Learning Center

Quick Reference Guide

Commercial Cards

October 2022



Treasury and Trade Solutions



Table of Contents

| Learning Center Overview | 3 |
|--|----|
| Access the Learning Center | 3 |
| Learning Center Navigation | 4 |
| View a Computer Based Training | 6 |
| Register for Instructor Led Webinar | 8 |
| Cancel Registration for Instructor Led Webinar | 11 |
| Open a Reference Document | 12 |
| Print Certificate of Completion | 14 |
| Complete Training Surveys | 16 |



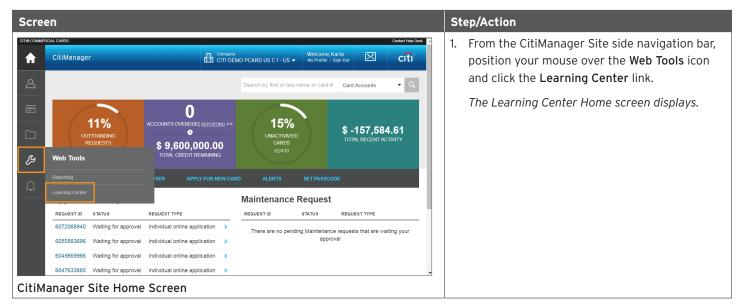
Learning Center Overview

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.

