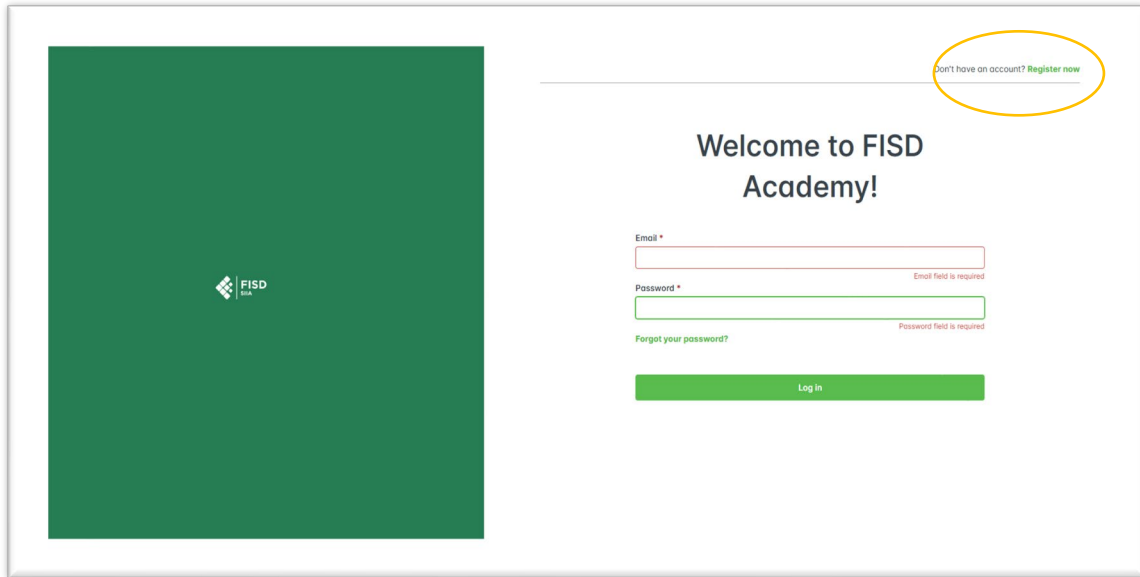


FISD Academy How to Guide: New Users

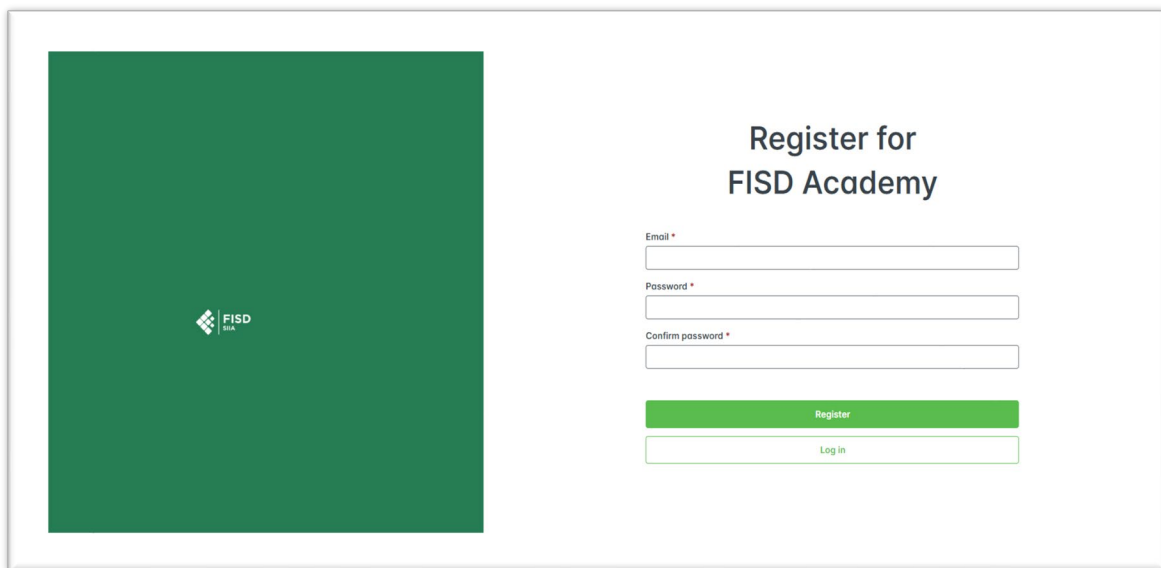
Registering as a New User:

