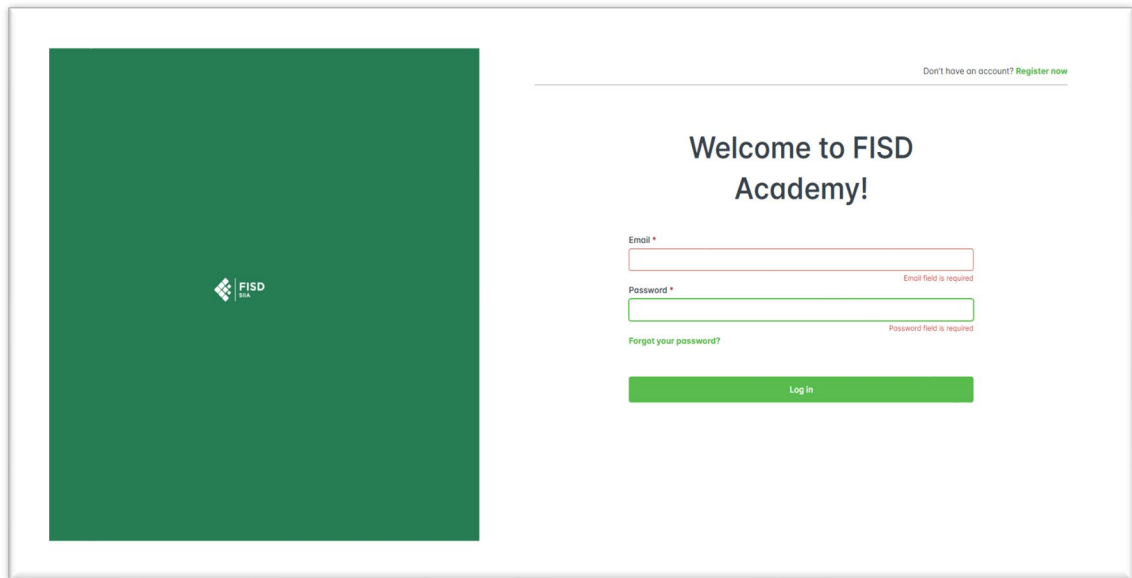


FISD Academy How to Guide: Migrated Users

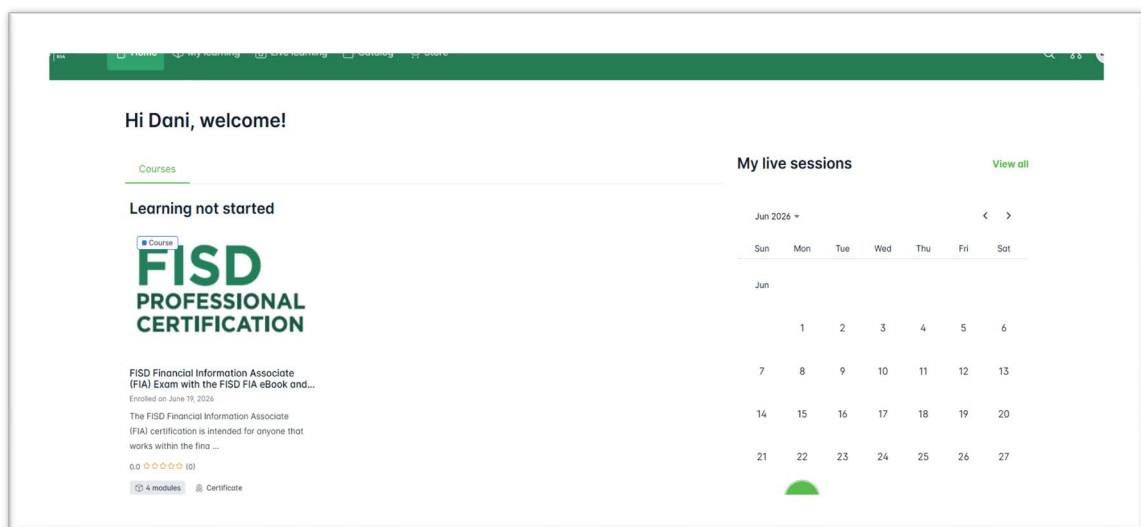
Logging in:

- 1) The email address is your email address that was on file in the Kryterion system. If you had multiple accounts, a personal email address was used if available. Otherwise, it is the most recent email address provided.



