Learning Center

Quick Reference Guide

GSA and Public Sector December 2021



Treasury and Trade Solutions



Table of Contents

Learning Center Overview
Access the Learning Center
Learning Center Navigation4
View a Computer Based Training6
Register for Instructor Led Webinar8
Cancel Registration for Instructor Led Webinar11
Open a Reference Document12
Print Certificate of Completion14
Complete Training Surveys16



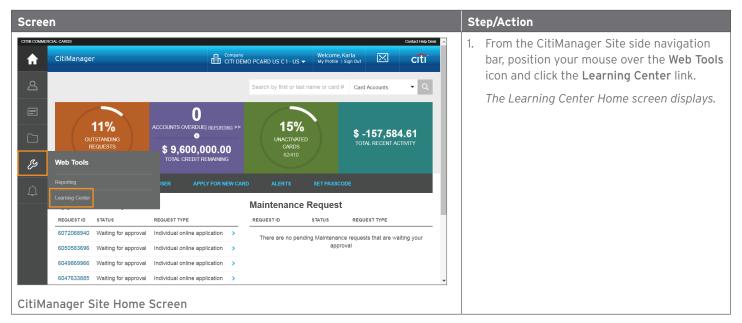
Learning Center Overview

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.

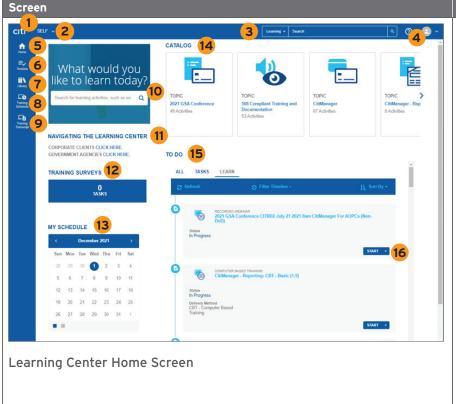
Access the Learning Center

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.





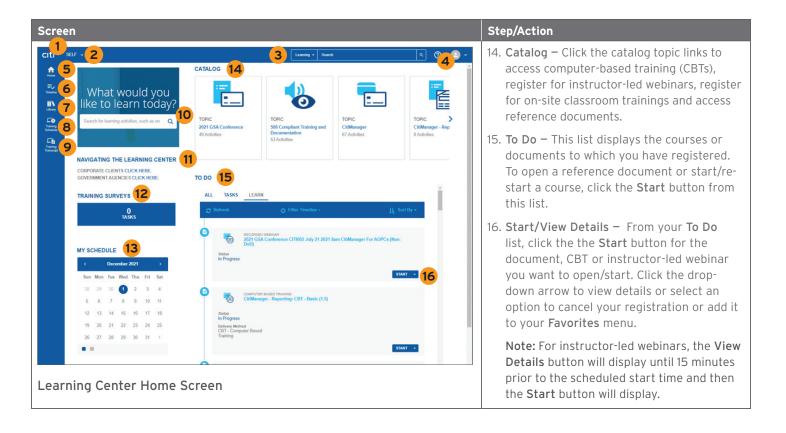
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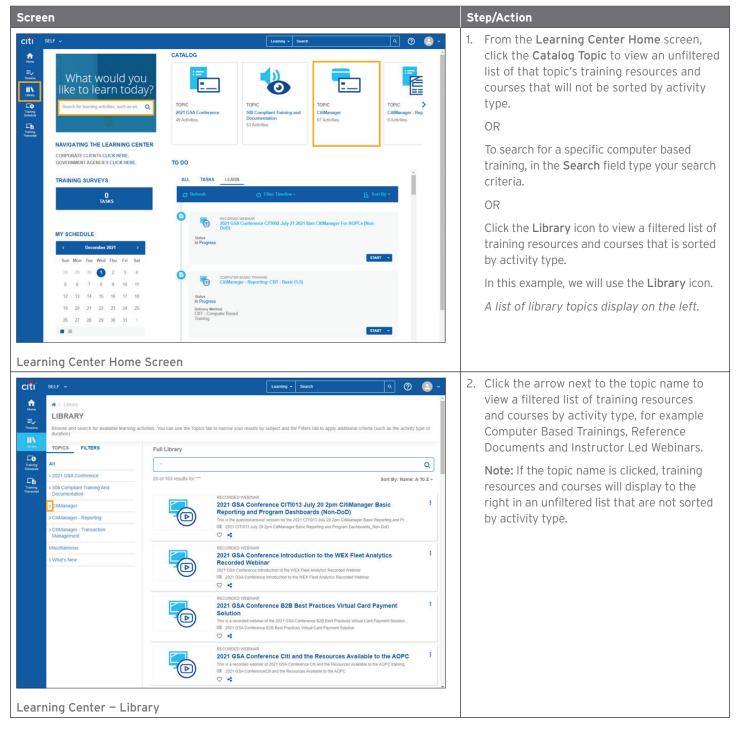
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- 1. Citi Logo Click the Citi logo to access the Learner Dashboard.
- Self Menu Click the Self drop-down arrow to access your dashboards, training transcript and training schedules.
- Search Menu Click the arrow that displays to the left of the Search 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.
- 4. 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.
- 6. 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.
- 8. 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.
- My Schedule Click on the calendar dates for a quick glance of your upcoming trainings.