- 1) Start by selecting Register Now on the login page



The screenshot shows the Fisd Academy login page. On the left is a large green square with the Fisd logo. On the right, the text "Welcome to Fisd Academy!" is displayed. Below this are input fields for "Email *" and "Password *". A link "Forgot your password?" is located below the password field. A green "Log in" button is at the bottom. In the top right corner, a link "Don't have an account? Register now" is circled in yellow.

- 2) Enter your email and password and select the **Register now** button. An email will be sent to the address provided for the email address to be confirmed. No additional steps can be taken until that email address is verified. **Please Note: It is recommended that users create accounts using email accounts that will not be subject to change later.**



The screenshot shows the Fisd Academy registration page. On the left is a large green square with the Fisd logo. On the right, the text "Register for Fisd Academy" is displayed. Below this are input fields for "Email *", "Password *", and "Confirm password *". A green "Register" button is located below the "Confirm password" field, and a white "Log in" button is below it.

- 3) Enter the information requested and select Save at the bottom right-hand corner. First Name, Last Name, Country, and Company you work for are required fields. Job title and Additional Email Address are optional. All information can be updated/changed at any time in the profile settings.

The screenshot shows a web form titled "Complete Your Profile". On the left, there is a sidebar with an "Info" icon and the text "You need to complete your profile before going any further!". The main form area is divided into two sections: "Basic Info" and "Custom user data".

Basic Info:

- First Name:** A text input field with a red asterisk indicating it is required.
- Last Name:** A text input field with a red asterisk indicating it is required.

Custom user data:

- Job Title:** A text input field.
- Country:** A dropdown menu with a red asterisk indicating it is required.
- Additional Email Address:** A text input field.
- Company:** A dropdown menu with a red asterisk indicating it is required.

- 4) After entering the required information, you will be brought to your personalized learning home screen.

The screenshot shows a personalized learning home screen for a user named Jane. The header says "Hi Jane, welcome!".

Courses Section:

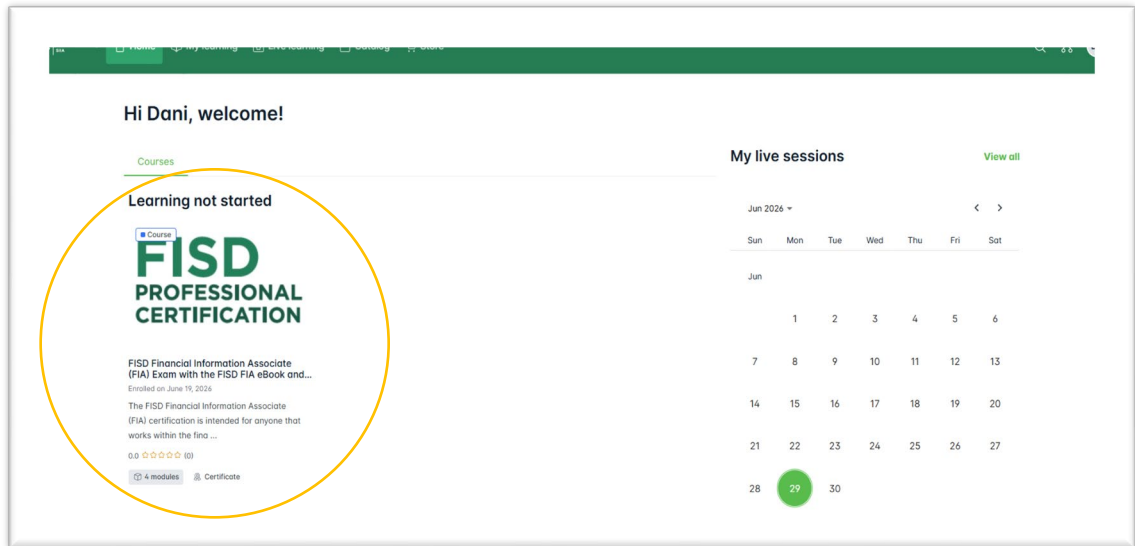
- Learning not started:** A message stating "You aren't enrolled in any other courses right now" with a "View catalog" button.

