FTA-Online Manual

Fujitsu Training Academy Online (FTA-Online)

Select Partner Program (SCC)
(Last Update: 21st March 2024)

Fujitsu Partner Use Only

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FTA-Online

- **FTA Online**: New platform for product-related trainings and certifications
- Transition to FTA Online included:
  - User History migration, including (Re-)Certifications and completed courses.
  - Training History migration for
    - E-Learnings (e.g. WBTs etc.)
    - Instructor-Led-Trainings (ILTs) (e.g. Face-to-Face (F2F), Virtual Classrooms (VCs) etc.)

- FiOLA to FTA Online transition timeline

Maintenance Partner Program (MPP) Maintenance Certification

Started: 26th September 2022

Certified PRIMEFLEX Implementation Engineer (CPFIE)

Started: Summer 2022

Select Partner Program (SCC)

Launched as on : 30th January 2023

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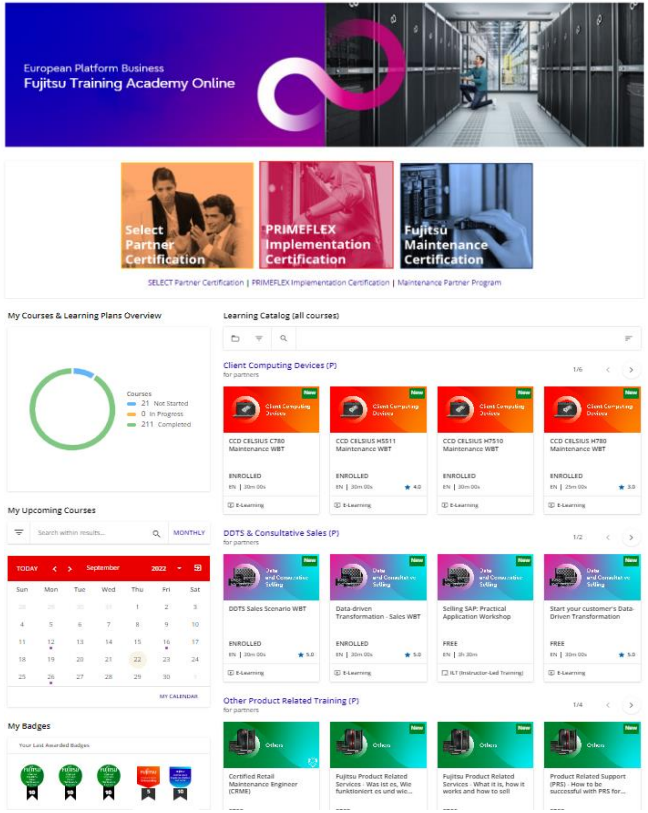
Why FTA-Online ?

- Globally accessible tool with a User-friendly Experience
- 500+ self-developed product related learning modules
- External Training functionality now made available
  - Upload your external training certificates and get certified today.
- Simplified Certification process for Partners.
- Learning success is rewarded with “Digital Badges”
  - “Digital Badges” can be shared in social networks



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FTA-Online
Access to the platform for Partners (I)

- Partner link to FTA-Online: www.fujitsu.com/fta-partner

- ✓ All partners must use a partner Extranet/AD account to access the FTA online portal
- ✓ If there is no "Partner Extranet Account" yet, it can be created – Please fill out the Registration information - HERE
- ✓ Please remember to select your correct Partner Type – Channel OR Contracted Service Partner.
- ✓ "Captcha" security functionality has been disabled for Partners in FTA-Online temporarily for easier access
- ✓ However, all partners can reset their password via the link - Reset Your Password.
- ✓ In case you are unable to login please write to Training@fujitsu.com

