

Working Version as of: 9/26/08

NOTE: The email sent via the OnePurdue registration system must be text-only. For that reason formatting is restricted to bold faced text and blank lines between items.

Welcome to OnePurdue training! We are happy to confirm your enrollment in:

FISRM 200 - Create Shopping Carts

Self-study, Web-based, training

(Course located in Blackboard Vista)

OnePurdue offers both classroom and online courses. You will know that a course is offered online rather than in a classroom when your email confirmation does not include a room, date or time assigned to it.

Courses may not be accessible to you immediately. It usually takes about 24 hours after you are enrolled for you to be given access to an online course.

Our No. 1 Tip: For success on the job, be sure to complete all assigned courses!

To begin your online training courses, follow the steps listed below:

1.) Go to the OnePurdue training Web page for an orientation to online OnePurdue courses at: www.purdue.edu/onepurdue/training Click on the link labeled "Tips for taking an online OnePurdue course."

2.) Log onto the Blackboard Vista Learning System's "Purdue Non-Academic Institution." Go to <https://blackboard.purdue.edu> and click on the "Purdue Non-Academic Institution" link about halfway down the list.

3.) Log into Blackboard Vista using your career account login/UserID and password. (Not sure of your login? Go to the Purdue Directory page, at www.itap.purdue.edu/directory/ Type in your name and click on Search. When you get results, click the "more" button. Your login/UserID will be at the top of the information displayed.)

4.) After you log in, click on the course you wish to begin and get started. [Your browser may ask you to enable pop-ups from Blackboard Vista.]

Our No. 2 Tip: Don't be hard on yourself

Working Version as of: 9/26/08

NOTE: The email sent via the OnePurdue registration system must be text-only. For that reason formatting is restricted to bold faced text and blank lines between items.

Make sure to take your courses in sequence. Each course you take has information you need for the next course, so taking them out of sequence would make learning too difficult. The numbering system helps you determine sequence (courses in your Blackboard list don't necessarily appear in numeric order, so be alert):

XXXX100 courses: These are system navigation and overview courses explaining processes and terminology. You complete these first.

XXXX200 courses: More detailed explanations how to work in one of the OnePurdue systems. Often focused on step-by-step instructions to do transactions. Some of these courses are online, but most are hands-on, instructor-led courses.

XXXX300 (or higher) courses: Very advanced courses, such as reporting and query design.

What if...?

. You need to reschedule a classroom course? Please contact your supervisor about this right away. Your supervisor or your area's OnePurdue training coordinator are the only ones who can approve a change in your classroom course schedule.

. You just need some help? We want to help you succeed. If you have questions that aren't answered at the OnePurdue training Web page or in the list of training FAQs there, send an e-mail to oneptrain@purdue.edu or call 49-46000. (However, if the help you need is related to your computer, its software or anything technical, please contact your IT support person.)

. Need to request a special accommodation? Please contact us using this email address: onep-trng-notice-request@lists.purdue.edu Your request will be handled personally (not as a Remedy task ticket) and we will discuss your needs privately.

Enjoy!

We wish you great success in your courses and we hope you enjoy your OnePurdue training experience!

The OnePurdue Training Team