My live sessions Section:

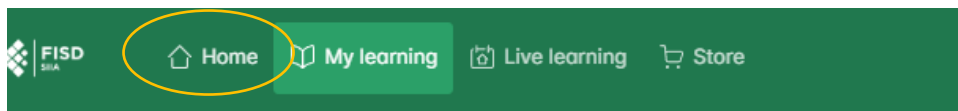
- Calendar:** A calendar for June 2026. The date 30 is highlighted in green.

Navigating the home screen:

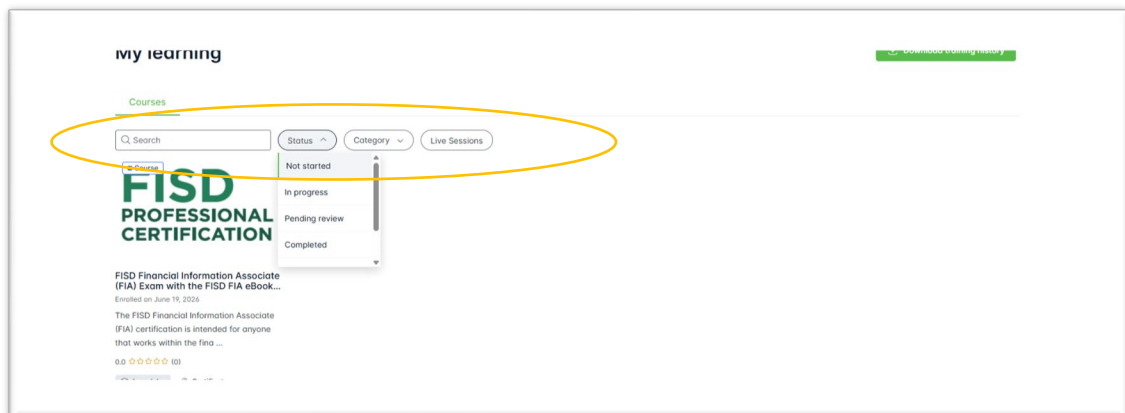
- 1) Courses currently enrolled in and/or in process will appear in the area circled below and will direct you to the course material when clicked:



- 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.



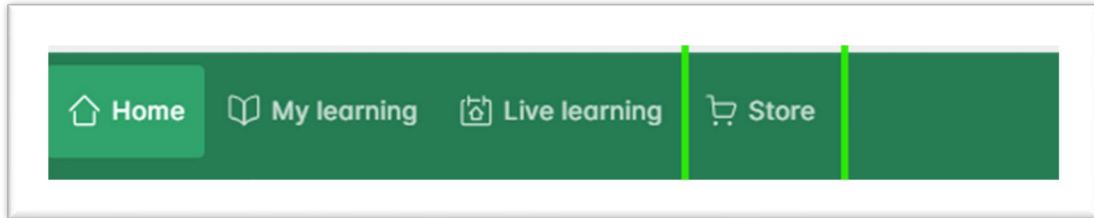
- 3) The *My Learning* tab shows you all courses you are currently enrolled in as well as courses previously taken. **PLEASE NOTE: Any courses completed more than 2 years ago will not be viewable in this tab due to restrictions during the migration process, but are in an archived state in the system. 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.



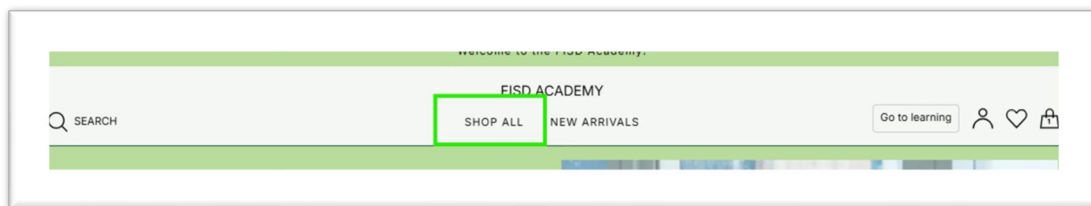
- 5) The *Live Learning* is not currently utilized but will be in the future.