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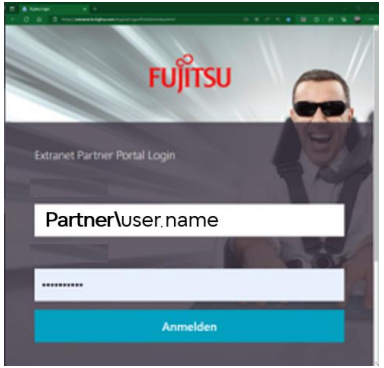
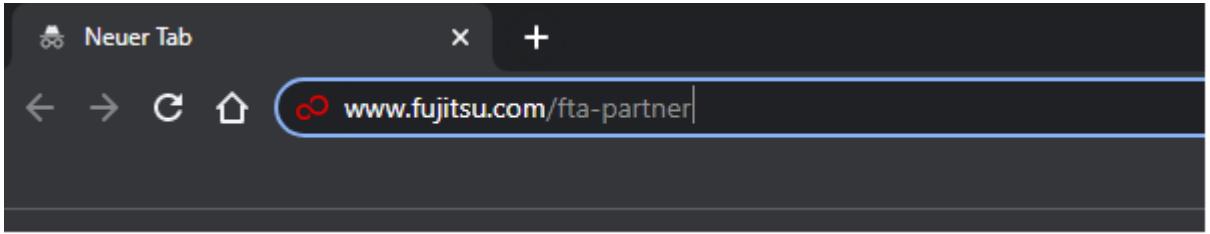
FTA-Online
Access to the platform for Partners (II)

- Step 1:
  - Login to the “Extranet Partner Portal”
  - Link: https://extranet.ts.fujitsu.com
  - User: **Partner**user.name
  - Password: **********



- Step 2:
  - Open link in a new browser
  - www.fujitsu.com/fta-partner (Chrome browser recommended)



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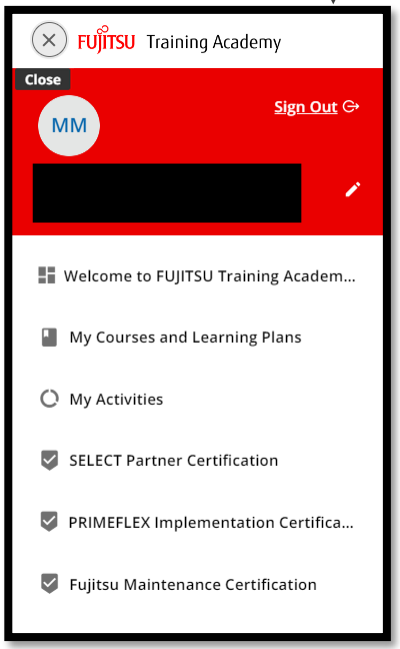
FTA-Online
Menu