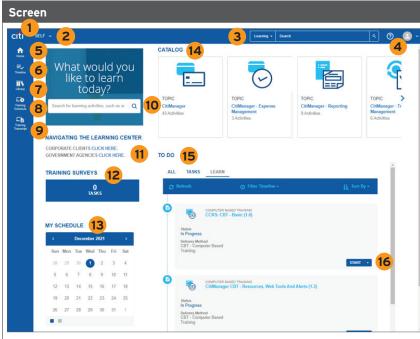
Access the Learning Center

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

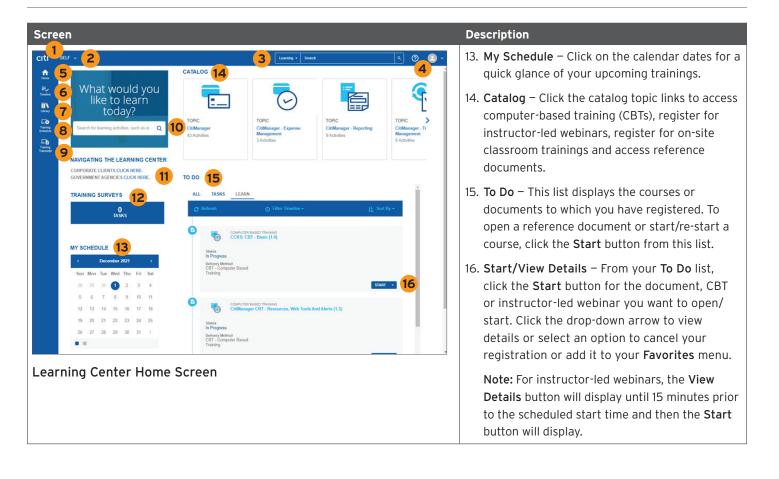


Learning Center Home Screen

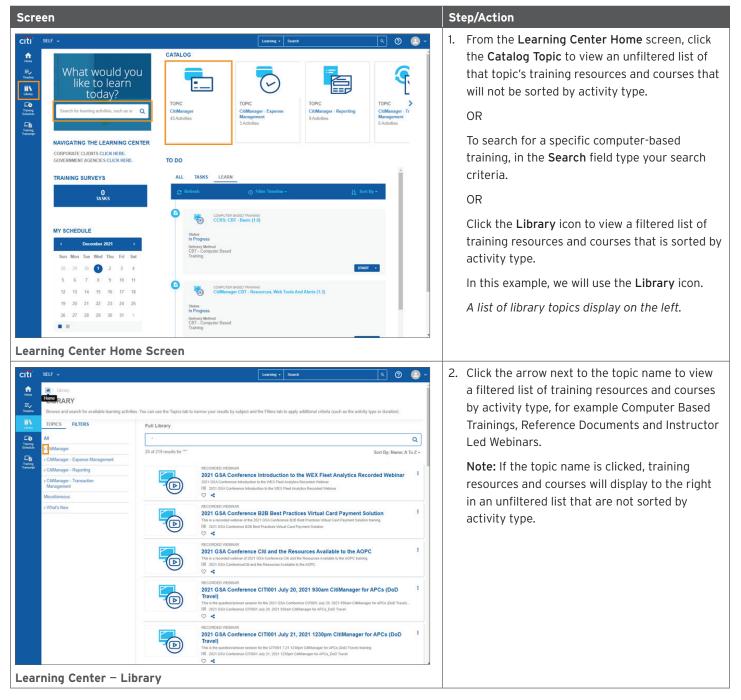
Description

- 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.
- 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.
- 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





| reen | | Step/Action |
|--|---|--|
| SELF ↓ | Learning - Search Q 📀 ሩ | 3. Click Computer Based Trainings (CBTs). |
| / Library LIBRARY Returns and eastrib for available leastring action | | A list of CitiManager CBTs display to the right |
| TOPICS FILTERS | Full Library | |
| IIA | · | |
| CitiManager Computer Based Trainings (CBTs) | 20 of 219 results for "" Sort By: Name: A To Z - | |
| Computer Based Trainings (CBTs) Instructor Led Webinars > Reference Documents > CtiManager - Expense Management > CtiManager - Reporting | RECORDED INERNIAR 2021 GSA Conference introduction to the WEX Fleet Analytics Recorded Webinar 1 2021 GSA Conference introduction by NVCF. Heat Analytics Recorded Webinar 1 2021 GSA Conference introduction by the VICE Need Analytics Recorded Webinar | |
| > CitManager - Transaction Management Miscellaneous > What's New | ECONDECT INTERNAL | |
| | RECORDED WEIRIAR E E E E E E E E E E E E E | |
| | RECORDED WEEKAR 2021 GSA Conference CITIO01 July 20, 2021 S30am CitiManager for APCs (DoD Travel) Travel) This is the question/antimer session for the 2021 GSA Conference CITIO01 July 20, 2021 S30am CitiManager for APCs (DoD Travel) III 201 GSA Conference CITIO01 July 20, 2021 S30am CitiManager for APCs (DoD Travel) C C C C C C C C C C C C C C C C C C C | |
| | RECORDED INSERVAR RECORDED INSERVAR RECEIVER IN INTERPORT IN INTERVAL RECEIVER INTE | |
| | omputer Based Training (CBT) | 4. To view a CBT, click the ellipsis () to the right |
| SELF - | taaming • Search Q. @ | of the activity you wish to view then click Sta |
| SELF | Laamag • Search a 🕐 😒 ~ | of the activity you wish to view then click Sta <i>The Content player loads</i> . |
| SELF Image: Computer Based Trainings (LIBRARY Brows and search for available learning act TOPICS PLTERS Al Computer Based Trainings (CB1s) | Learning • Search Q Q CEID 2015) - - - | of the activity you wish to view then click Sta |