Purchasing courses:

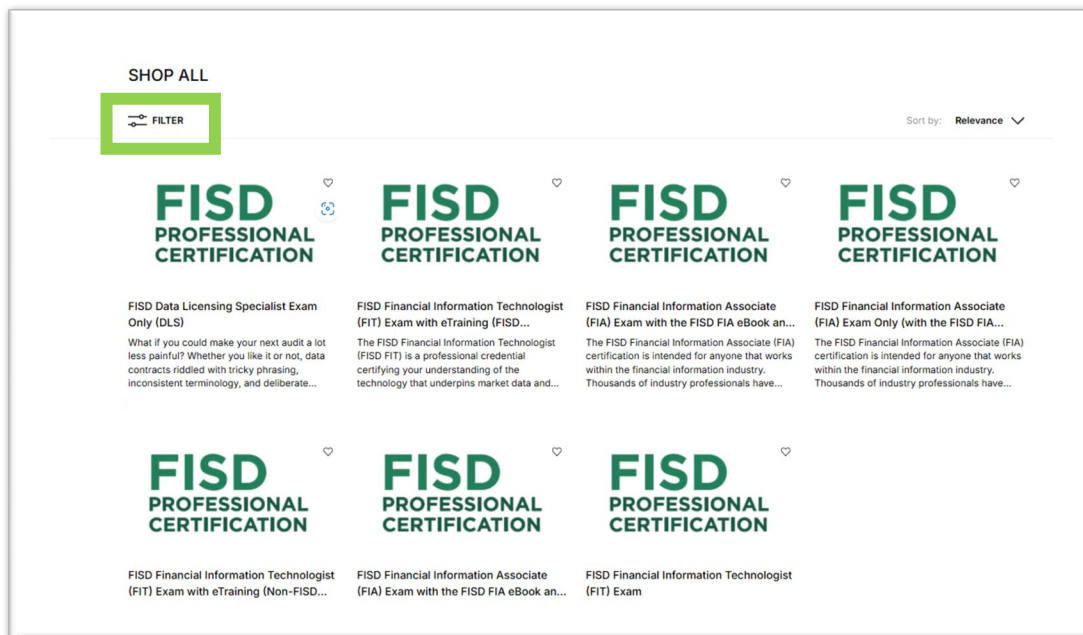
- 1) To purchase courses, select the *Store* button.