Click the
„Hamburger menu icon“
to acces the „User Menu“

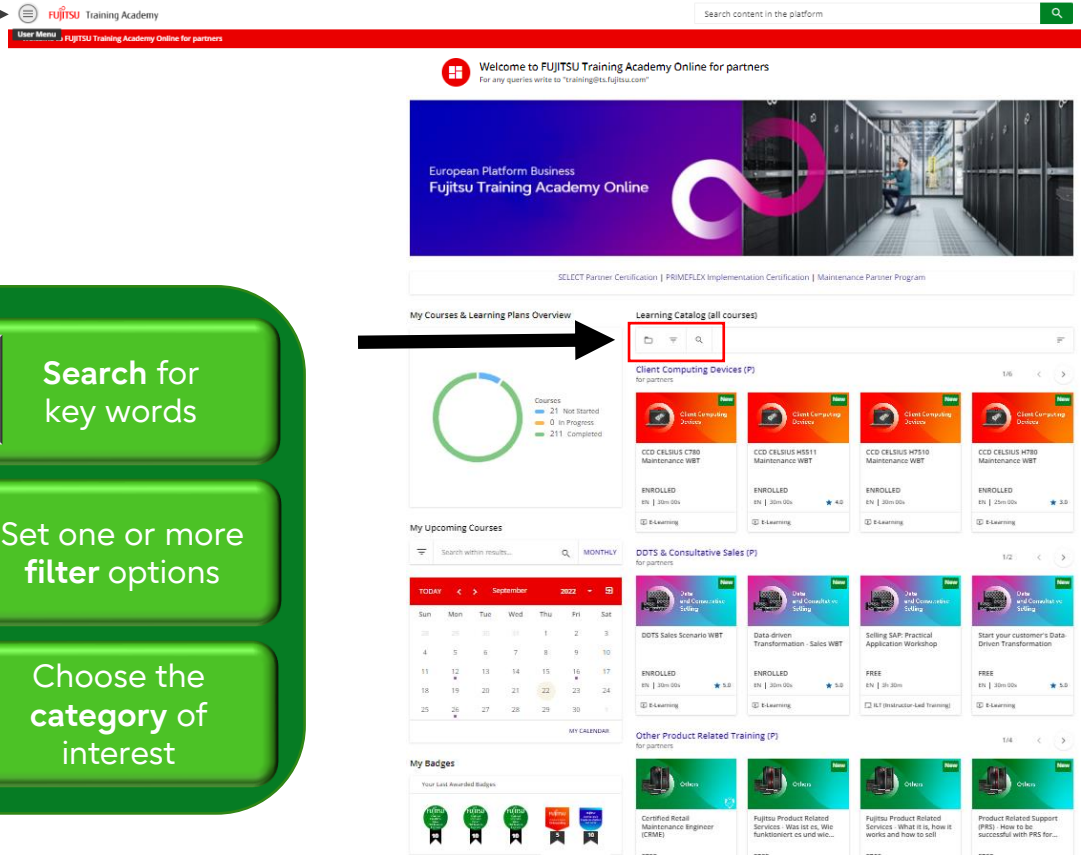


Mix & match the features wherever you find them to narrow down the choices

Search for key words

Set one or more **filter** options

Choose the **category** of interest



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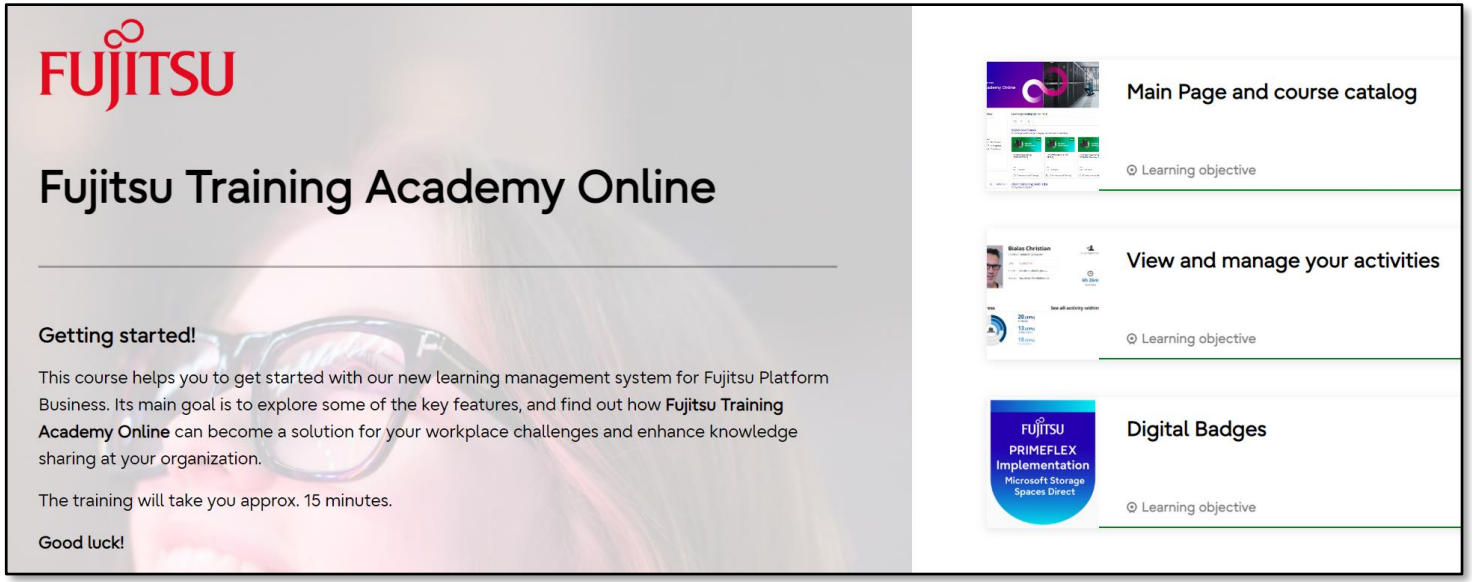
FTA online
Getting Started WBT (I)

