Registration directions for APICS Online with FVTC

Go to <u>http://www.fvtc.edu/APICS-CLTD</u> for APICS CLTD, or <u>http://www.fvtc.edu/APICS-CPIM</u> for APICS CPIM, or <u>http://www.fvtc.edu/APICS-CSCP</u> for APICS CSCP, and click on

* REGISTER NOW!

at the top right of the web page. This will bring you to the My Training portal, and the class details will be displayed on the screen for the current classes that are open for enrollment. If you don't see the class that you want, check back at a later date, or email <u>APICSOnline@fvtc.edu</u> with the class number & date, and we will email you when that course will be open for registration.



Note: The enrollment process is the same for APICS CPIM, CLTD and CSCP classes.

Fox Va	lley	nnovative Solutions	MyTraining			
My Cart		Find A Class				
Cart is empty						
	Are you looking for National Crimin	nal Justice Training Center (NCJTC)? Please visit <u>https</u>	://ncjtc.fvtc.edu			
Login	Class Search		M			
	Class #: 23692	Title Keywords:	V			
FVTC ID:	State/Campus:	City/Location:				
e.g. 123456789	Delivery Mode:	Topic: APICS CPIM Part 1 & 2				
Forgot FVTC ID?		Search				
Password:	Class: 22502 ADICS COM Part 1					
e.g. Forgot Password?	Class: 23692 APICS CPIM Part 1	City/Location: Internet On-line				
<u>r sigot i assiroi a</u>	Start Date: 8/17/2020	End Date: 10/25/2020				
Login	Delivery Mode: Online	Total Hours: 36.00				
5	Credits/CEU: 2.00	Fee: \$1,395.00				
	Description:					
Don't have an FVTC Account?	Introduces the definitions and concepts for	or planning and controlling the flow of products				
Create New Account	and services into, through, and out of an	organization. Explains fundamental relationships				
	customers. Aids and supports APICS certif	fication exam preparation, ***REFUND POLICY: The				
	APICS CPIM Part 1 Online course is Non-R	efundable and Non-Transferable once the				
	materials have been ordered and/or welco	ome letters are emailed. ***				
Home	Meeting Times:					
Find A Class	8/17/2020 - 10/25/2020 Monday, Tueso	lay, Wednesday, Thursday, Friday, Saturday, Sunday				
FING A Class	12:00 AM - 12:01 AM INTERNET					
Contact Us	Class Notes:					
Suggestions	Class Notes. This course is 100% online and students need access to a computer for this class. Go to					
	http://fvtc.blackboard.com and click on TechReady.io TM to analyze your device's					
	technology requirements. Blackboard is a web-based learning environment used to deliver					
	distance-only learning (online courses) by posting course materials, class discussions,					
	assignments and assessments on the web. The course will be made available to you with receipt of the welcome letter. To log into the course, go to https://fvtc.blackboard.com/ and					
	follow the login instructions in your welcome letter. Once you login to your course, you will					
	find the Instructor contact information, course syllabus and instructions on how to begin the					
	course. Your instructor is there to help you learn the APICS body of knowledge preparing you to pass the ASCM exam. If you have a problem during the login process or have a question					
	about accessing your online course, send an email to online@fvtc.edu or call 920-735-5644.					
	Due to the evolving nature of the Public Health Emergency, all training and class offerings					
	may be subject to future date, time, locati	on and/or delivery method changes.				
(Add to cart)						

Determine the class you want, and click on "Add to cart".

Note: It is a requirement to take CPIM Part 1 before CPIM Part 2.

"Bundle Option" will display under Class Notes:

Fox Va	lley	novative Solutions MyTraining
My Cart APICS CPIM Part 1 (23692) Check Out	Are you looking for National Crimina	Find A Class
Login FVTC ID: e.g123456789 Forgot FVTC ID? Password:	Class Search Class #: 23692 State/Campus: V Delivery Mode: V Search Search Search Search	Title Keywords: City/Location: Topic: APICS CPIM Part 1 & 2 v
e.g. ***********************************	State/Campus: 100% Online Start Date: 8/17/2020 Delivery Mode: Online Credits/CEU: 2.00	City/Location: Internet On-line End Date: 10/25/2020 Total Hours: 36.00 Fee: \$1,395.00
Don't have an FVTC Account?	Introduces the definitions and concepts for and services into, through, and out of an or among the various activities that occur in th customers. Aids and supports APICS certific APICS CPIM Part 1 Online course is Non-Ref materials have been ordered and/or welcom	planning and controlling the flow of products ganization. Explains fundamental relationships he supply chain network from suppliers to ation exam preparation. ***REFUND POLICY: The fundable and Non-Transferable once the he letters are emailed. ***

