

Sir Wilfrid Laurier School Board
FORTIC (Training Management Tool)
User Guide

Welcome (Profile)- Sessions – Portfolio – Locations – Catalogue
(January 2011)

Welcome

Welcome (user's given name)

To access your user **Profile**, click on your name next to the word **Welcome**.



Verify the following 2 fields in your **Profile: Location** and **Language Preferences**.



Location:

Since each of your training requests must be approved by your immediate supervisor, you must ensure that the work location indicated is accurate.

If not, you must notify your immediate supervisor or call the Human Resources Department to have your file updated.

Only your immediate supervisor will be informed by email that you have registered for a session.

She or he may accept or refuse your registration.

Language Preferences:

The only option you can modify on this screen is your working language at the bottom of the page, under **Language Preferences**.

Sessions

In the **Sessions** menu, you can view all the training sessions being offered and register for a session if you wish.

You can do a quick search by clicking on **Session Search** and using one or several combinations of the various fields.

SESSION	DESCRIPTION	DATE(s)	DEADLINES	REGISTRATION	COST
IT-0011-01	Fortic Workshop (Demo) (Winter session) <i>Design: Information Technology</i>	2011-01-01	2010-12-31	1/10	0.00

In the field **Word**, enter the title of the session you are searching for, and then click on the **Search** button. All the sessions currently offered will be listed.

SESSION SEARCH

Word

every word at least one word

Project

Workshop

Starting date

Ending date

Class

Expertise

Clientele

Cancel **Deadline** **Number of registrations**

Only not-canceled To come Only the incomplete files

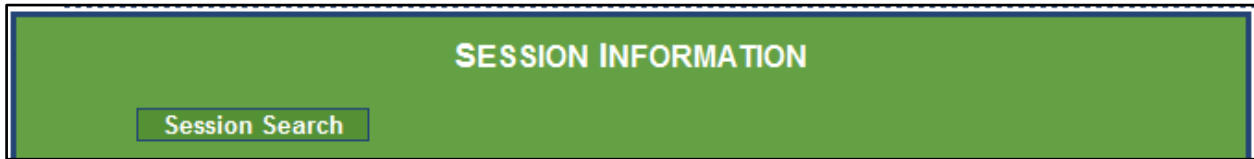
Only canceled Past Only the completed files

Both Both Both

50 results

Click on any session to obtain the **Session Information**.

You can register by clicking on **Register** at the bottom of the **Session Information** page.



The approval of your immediate supervisor will be requested for each registration request you submit.

Your immediate supervisor will receive an email requesting him or her to approve your registration for a session.

In your portfolio, under **Status**, you will see **To be validated** until your request is approved.

Your immediate supervisor will also receive an email if you cancel your registration.

View your email or portfolio to see if your registration has been authorized.

If a session is cancelled, both you and your immediate supervisor will be informed by email.

Portfolio

In the **Portfolio** menu, you will see the sessions for which you have registered and/or those you have previously taken. You can also cancel your registration for a current or upcoming session.

In this section, you will find information on the session(s) for which you are currently registered: code and description of the session(s), date(s), status and your attendance records.

If your attendance record is 0/1, this means that you were registered for this session, but that your presence was not validated or registered by the animator.

Sessions Portfolio Locations Catalogue					PORTFOLIO OF ROBERT
CURRENT AND/OR UPCOMING SESSIONS					
SESSION	DESCRIPTION	DATE(S)	STATUS	ATTENDANCES	
IT-0011-01	Fortic Workshop (Demo) (Winter session) <i>Project: Information Technology</i>	2011-01-01	To validate [Cancel my registration]	0 / 1 <i>(see per class)</i>	

Canceling a registration:

To cancel a registration, under the column entitled **Status**, click on **Cancel my Registration**.

Locations

Information on the various training facilities available (addresses, directions).