- A Web-Based-Training designed for you to explore some of the key functionalities of the platform

“Getting Started - Fujitsu Training Academy Online”



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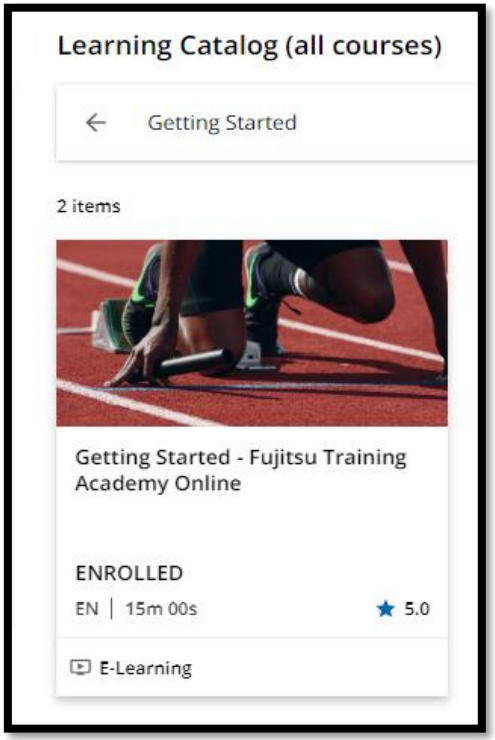
Getting Started WBT (II)

- Get to know some easy navigation tips by completing the Getting Started – Fujitsu Training Academy Online training today!
- How to find the WBT?
- Search into the Learning Catalog
  - Type “Getting Started” + press search



