

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 sets-up the employee log in information, and a Confirmation email is sent to the employee with Log-in information. This log-in information cannot be shared.

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

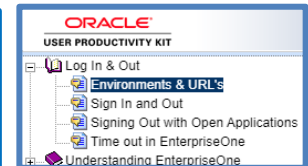
1. LOGGING INTO UPK The Browser recommended to use is Microsoft Edge. In the URL bar enter UPK address <http://upk.nnooc.org/kcenter>. In the "Login to Knowledge Center" enter your assigned User ID and Password.

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.

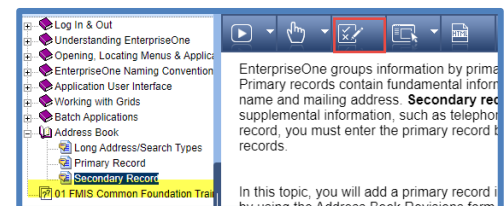


Name
01 FMIS Common Foundation
02 FMIS Inquiry Training
03 FMIS Document Log
04 FMIS for External Users - AP
05 FMIS for External Users - Procurement
07 Department of Personnel Management

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



4. THREE MODES OF UPK When you highlight each topic- the 5 Modes will populate with description to right. Select the first 3 of the 5 modes (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 and GRADES YOU-but is optional*. The **PRINT IT** mode is a step-by-step instruction that you can *view or print*. The **DO IT** mode is only useful when refreshing the topic after receiving access to FMIS.



5. KNOW IT MODE AND ASSESSMENT Once you complete the optional KNOW IT mode Topics for Module(s), you must take the required Assessment (exam). You can scan and save your KNOW IT MODE topic(s) for your records. When Assessment is complete please send scan of Assessment(s) to the UPK Administrator mshondede@nnooc.org for verification.

6. VERIFICATION UPK training results are only seen by the UPK Administrator. Once verified you will be sent a Status Update for incomplete Modules, or Training Certification. There are two Security Change forms: 1) Standard Security Change form for FMIS Inquiry or 164 log, 2) 6B Security Change form-you will reference 6B Module & Role being requested- forward to Support@nnooc.org with current PAF.

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