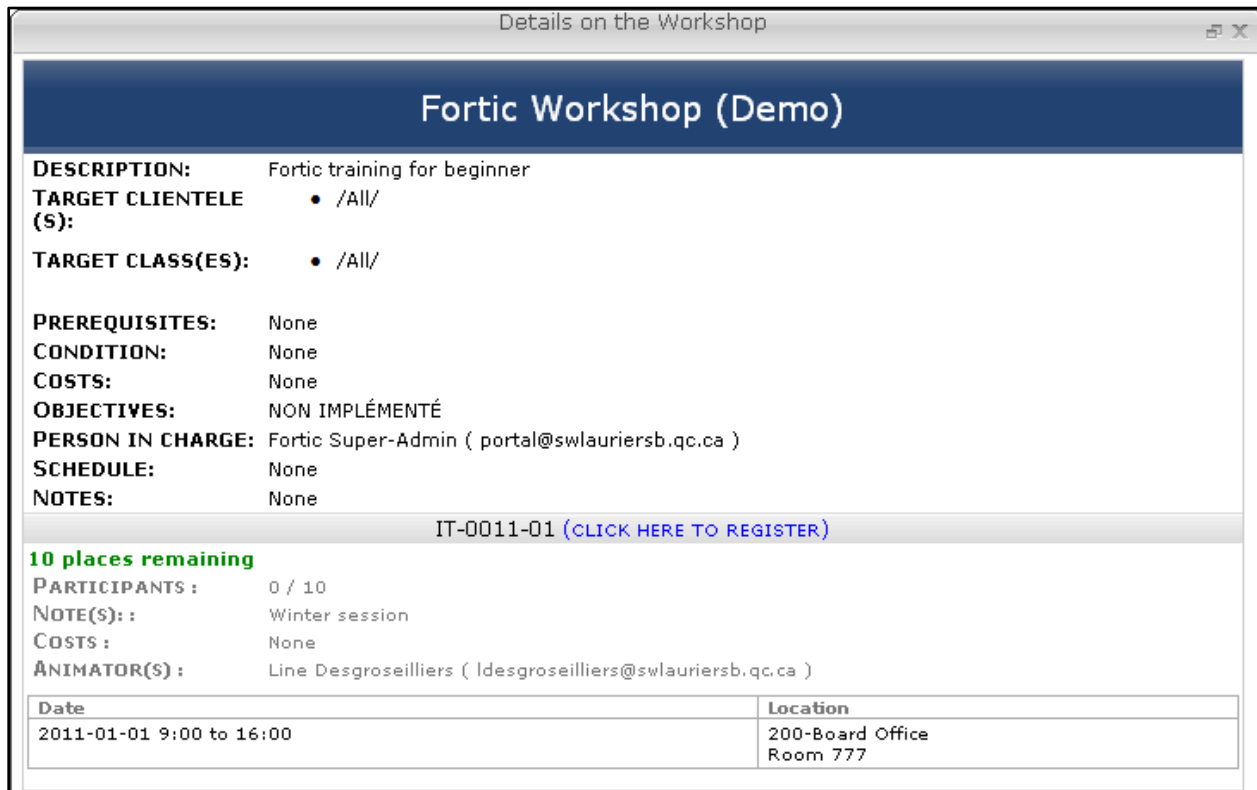
Catalogue

You can view all the sessions offered either in the **Sessions** menu or under **Catalogue**.

You can also download the **Catalogue** in Pdf format.



By posting the training offered under each Project and clicking on **Details**, you will be able to register for the session of your choice, just like you would under **Sessions**.



The screenshot shows a window titled "Details on the Workshop" with the following content:

Fortic Workshop (Demo)

DESCRIPTION: Fortic training for beginner

TARGET CLIENTELE (S): • /All/

TARGET CLASS(ES): • /All/

PREREQUISITES: None

CONDITION: None

COSTS: None

OBJECTIVES: NON IMPLÉMENTÉ

PERSON IN CHARGE: Fortic Super-Admin (portal@swlauriersb.qc.ca)

SCHEDULE: None

NOTES: None

IT-0011-01 ([CLICK HERE TO REGISTER](#))

10 places remaining

PARTICIPANTS : 0 / 10

NOTE(S) : Winter session

COSTS : None

ANIMATOR(S) : Line Desgroseilliers (ldesgroseilliers@swlauriersb.qc.ca)

Date	Location
2011-01-01 9:00 to 16:00	200-Board Office Room 777