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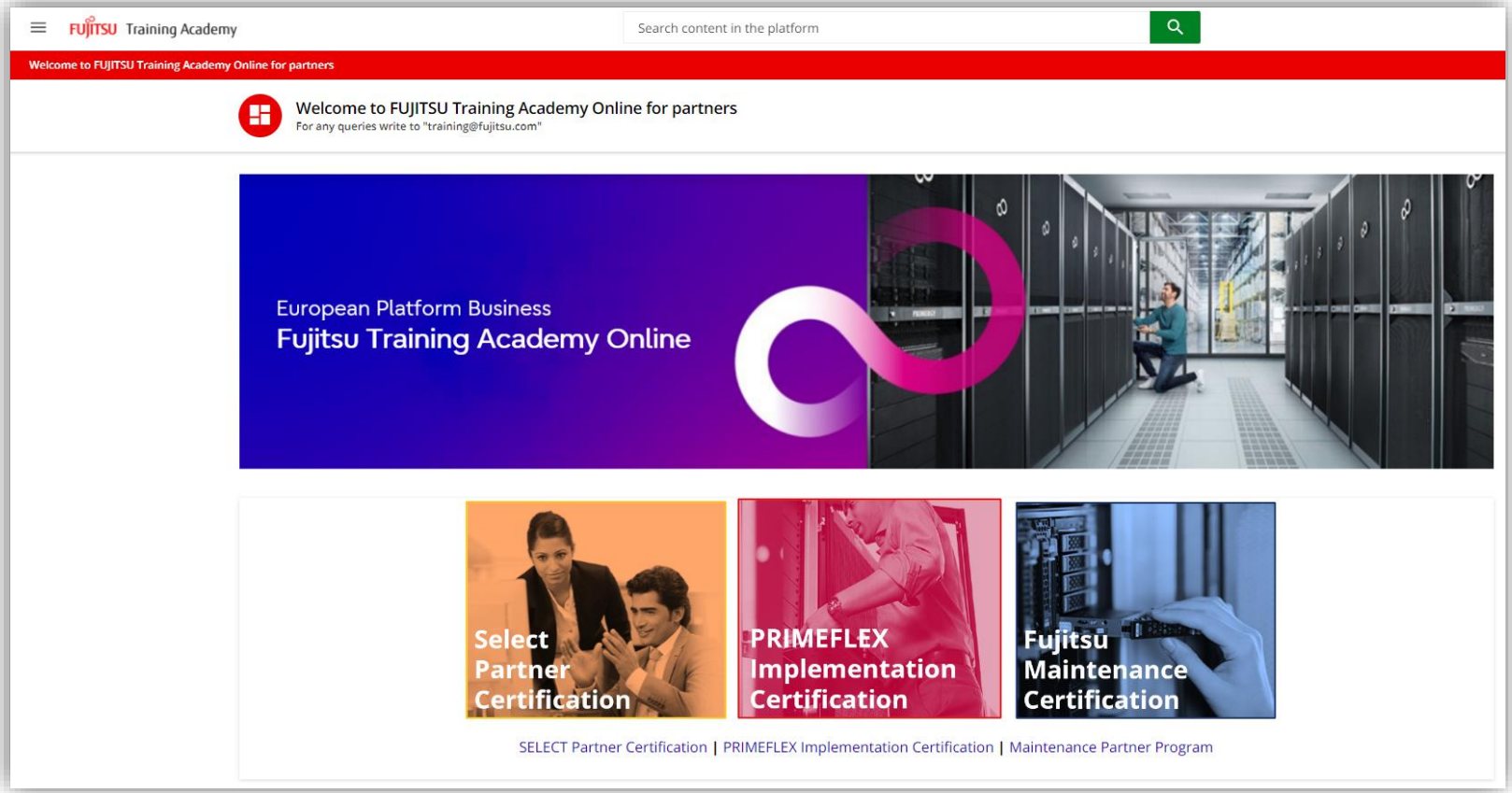
FTA-Online
Main Page for Partners



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FTA-Online
Select Partner Program (SCC) (I)

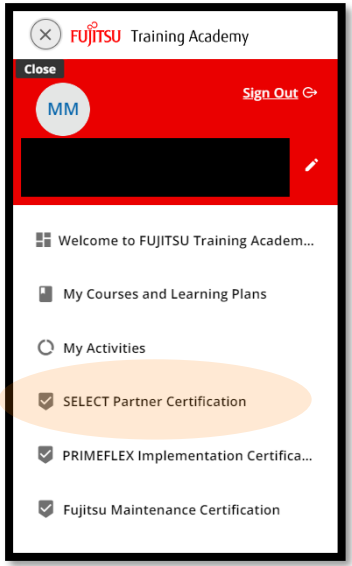
- How to find the SCC on the main page for Partners?