| SELF SELF G / Library / Computer Based Trainings (LIBRARY Browse and search for available learning acti TOPICS FILTERS A CMManager | Learning • Steech Q Q Computer Based Trainings (CBTs) difes. You can use the Topics tab to narrow your results by subject and the Filters tab to apply additional oriteria (such as the activity type or duration) Computer Based Trainings (CBTs) State Topic Image: Computer Based Trainings (CBTs) Q Soft By: Name: A To Z - Computer Based Training Computer Based Trainings Computer Based Training Image: Computer Based Training Image: CBT-Resources, Web Tools and Alerts (1.3) Are increasing the mode, you will be date to two way poor message to be Message Based, updated and Uter Details | of the activity you wish to view then click Sta <i>The Content player loads.</i> Note: If a popup blocker message displays, cl |
| SELF SELF SELF SELERARY Douse and search for available learnings (LIBRARY Douse and search for available learnings and TOPICS | Computer Based Trainings (CBTs) Share Topic Computer Based Trainings (CBTs) Share Topic Image: Computer Based Trainings (CBTs) Image: Computer Based Trainings Computer Based Trainings (CBTs) Image: Computer Based Trainings | of the activity you wish to view then click Sta <i>The Content player loads.</i> Note: If a popup blocker message displays, cl |
| SELF | Computer Based Trainings (CBTs) Share Topic Image: Seech Computer Based Trainings (CBTs) Share Topic Image: Seech Image: Seech Computer Based Trainings (CBTs) Share Topic Image: Seech | of the activity you wish to view then click Sta <i>The Content player loads.</i> Note: If a popup blocker message displays, cl |
| SELF | Computer Based Trainings (CBTs) Show Topic Offer Fasced Trainings (CBTs) Show Topic Outputer Based Trainings (CBTs) Tousand CIMManager CBT - Resources, Web Tools and Alerts (1.3) Adv computer Based Trainings (CBT Tousand) COMPUTER Based Trainings COMPUTER Based Trainings COMPUTER Based Trainings COMPUTER Based Training COMPUTER Based Trainings COMPUTER Based Trainings COMPUTER Based Training COMPUTER Based Training COMPUTER Based Trainings COMPUTER Based Training Computer Based | of the activity you wish to view then click Sta <i>The Content player loads.</i> Note: If a popup blocker message displays, cl |
| SELF | Commuter Based Trainings (CBTs) Show Topic Computer Based Trainings (CBTs) Show Topic Commuter Based Trainings (CBTs) Commuter Based Trainings | of the activity you wish to view then click Sta <i>The Content player loads.</i> Note: If a popup blocker message displays, cl |