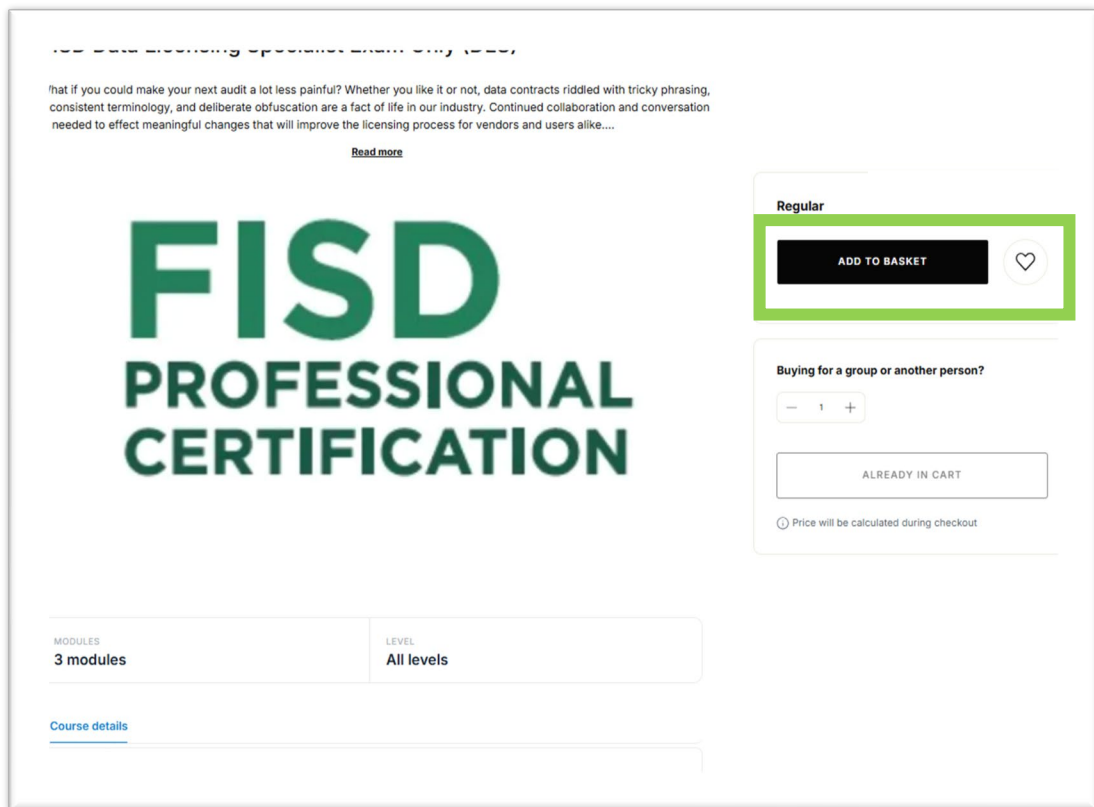
- 2) You will be directed to the eCommerce site and will be able to see all available content through the *Shop All* button.



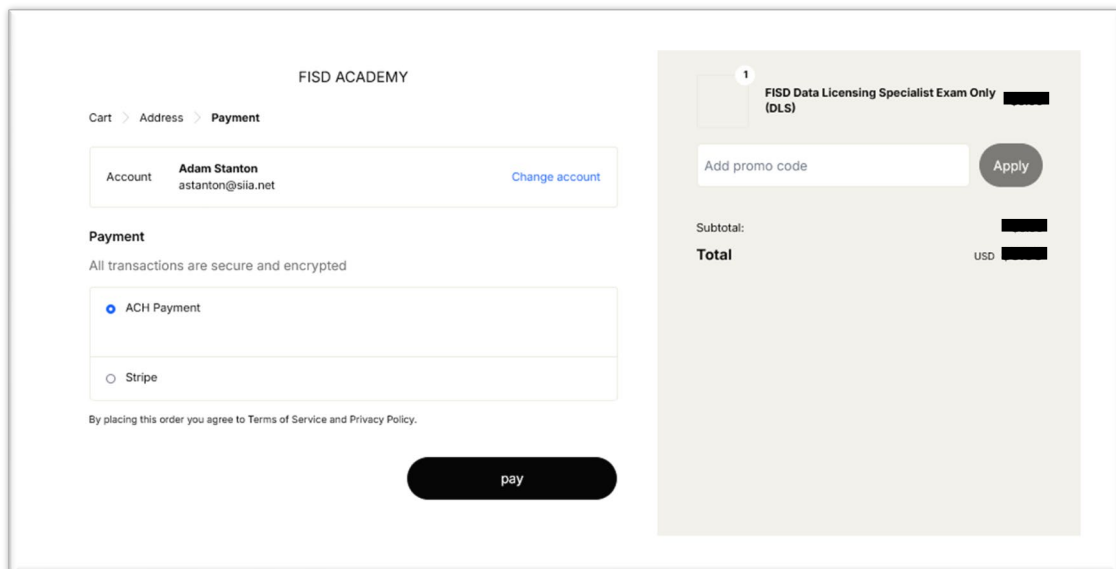
- 3) Selecting the link will direct you to the FISD Academy Storefront where you can purchase the desired certification course. In the event you need to narrow down the search, you can filter the results through the Filter button in the upper left-hand side.



- 4) Add the desired course to the Basket.



- 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.



- 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