1. The class appears at the top left under "My Cart". Click on the "Check Out".



- **2.** If you already have a FVTC student ID#, enter your ID#, and password then click "Login" to continue, and Skip down to step # 10.
- **3.** If you have never taken a class with Fox Valley Technical College you will need to click on "Create New Account" to create your student ID#, and password for courses. (You will use the same ID#, and password for every class you take with FVTC)

Fox Va	Liege Oustomized Innovative Solutions MyTraining
My Cart	Create Account
Check Out	If you have not attended a training session with us in the past, you will need to have an account created. Please complete the form below and an account will be created for you. This student account is a lifetime ID that can be used to register for sessions now and in the future.
Login	* Required Fields
FVTC ID: e.g. 123456789	First Name:* Date Of Birth: * Month Date Of Birth: * Maiden Name:
Password:	Email:
Forgot Password?	l'm not a robot
Don't have an FVTC Account?	Next >>

4. Enter your personal information. You are required to check the box that is displayed on your screen "I'm not a robot", and click "Next." If you don't see this box to check, it may be blocked, so see your IT department for assistance, or contact the FVTC help desk at <u>helpdesk@fvtc.edu</u>, or phone 800-735-3882 ext. 5644.

NOTE: When creating your account, if you have a common last name such as Smith or Jones, the system may generate an error message stating that you already have an account in our system. If you have never taken a class with Fox Valley Technical College before, please contact us at 920-993-5150 or <u>APICSOnline@fvtc.edu</u> and we will assist you with creating your FVTC ID#.

Fox Va	Customized Innovative Solutions
My Cart APICS CPIM Part 1 (23692)	Contact Information
Check Out	(* Indicates Required Field)
	*Country: United States
Login	*First Name: Middle Initial:
	*Last Name: Suffix: 🗸
FVTC ID:	*Gender: 🔽 *Ethnicity: 🔽
e.g. 123456789	*Address 1:
Forgot FVTC ID?	Address 2:
Password:	*City: *State: V
e.g. ********	*Postal Code:
Forgot Password?	*Date of Birth:
Login	*Email Address (at least one is required for confirmation purposes)
Don't have an FVTC Account?	Organization Email:
	Home Email:
Create New Account	Other Email:
	*Phone Number (at least one is required for confirmation purposes, with area code)
	Phone Number Ext. My Preferred Phone
Home	Organization Phone:
Find A Class	
Contact Us	*County Code:
contact os	*Municipality Code:
Suggestions	*School District Code:
	*Password (Must Contain 3 of 4 types of characters: Uppercase, Lowercase, Number, Special Characters) (Must be between 8 and 16 characters)
	(Must not contain Spaces)
	*Password: *Confirm Password:
	Submit

5. After entering all of your *Required Contact Information, click "Submit".

NOTE: We cannot ship the APICS Learning System to a PO, or APO Box. Please provide a valid street address when entering your address, so that we can deliver your materials promptly without delay.

There may be additional charges for shipping international book orders. This is the responsibility of the recipient to pay these costs. FVTC does not have control of these charges (duties, tariffs, taxes) imposed by the "Ship To" country. We cannot ship the Learning System materials to a PO, or APO boxes. Please enter a valid street address upon registration.



6. Under Login, enter your FVTC student ID#, & password that you just created, then click "Login".

Fox Va			zed Innovativ	re Solution	MyTrai	ning
My Cart APICS CPIM Part 1 (23692) Check Out			Registra	Add To Cart		
	Class #	Title	Location	Status	Fee	
Welcome. Swift 123456789 - <u>My Profile</u>	<u>23692</u>	APICS CPIM Part 1	Internet On–line	Not Registered	1395.00	×
<u>Log out</u>				Total	\$1,395.00	
Home	Register A		NOTE: You will be a	asked during the		
Find A Class			registration proces	s if you are an AS	СМ	
Register	PLUS Member. By answering "Yes", and entering your ASCM PLUS Member					
Make a Payment						
My Classes	number, you will be given the member					
Class Evaluations		discount for this course at the <u>end of this</u>				
Contact Us			process.			
Suggestions						

- 7. If you decide that this is not the class you want to take, click the red X to remove this class from your cart, and it will be dropped.
- 8. Complete the registration by clicking on "Register All".