Register for Instructor Led Webinar

| Screen | | Step/Action |
|---|--|---|
| What would you like to learn to load? What would you like to learn to load? State the learning activities, such as a Composate culture in socies activities. NAVIGATING THE LEARNING CENTER Composate culture in socies culture infere. Composate culture in socies culture infere. Composate culture infere. | Image: Statute Control ATALOS Image: Statute Control Image: Control <t< th=""><th> 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. </th></t<> | 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. |
| Citt SEF Server Filters Dores and search for available learning activities. You can use the TOPES FILTERS All CitManager CitManager CitManager CitManager CitManager CitManager CitManager CitManager States Workshow | ٩ | 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. |



| | en | | | | | | ep/Action |
|--|--|--|--|--|---|----|---|
| citi" | SELF 🗸 | | Learning • Search | ۹ 🛛 🎱 | ~ | 3. | Select Instructor Led Webinars. |
| Home | | | | | Î | | A list of CitiManager Instructor Led Webinars |
| E | | ies. You can use the Topics tab to | narrow your results by subject and the Filters tab to apply additional criteria (such as the acti- | ity type or duration). | | | display to the right. |
| IIN Litrary | TOPICS FILTERS | Full Library | | | | | |
| Training Schedule | All | * 20 of 219 results for *** | | Q Sort By: Name: A To Z - | | | |
| Training Training | Computer Based Trainings (CBTs) Instructor Led Webinars | 2001213100013101 | RECORDED WEEMAR | Soft by: Name: A to 2 * | | | |
| | Reference Documents CitiManager - Expense Management | | 2021 GSA Conference Introduction to the WEX Fleet Analytics R 2021 GSA Conference Introduction to the WEX Fleet Analytics Recorded Webinar | ecorded Webinar | | | |
| | > CitiManager - Reporting | 0 | IIII 2021 GSA Conference Introduction to the WEX Fleet Analytics Recorded Webinar | | | | |
| | CitiManager - Transaction Management | | RECORDED WEBINAR 2021 GSA Conference B2B Best Practices Virtual Card Payment This is a recorded webinar of the 2021 GSA Conference B2B Best Practices Virtual Card Payment Solu | Solution I | | | |
| | Miscellaneous > What's New | | Inn a recorrect seenar or the 2x1 Gas Contentions Ex5 bits intercore vehal Cato hayment Solution 2x2 GSA Conference E28 Best Practices Virtual Card Payment Solution ∇ | on same. | | | |
| | | | RECORDED WEBMAR 2021 GSA Conference Citi and the Resources Available to the AC | PC I | | | |
| | | | This is a recorded webhar of 2021 GSA Conference CIII and the Resources Available to the AOPC train IIII 2021 GSA Conference-CIII and the Resources Available to the AOPC CIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | ing. | | | |
| | | | RECORDED WEBINAR 2021 GSA Conference CITI001 July 20, 2021 930am CitiManager | or APCs (DoD I | | | |
| | | | Travel) This is the question/answer session for the 2021 GSA Conference CITI001 July 20, 2021 930am CitiMa | | | | |
| | | | IIII 2021 GSA Conference CiTi001 July 20, 2021 930am CitManager for APCs_DoD Travel | | | | |
| | | | RECORDED WEBMAR 2021 GSA Conference CITI001 July 21, 2021 1230pm CitiManager Travel) | for APCs (DoD | | | |
| | | | This is the question/answer session for the CITI001 7.21 1230pm C8Manager for APCs (DoD Travel) In III 2021 OSA Conference CITI001 July 21, 2021 1230pm C8Manager for APCs_DoD Travel C | lining | | | |
| | ning Center – In | structor Le | | | | Δ | To register for an Instructor Led Webinar click |
| îtî 1 | SELF V Obtany / Instructor Led Webinars LIBRARY | | Easing - Search | <u> </u> | ~ | | the ellipsis () to the right of the training you |
| iti nti itorne ≣↓ invesire | SELF V Obtany / Instructor Led Webinars LIBRARY | | Learning | | ~ | | wish to register for then click Register . |
| Iti hone Freedore | SELF | es. You can use the Topics tab to | Learning | | • | | the $\ensuremath{\textbf{ellipsis}}$ () to the right of the training you |