The login page features a large green square on the left with the FISD logo. On the right, the text "Welcome to FISD Academy!" is displayed. Below this, there are input fields for "Email" and "Password", both marked with a red asterisk. A link "Forgot your password?" is located below the password field. A green "Log in" button is at the bottom. A link "Don't have an account? Register now" is in the top right corner.

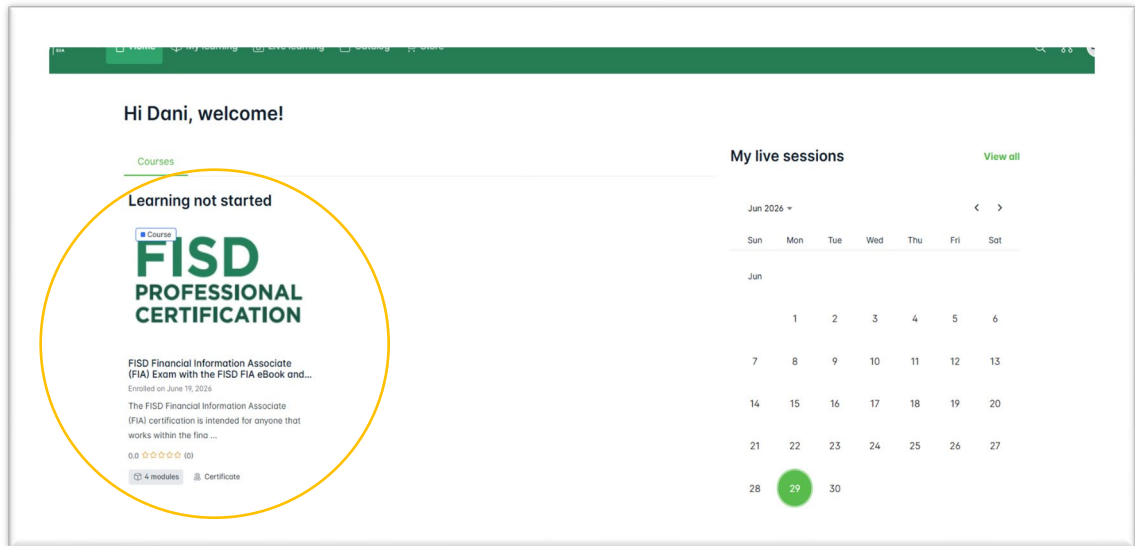
- 2) The preset password for all migrated users is **FISD@cademy** and users will be required to change their password upon login.
- 3) On the first initial login, any missing profile information (Country and Company are required fields) will need to be added before accessing any material.
- 4) Users are then directed to their home screen which will look like:



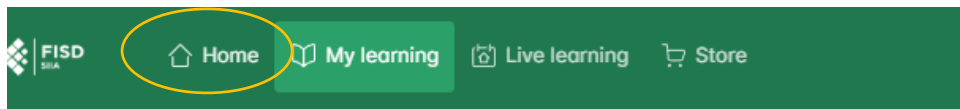
The home screen displays a green header with navigation links: Home, My Learning, My Enrollments, Courses, and Profile. Below the header, a green banner reads "Hi Dani, welcome!". The main content area is divided into two sections. On the left, under the "Courses" tab, there is a section titled "Learning not started" featuring a course card for "FISD PROFESSIONAL CERTIFICATION". The card includes the text "FISD Financial Information Associate (FIA) Exam with the FISD FIA eBook and...", the enrollment date "Enrolled on June 19, 2026", a description of the FIA certification, a rating of 0.0 stars from 0 reviews, and icons for "4 modules" and "Certificate". On the right, under the "My live sessions" tab, there is a calendar view for June 2026. The calendar shows a grid of dates from Sunday to Saturday, with a green semi-circle indicating the current date is June 1st.

