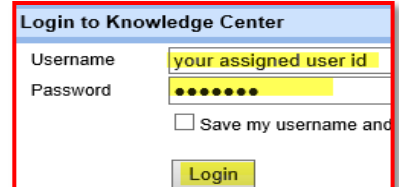


# FMIS TRAINING

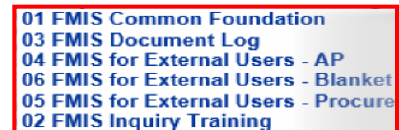
With **USER PRODUCTIVITY KIT-Professional Version 11.1...Rev 8-18-17**

Welcome to the FMIS On-line training tool "UPK" developed by NN Office of the Controller and used since 2012. Your confirmation email contains Log-in information, and instructions. UPK training can be taken at your convenience as long as you have Internet connection. Report any UPK issues to Support at 928-871-6337 or email: [Support@nnooc.org](mailto:Support@nnooc.org).

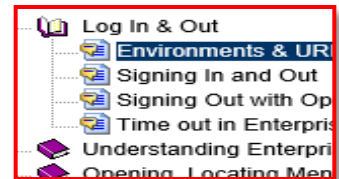
1. Open Internet Explorer , In the URL bar type in this address <http://upk.nnooc.org>. When the "Login to Knowledge Center" page populates, enter the User ID and Password provided.



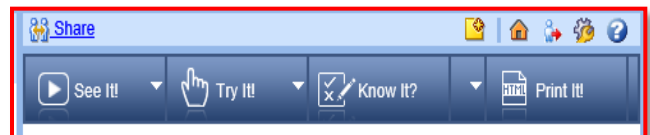
2. In My Knowledge Center/Navigation column, select "Player". In Player all Modules created will populate. Please, take only the Modules that you are registered for.



3. On the Menu page, example to right shows the "Log In & Out" Section and topics it contains, other sections are listed with a plus sign (+), to expand the Menu click the plus sign once. Read the content in the Section and the topic.



4. Hi-lite one topic at a time, various Modes will populate to right: **SEE IT** mode is a recording, **TRY IT** mode will give you some assistance, and the **KNOW IT** mode gives no assistance-**BUT GRADES YOU**. The **PRINT IT** mode shows step by step instruction that you can view or print. The **DO IT** mode is useful as a refresher later on when you have Access to FMIS.



5. Complete all KNOW IT mode topics for your Module(s), plus take related Assessment (exam). When complete, scan a copy of the Assessment only and send it to my email address [cbailey@nnooc.org](mailto:cbailey@nnooc.org). Once I complete verification of your UPK results, I will send you either a status update, or FMIS Training Certificate with Security Change form(s). Sign and complete all fields in the Security Change form, and forward to [Support@nnooc.org](mailto:Support@nnooc.org) along with your current PAF.

TIPS:  Adding a Note  Home,  Sign-out,  Preferences, &  Help