| itti home Ev Transfore | SELF ~ A / Library / Instructor Led Webinars LIBRARY Brows and search for available learning activities TOPICS PLICES All ~ Collibranger Computer Based Trainings (CBTs) | es. You can use the Topics tab to | Learning | ity type or duration). | ~ | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti hore Ev Treelee | SELF | es. You can use the Topics tab to Instructor Led Webina | Learning • Search narrow your results by subject and the Filters tab to apply additional offenda (such as the activers Share Topic Share Topic #STRUCTOR LED COURSE CILIMANAGEE Basic | ity type or duration) | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti hore Ev Treelee | SELF • Image: Ima | es. You can use the Topics tab to Instructor Led Webina | Leaving | Ry type or duration). Q Sort By: Name: A To Z + | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti Horre Ev Tanelae | SELF | es. You can use the Topics tab to Instructor Led Webina | Learning • Search narrow your results by subject and the Filters tab to apply additional criteria (such as the achines in the search of | Ry type or duration). Q Sort By: Name: A To Z - I yator, Register View Details | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| :iti | SELF V SELF V | es. You can use the Topics tab to Instructor Led Webina | Learning • Search | Ry type or duration) Q Sort By: Name: A To Z - I yator Register View Details a) I | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti Horre Ev Tanelae | SELF V SELF V SELF V SELECTOR CONTRACT OF Medicines SELECTOR CONTRACT OF Medicines SELECTOR CONTRACT OF Medicines AI COmpare Reset Trainings (CBTs) Instructor Led Webinars COMmarger - Reporting COMmarger - Reporting COMmarger - Transaction | es. You can use the Topics tab to Instructor Led Webina | Learning ■ Search narrow your results by subject and the Filters tab to apply additional criteria (such as the activers Share Topic rs Share Topic Institution of the Counted Counter State | Ry type or duration) Q Sort By: Name: A To Z - I yator Register View Details a) I | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti Horre Ev Tanelae | SELF | es. You can use the Topics tab to Instructor Led Webina | Learning Search narrow your results by subject and the Filters tab to apply additional orients (such as the activation of the second se | By type or duration) Q Sort By: Name: A To Z - ustion Register View Details () Itantenance: Types But wit | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti Horre Ev Tanelae | SELF | es. You can use the Topics tab to Instructor Led Webina | Learning Search narrow your results by subject and the Filters tab to apply additional criteria (such as the activers for the second sec | By type or duration) | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti hore Ev Treelee | SELF | es. You can use the Topics tab to Instructor Led Webina | Learning Search narrow your results by subject and the Filters tab to apply additional citeria (such as the activ as Share Topic METRU-TOR LED COURSE CIEMAnager Basic The Course of the Course of the sub-Collar-ager. Topics that will be covered include taken on the course of the sub-Course of the sub-Collar-ager. Topics that will be covered include taken on the course of the sub-Course of the sub-Collar-ager. Topics that will be covered include taken on the course of the sub-Course of the sub-Collar-ager. Topics that will be covered include taken on the course of the sub-Course and Maintenance (BOLAN) The cost provide active of the sub-tab tab. Colles Agelatations and Maintenance (BOLAN) The cost provide active of the sub-tab. Colles Agelatations and have to perform Edu Colles CIEMAnager: Colline Applications and Maintenance (OLANM) The cost provide active of the sub-tab colles Agelatations and have to perform Colles Maintenance III Collear-agelations Colles Agelatations and Have to perform Colles Maintenance IIII Collear-agelations Colles Agelatations and have to perform Colles Maintenance IIII Collear-agelations Colles Agelatations and have to perform Colles Maintenance IIIII Collear-agelations Colles Agelatations and have to perform Colles Maintenance IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | By type or duration). | | | the ellipsis () to the right of the training you wish to register for then click Register . |
| itti Horre Ev Tanelae | SELF | es. You can use the Topics tab to Instructor Led Webina | Learning Search narrow your results by subject and the Filters tab to apply additional citieria (such as the activ as Share Topic MITTELETOR LED COURSE CitiManager Basic The citizeness of the second sec | Ry type or duration). | | | the ellipsis () to the right of the training you wish to register for then click Register . |