Navigating the home screen:

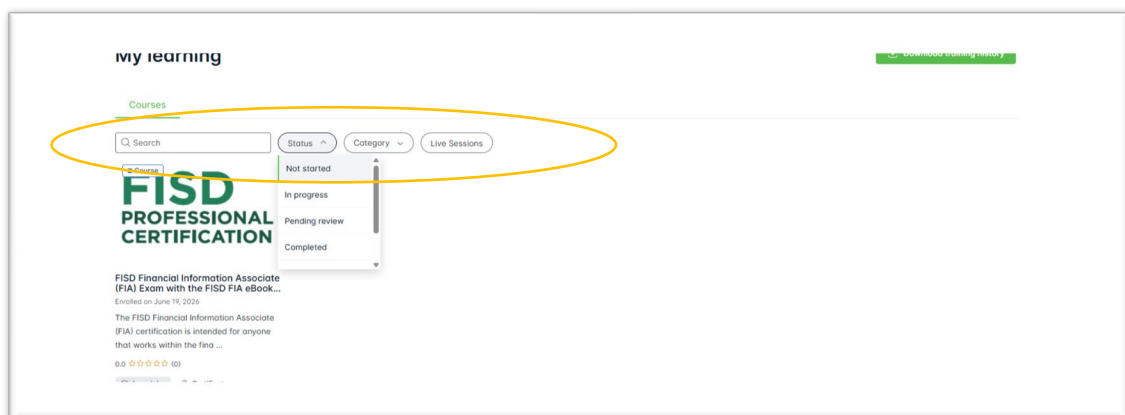
- 1) Courses currently enrolled in and/or in process will appear in the area circled below and will direct you to the course material when clicked:



- 2) There is a General Navigation bar located at the top of the page. The *Home* tab will always return you to the view above.



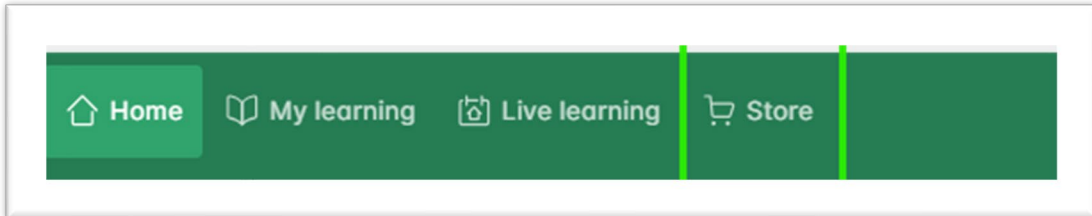
- 3) The *My Learning* tab shows you all courses you are currently enrolled in as well as courses previously taken. **PLEASE NOTE: Any courses completed more than 2 years ago will not be viewable in this tab due to restrictions during the migration process but are in an archived state in the system. If you need information from past courses (i.e. date taken, score received) please email your request to: certification@siia.net**
- 4) If you are working on multiple courses, you can search for courses based on where you have progressed, the category the course is in, and using key word searches.



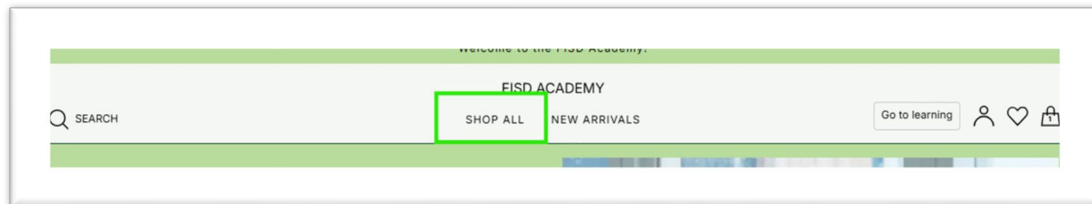
- 5) The Live Learning is not currently utilized but will be in the future.