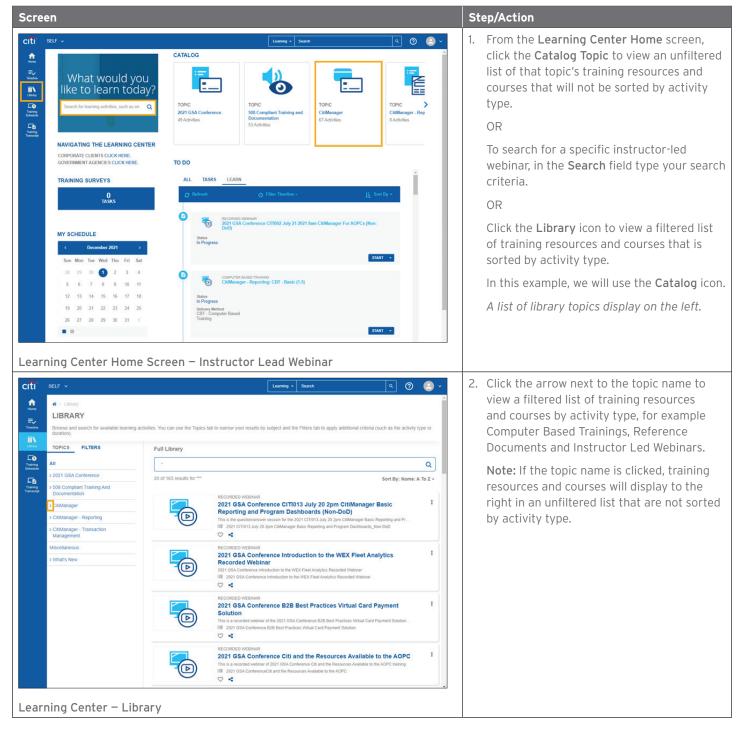
View a Computer Based Training





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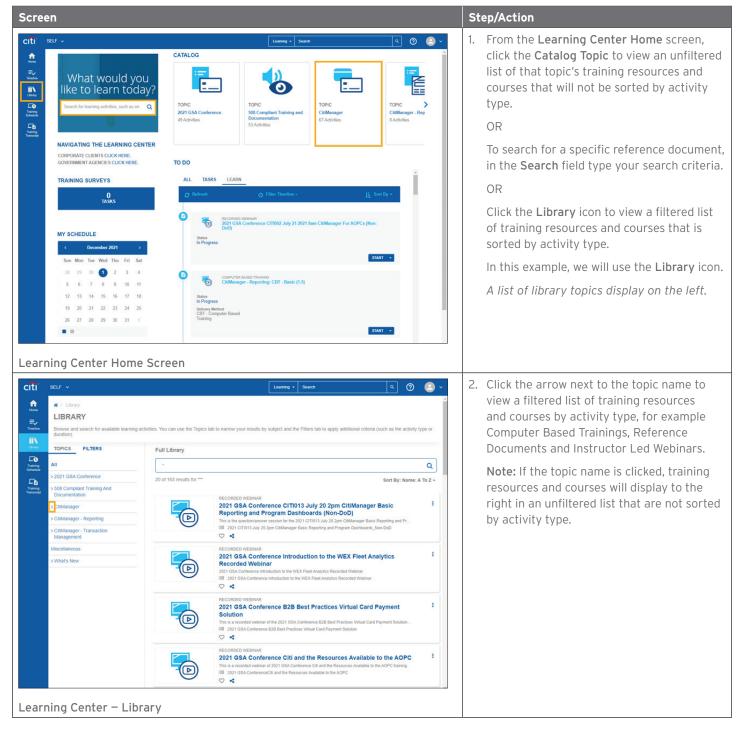


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