| CITI SELF - Learning - Search Q @ Q ~ ACTIVITY REGISTRATION Torms a sublected activity from the fait dick Torms a sublec | 5. Select the ADD button for the desired date. |
|---|---|
| First Control LED COURSE TRADITION ALLOWED To remove a selected actively from the fac, dick: | |
| | 6. Click the Register button. |
| Consider the control of the con | The Activities screen displays with a Registered message. |
| (Veen m yees parks) Intra-Cron LED VEENWA CONTRACTORS CAliforney Charles (Veen m yees parks) Intra-Contractors (Veen m yees parks) I | |
| In the second se | |
| <complex-block></complex-block> | 7. Fifteen minutes prior to the start of the webinar, log back into the Learning Center and click the Start button displayed in your To Do list. Note: The Start button will not be visible until 15 minutes prior to the session. |

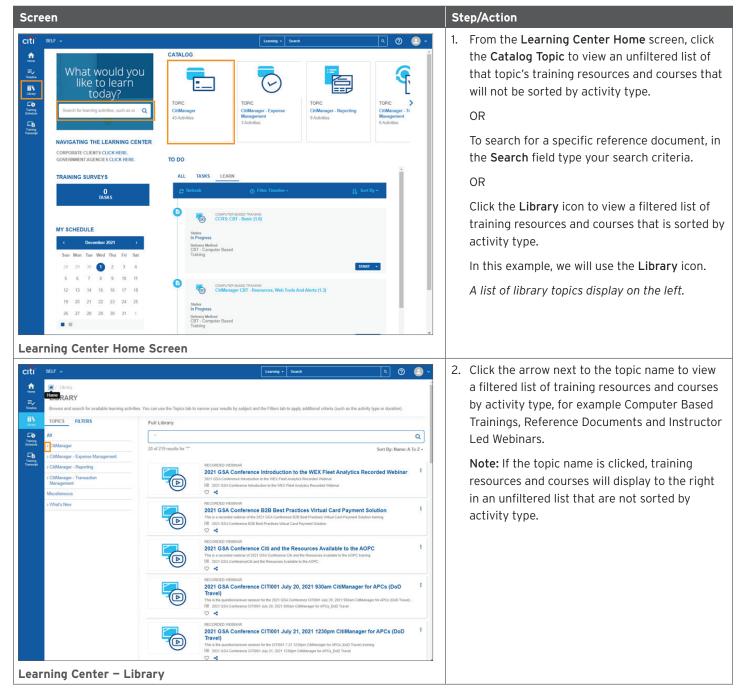


Cancel Registration for Instructor Led Webinar

| Screen | | Step/Action |
|--|--|---|
| Citic SELF Sele What would you like to learn today? Sele Search for learning activities, such as a Q NAVIGATING THE LEARNING CENTER CORPORT CLEMIS CLICK HERE. CORPORT CLEMIS CLICK HERE. Q CORPORT CLEMIS CLICK HERE. Q Search for learning activities, such as a Q Q NAVIGATING THE LEARNING CLICK HERE. Q CORPORT CLIEMIS CLICK HERE. Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, such as a Q Q Search for learning activities, activities | CATALOS CATALOS Image: Caracter Structure TOPC Chanager: Expanse Achides | From the Learning Center Home screen – To Do list, click the drop-down arrow on the View Details button of the training you wish to cancel then click Cancel Registration. The Cancellation Confirmation screen displays. |
| Cetti SLF - CANCELLATION CONFIRMATION Control Conference of the Co | Learning • Steach | 2. Click the Confirm Cancellation button. The dashboard redisplays and the training has been removed from your To Do list. |