9. Skip the "Choose an Organization" field, and start entering your information at the "Registrant's Organization" field. If you do not want to enter a Registrant's Organization Name, Title, or Department you can enter the word None or N/A. The address information you provide will be the address the materials will be shipped to. Please check this information for accuracy. Also, fields labeled with an * are required. Click "Register" when you have entered all of your information.

	Customized Innovative Solution	ns 🔉 🔊
		MyTraining
My Cart		, ,
	23692 - APICS CPIM Part 1	
APICS CPIM Part 1 (23692)	* Indicates Required Field	
Check Out	Bio Demo-	
	1. Registrant's Organization Information	
Welcome Swift	Select your organization from the dropdown. If your organization is not listed or you wish to cle Organization Name" field, click on "Use Other Organization" and enter your organization name	ear the "Registrant's in the field provided.
123456789 - My Profile	Choose an Organization * Select Organization 🗸 🗸	Skin this field "Choose
Log Out	or <u>Use Other Organization</u>	an Organization".
2	Registrant's Organization Name: *	
-	Registrant's Title/Rank: *	Enter company
	Registrant's Department Name: *	information, <u>or</u> you
Home	Country: * United States 🗸 🗸	can enter the word
	Organization Address 1:*	None in these netus.
Find A Class	Organization Address 2:	We cannot ship the
Register	City: * Appleton	APICS Learning System
Make a Payment	State: * Wisconsin	to a PO or APO Box,
My Classes	Postal Code: * 54915	please provide a valid
Class Evaluations	Phone Number(with area code): * 920/999-9999 Ext:	street address.
Contact Us	Fax(with area code):	
Suggestions	E-mail:*	
55		
	2. Please fill out the following state required information. We are required to ask t	his information of you
	by the state of Wisconsin.	
	* Work Status at Enrollment:	
	* Single Parent:	
	* Highest Grade Completed:	
	* Highest Credential Received:	
	* Displaced Homemaker:	
	Any individual or member of a family who receives AFDC, Food Stamps or whos the poverty level as defined by the Department of Commerce is economically di	e income is at or below sadvantaged. Lise the
	guidelines below to determine if you are economically disadvantaged. 1 – \$12,7	760; 2 - \$17,240; 3 -
	\$21,720; 4 - \$26,200; 5 - \$30,680; 6 - \$35,160; 7 - \$39,640; Add \$4,480 for	each additional person.
	* Economically Disadvantaged:	
If you answer "Yes"	* Disability:	
to question #3, an	l	
additional text box	CARIS-	
will appear. You must	3. * Do you have a current Association for Supply Chain Management (ASCM) PLUS	Membership that will
ASCM PLUS Member	be valid through the length of the course? Member price will not be applied retr	oactively.
number here to get	○ Yes	
the discounted rate	○ No	
on your account, or		
the Bundle option.		
· · · · · · · · · · · · · · · · · · ·	Register	

			zed Innov	ative Solutio	IS MyTraining
My Cart Cart is empty Check Out	Registration				
Welcome Swift			enter Class Number	Add to Cart	Print My Training Schedule
123456789 - My Profile	Class #	Title	Location	Status	Fee
Log Out	<u>23692</u>	APICS CPIM Part 1	Internet On–line	Registered Contact info: Brenda Blair <u>blairb@fvtc.edu</u> 920/993-5150	1395.00
Home					
Find A Class				Total	\$1,395.00
Desister					
Kegister					
Make a Payment	Thank yo	u for registering!			
My Classes					
Class Evaluations	Review th	e above grid for the st	tatus of your enrollmen	ts.	
Contact Us					
Contact US	My Account				
Suggestions			11-5		
	Current Balance: \$1,395.00 View Payment History				
	Select a payment method Credit Card O Bill my organization OECheck FVTC Tax ID# 39–1087276 W-9				
	My Pa	yment History			

Your registration is now complete. Select your payment option to complete the payment for the course. You can pay with an e-check, MasterCard, VISA, American Express, or Discover credit card. If you choose "Bill my organization," select that payment option, and enter your company information. We will send the bill directly to the company. If you have payment questions please call our Billing Department at 920-735-4871.

NOTE: Nine business days before the start of class we will begin to order materials for all paid registrations, or those that have selected "Bill my organization." One week before the class begins, participants will receive a welcome letter by email. This welcome letter will provide step-by-step directions to get you logged into the instructor-supported online course.

If you need assistance with the registration process, or have any questions, please contact Brenda Blair or Mary Knoke at <u>APICSOnline@fvtc.edu</u>, or phone 920-993-5150, or 1-800-735-3882 ext. 5150.