Learning Center

Quick Reference Guide

Commercial Cards

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Treasury and Trade Solutions



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Learning Center Overview

A complete suite of training resources is available from the Learning Center, Citi's Learning Management System (LMS).

The Learning Center provides on-demand, self-paced training so you can complete computer-based training and access reference documents at any time. If you need to exit a course prior to completion, you can access it again and begin where you left off. You can also register for instructor-led webinars and onsite instructor-led classroom training.

Access the Learning Center

If you have a Cardholder and Non-cardholder login for different companies, you will need to set the Non-cardholder company as your primary company in order to access the Learning center. To change your primary company, click the **My Profile** link that displays at the top of the screen. When **My Profile** screen displays, click the **Change Primary Company** link and select the radio button for the company you wish to set as your primary company.





Learning Center Navigation



Learning Center Home Screen

Description

- 1. **Citi Logo** Click the Citi logo to access the Learner Dashboard.
- Self Menu Click the Self drop-down arrow to access your dashboards, training transcript and training schedules.
- Search Menu Click the arrow that displays to the left of the Search field to filter your search by Learning (guides or training) or Navigation. Type your search criteria in the Search field and click the Magnifying Glass icon.
- Self Icon Click the Self icon and then the Signout link to sign out.
- 5. Home Icon Click the Home icon to return to your Learner Dashboard.
- Timeline Icon Click the Timeline icon to access a timeline of your training resources and courses.
- Library Icon Click the Library icon to navigate to a library of training resources and courses.
- Training Schedule Click the Training Schedule icon to access your upcoming training schedule.
- Training Transcript Click the Training Transcript icon to access your training transcript.
- 10. Search Enter your search criteria in the text field to search for training resources or courses.
- Navigating the Learning Center Click the appropriate link to view the Learning Center Quick Reference Guide.
- 12. Training Surveys Click the Pending Activity Evaluations link, if it displays, to start an evaluation for any instructor-led training you attended.





View a Computer Based Training





Screen		St	ep/Action
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Register for Instructor Led Webinar

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	 From the Learning Center Home screen, click the Catalog Topic to view an unfiltered list of that topic's training resources and courses that will not be sorted by activity type. OR To search for a instructor led webinar, in the Search field type your search criteria. OR Click the Library icon to view a filtered list of training resources and courses that is sorted by activity type. In this example, we will use the Catalog icon. A list of library topics display on the left.
ctt teneng teneng	 Click arrow next to the topic name to view a filtered list of training resources and courses by activity type, for example Computer Based Trainings, Reference Documents and Instructor Led Webinars. Note: If the topic name is clicked, training resources and courses will display to the right in an unfiltered list that are not sorted by activity type.



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Cancel Registration for Instructor Led Webinar

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Citti SELF ~ Image: Control of the second system statution for each the space of the statution of each the statution o	tank C	2. Click the Confirm Cancellation button. The dashboard redisplays and the training has been removed from your To Do list.



Open a Reference Document





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Print Certificate of Completion

Once you have completed a course or viewed a reference document, it will appear on your transcript and you may print a Certificate of Completion.

Screen	Step/Action
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SELF Learney Sead Q Q Q Final State TRAINING TRANSCRIPT FRONT EXPORT TO POF Select a year or date range to filter completed training records. Date fange Front EXPORT TO POF Select a year or date range to filter completed training records. Select a year or date range to filter completed training records. Select a year or date range to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training records. Select and the same to filter completed training r	 To view a Certificate of Completion, click the Diploma icon for the desired activity. The Certificate of Completion opens in a small window.







Complete Training Surveys

Once you have completed an Instructor-Led Webinar and the trainer has marked you as complete, you will be assigned a training survey which can be accessed from the **Training Surveys** section or the **Task** link in the **To Do** section on the Learning Center **Home** screen.

Screen	Step/Action
Ctil Stil Ctallos What would you Ilke to learn Loday? Ctallos Image: Expense Difference Image: Expense Difference Nutratino the Learning contrations Chaininger Expense Difference Image: Expense Difference Image: Expense Difference Image: Expense Difference Image: Expense Difference Nutratino the Learning contrations Chaininger Expense Image: Expense Difference Image: Expens	 From the Learning Center Home screen, click the Task link in the To Do section or the Pending Activity Evaluation link on the Training Surveys section. Note: If you click the Task link in the To Do section you will need to click the Start button. The Learning Activity Evaluations screen displays.
City Comme - Seath O	2. Click the Start button <i>The Evaluation displays</i> .



Scr	een	Step/Action	
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Eva		CANCEL	

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