Open a Reference Document





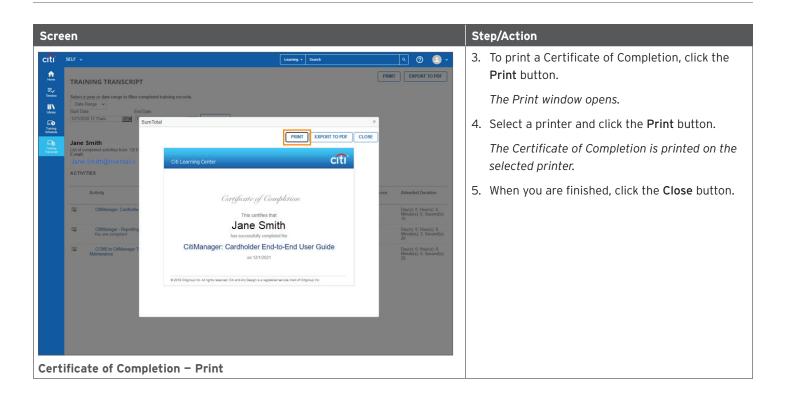
| ree | en | | | | St | ep/Action |
|---|--|--|--|---|----|--|
| i si | SELF v | | Learning • Search | a Ø 🙆 - | 3. | Select Reference Documents. |
| | / Library LIBRARY Browse and search for available learning activitis | es. You can use the Topics tab to | narrow your results by subject and the Filters tab to apply additional criteria (such as the activity type or | duration). | | The documents display to the right. |
| | TOPICS FILTERS | Full Library | | | | |
| | All | | | ٩ | | |
| | Computer Based Trainings (CBTs) Instructor Led Webinars > Reference Documents > CitiManager - Expense Management | 20 of 219 results for *** | Sort RECORDED WeBmAR 2021 GSA Conference Introduction to the WEX Fleet Analytics Recorded 2021 GSA Conference Induction is the WEX Pleet Analytics Recorded Webner 2021 GSA Conference Induction is the WEX Pleet Analytics Recorded Webner 202 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | t By: Name: A To Z + I Webinar | | |
| × | o CitiManager - Reporting • CitiManager - Transaction Management Miscellaneous What's New | | RECORDED WEBMAR 2021 GSA Conference B2B Best Practices Virtual Card Payment Solution The is accorded webmu of the 3021 GSA Conference B2B Berl Practices III 2021 GAA Conference B2B Berl Practices Vibual Card Payment Solution III 2021 GAA Conference B2B Berl Practices Vibual Card Payment Solution | n I | | |
| | | | RECORDECT VERSIANT 2021 CSA Conference CIti and the Resources Available to the AOPC The 1s accorder website of 2021 CSA Conference CIt and the Resources Available to the AOPC basing 11 2021 OIA ConferenceCIt and the Resources Available to the AOPC 2022 CSA ConferenceCIt and the Resources Available to the AOPC 2023 CSA ConferenceCIt and the Resources Available to the AOPC | 1 | | |
| | | | RECORED VEBNAR 2021 CSA Conference CITIO01 July 20, 2021 930am CitiManager for APC Travel) The line question/service session for the 2021 05A Conference CITIO01 July 20, 2021 930am CitiManager for AP IIII 2010 GAC conference CITIO01 July 20, 2021 930am CitiManager for APC, bud Travel C 4 | D. | | |
| | | | RECORDED WEBMAR 2021 GSA Conference CITI001 July 21, 2021 1230pm CitiManager for API Travel) This is the questionizations setsion for the CITI001 721 1230pm CBManager for APCs (DID Travel) terming III 2021 GSA Conference CITI001 Aya; 2021 1230pm CBManager for APCs, (DID Travel) E 2021 GSA Conference CITI001 Aya; 2021 1230pm CBManager for APCs, (DID Travel) | Cs (DoD I | | |
| er | ence Document | s | RECORDED WEBHINR | | | |
| i si | ence Document | S | | V @ @ · | 4. | right of the activity you wish to view then clic |
| SI * | RELF ↓ # / Library / Reference Documents LIBRARY | | CONCED WEBHAR Learning Learning Crearch C arrow your results by subject and the Filters tab to apply additional criteria (such as the activity type or other interval) | Î | 4. | right of the activity you wish to view then clic Start. |
| st e | ELF - f / Ubray / Reference Decaments LIBRARY / Browse and search for available learning activitie TOPPICSFILTERS NI | es. You can use the Topics tab to | CORDED WEBHAR | Î | 4. | right of the activity you wish to view then clic |
| S8 , 1 , 4 , 4 , 4 , 4 , 4 , 4 , 4 , 4 , 4 , 4 | RLF | es. You can use the Topics tab to | COUNTY CITIMANAGE: Acronym Guide Totomar provide offering the filters tab to apply additional criteria (such as the activity type or a start type) Start Topic Counter: CITIMANAGE: Acronym Guide The document provide offering the filters tamong used acronym. | duration) | 4. | right of the activity you wish to view then clic Start. The document will open in a new window. |
| ■ 1 ■ 1 → → | ELF | es. You can use the Topics tab to 1 Referance Documents | | duration) Q Dy: Name: A To Z + | 4. | right of the activity you wish to view then clic Start. <i>The document will open in a new window.</i> Note: If a popup blocker message displays, cli |
| = 1 = 1 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 | ELF | es. You can use the Topics tab to 1 Referance Documents | CONCENT COLMENT COLMEN | Auration) Q Dy: Name: A To Z = I Start View Details I | 4. | right of the activity you wish to view then clic Start. <i>The document will open in a new window.</i> Note: If a popup blocker message displays, cli |
| i Stan | ELF | es. You can use the Topics tab to 1 Referance Documents | Image: Control with the state of the s | duration) Q Dy: Name: A To Z = I Start Verv: Octains I (SOLM): H also I | 4. | right of the activity you wish to view then clic Start. <i>The document will open in a new window.</i> Note: If a popup blocker message displays, cli |
| i Stan | ELF | es. You can use the Topics tab to Reference Documents 20 of 30 results for "" 20 of 30 results for "" | CONTROL AND | duration) Q By: Name: A To Z = I Start View Octains I (BOLM). It also I does The furc I | 4. | The document will open in a new window. Note: If a popup blocker message displays, cli |

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.