Purchasing courses:

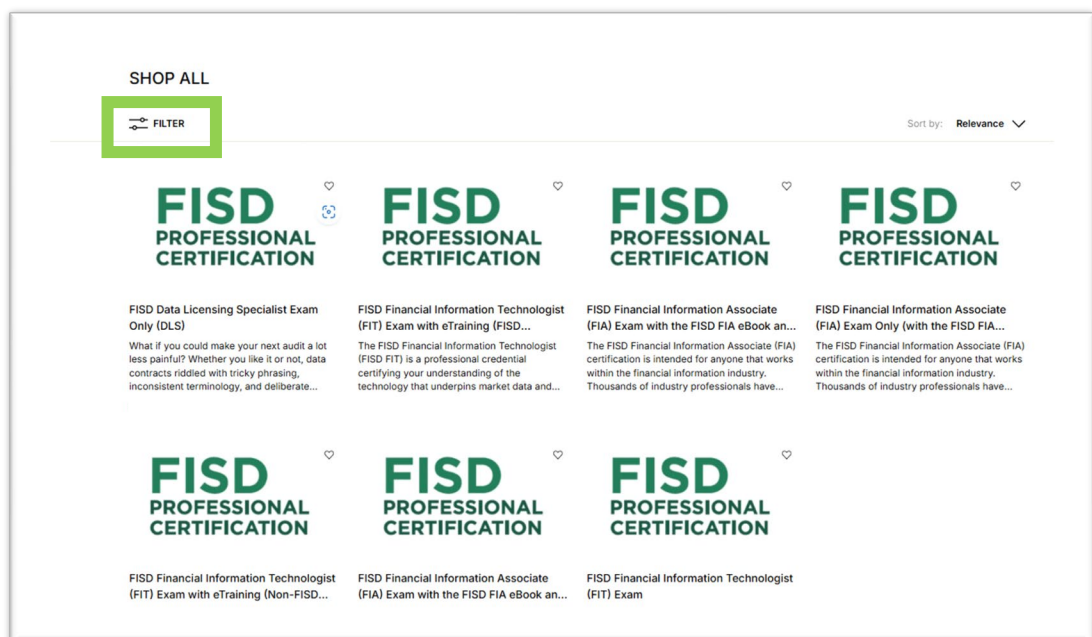
- 1) To purchase courses, select the *Store* button.



- 2) You will be directed to the eCommerce site and will be able to see all available content through the *Shop All* button.



- 3) Selecting the link will direct you to the FISD Academy Storefront where you can purchase the desired certification course. In the event you need to narrow down the search, you can filter the results through the Filter button in the upper left-hand side.



- 4) Add the desired course to the Basket.

The screenshot shows the product page for the 'FISD Professional Certification'. The main heading is 'FISD PROFESSIONAL CERTIFICATION' in large green letters. Above it, there is a paragraph of text about data contracts and a 'Read more' link. To the right, there is a 'Regular' price section with a green border containing an 'ADD TO BASKET' button and a heart icon. Below this, there is a section for buying for a group or another person with a quantity selector (set to 1) and an 'ALREADY IN CART' button. At the bottom right, a note states 'Price will be calculated during checkout'. On the left, there are two tabs: 'MODULES' showing '3 modules' and 'LEVEL' showing 'All levels'. A 'Course details' link is at the bottom left.

- 5) Once ready to purchase you will be directed to provide a billing address and then payment.
- 6) Payment can be made through the system using ACH Payment or Stripe. For invoicing needs, these requests can be made by contacting Adam Stanton at astanton@siia.net.

The screenshot shows the checkout page for 'FISD ACADEMY'. The page has a breadcrumb trail: 'Cart > Address > Payment'. The 'Account' section shows the name 'Adam Stanton' and email 'astanton@siia.net' with a 'Change account' link. The 'Payment' section states 'All transactions are secure and encrypted' and offers two options: 'ACH Payment' (selected) and 'Stripe'. A disclaimer at the bottom of the payment section reads: 'By placing this order you agree to Terms of Service and Privacy Policy.' A large black 'pay' button is at the bottom center. On the right, there is a summary box with a '1' in a circle next to the item name 'FISD Data Licensing Specialist Exam Only (DLS)'. It includes a 'Add promo code' field with an 'Apply' button. The 'Subtotal' and 'Total' are displayed with redacted values, followed by 'USD' and another redacted value.

- 7) Once payment is complete, you can access the course, immediately, through the link provided.
Please Note: eTraining material is provided outside of the system, and access will be provided within 1 business day from the purchase.

FISD ACADEMY

Order R857203433

Thanks for your order

Go to my learning to view your courses and start learning

Go to my learning

Payment

link

link

Status Paid

Contact information

astanton@siia.net

Billing Address

1

FISD Data Licensing Specialist Exam Only (DLS)

Subtotal:

Total

USD