| | Y | | Learning • Search | | a | 0 🕘 - | 1. | From the Learning Center Home screen, | |
|---|---|--|--|---|---|--------------------------------|--------------------------------|---|--|
| C G | What would you learn to day? Search for hearning activities, such as ar Q Q Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="2" <td colsp<="" td=""><td>43 Activities Activiti</td><td>inager - Expense i proment lifes) Filter Teneline -</td><td></td><td>ing Ci Ma</td><td>PC > obtanger 17 cchiles</td><td></td><td>click the Training Transcript link on the side navigation bar. <i>The Training Transcript screen displays</i>.</td></td> | <td>43 Activities Activiti</td> <td>inager - Expense i proment lifes) Filter Teneline -</td> <td></td> <td>ing Ci Ma</td> <td>PC > obtanger 17 cchiles</td> <td></td> <td>click the Training Transcript link on the side navigation bar. <i>The Training Transcript screen displays</i>.</td> | 43 Activities Activiti | inager - Expense i proment lifes) Filter Teneline - | | ing Ci Ma | PC > obtanger 17 cchiles | | click the Training Transcript link on the side navigation bar. <i>The Training Transcript screen displays</i> . |
| | | | | | | | | | |
| | g Center Home Sc | reen | Learning • Search | | c | ା ଉ (ଇ ଁ | 2 | To view a Certificate of Completion, click the | |
| SELF | | reen | Learning - Search | | PRINT | K 🔊 😩 🗸 | 2. | To view a Certificate of Completion, click the Diploma icon for the desired activity. | |
| SELF TRA Selec Da Start 12/1/ Jane | ~ | | Learning - Search | | | | 2. | | |
| SELF TRA Selec Da Start 12/1/ Jane List o E-ma jane | AINING TRANSCRIPT tt a year or date range to filter completed training rec as Range Date End Date C2020 11:11 End Date Smith Smith Genemal com IV/TIES | ords. | | | PRINT | EXPORT TO POF | 2. | Diploma icon for the desired activity. The Certificate of Completion opens in a sma | |
| SELF TRA Selec Da Start 12/1/ Jane List o Emajane | AINING TRANSCRIPT tt synar or date range to filter completed training rec tte Range Date End Date Could Tittam s Smith for oppleted activities from 12/1/2021 to 12/1/2021 tittam tittes Activity | ords. REFRESH Estimated Credit Hours | Start Date | Completion Date - | PRINT Score A | EXPORT TO POF | 2. | Diploma icon for the desired activity. The Certificate of Completion opens in a sma | |
| SELF TRA Selec Da Start 12/1/ Jane List o E-ma jane ACT | AINING TRANSCRIPT tt a year or date range to filter completed training rec ta Parage End Date End Date 2020 11:11am End 20 | ords. REFRESH Estimated Credit Hours | Start Date 12/1/2021 | | PRINT Score A M | EXPORT TO POF Exercise to Post | 2. | Diploma icon for the desired activity. The Certificate of Completion opens in a sma | |
| SELF TRA Selec Da Start 12/1/ Jane List o Emajane | AINING TRANSCRIPT tt synar or date range to filter completed training rec tte Range Date End Date Could Tittam s Smith for oppleted activities from 12/1/2021 to 12/1/2021 tittam tittes Activity | ords. THEFRESH Estimated Credit Hours e | Start Date 12/1/2021 12/1/2021 | 12/1/2021 | PRINT Score A M M 0 D 2 M | EXPORT TO POF | 2. | Diploma icon for the desired activity. The Certificate of Completion opens in a sma | |







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 |
|---|---|---|---|---|
| SELF What would you like to learn today? Star Component cutents cutenters Component cutents cutenters Component cutents cutenters Star Pending Activity Evaluation Star Star | CORPUTER BALLED THANKING CCRS. CDT - Basic (1.4) Satis Bryogras Degray Menso Degray Menso Configure Based Training Configure Based Training Configure Based Training | TOPC CraManager - Reporting 9.Activities Loss Sort Dy + | Image: Charles | 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. |
| Learning Center Home | | | | 2. Click the Start button |
| citi ser - | Learning • Sear | ah Q |] Ø 🙆 - | 2. Click the Start button |
| LEARNING ACTIVITY EVALUATIONS LEARNING ACTIVITY EVALUATIONS The is alst of all evaluations assigned by you. Select from the Select Heig Construction Name Construction Name Construction Name Not Corporate Training Evaluation SIME | Vew list to see pending, expired, and completed evaluations. Activity Name CRManager Basic CRManager Basic_Docember 2, 2021 | View: Pend Code Des Date CBManager Basic_1202.2021 Basic_1202.2021 | ing evaluations v 2 2 2 2 Forwards New New New | The Evaluation displays. |
| Learning Activity Evaluat | tion | | | |



| Scr | een | Step/Action |
|-----|--|--|
| | ELF v van LEARNING ACTIVITY EVALUATIONS Service Baser | Step/Action Image: Complete the Evaluation and click Submit. |
| Eva | 12. Provide your information below if you would like to be contacted about this training. | |

Treasury and Trade Solutions citi.com/treasuryandtradesolutions