✓ You can click on orange icon or the link for Select Partner Certification

OR:

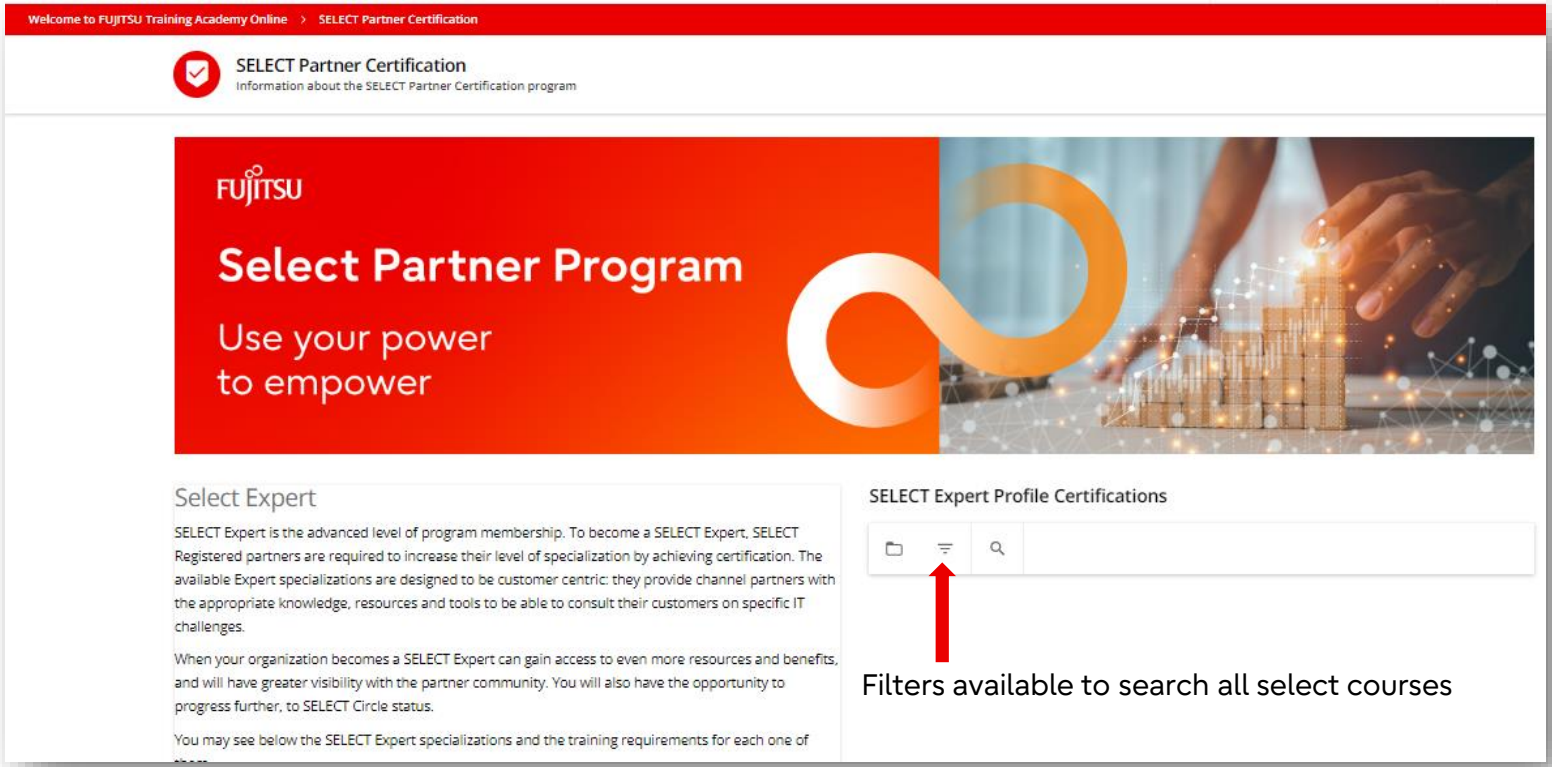
✓ Click the „Hamburger menu icon“ to acces the „User Menu“

✓ Choose **SELECT Partner Certificatior**



FTA-Online
SELECT Partner Program (SCC) (II)

- SCC Main Page



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How to find Preparation Learning Plans?

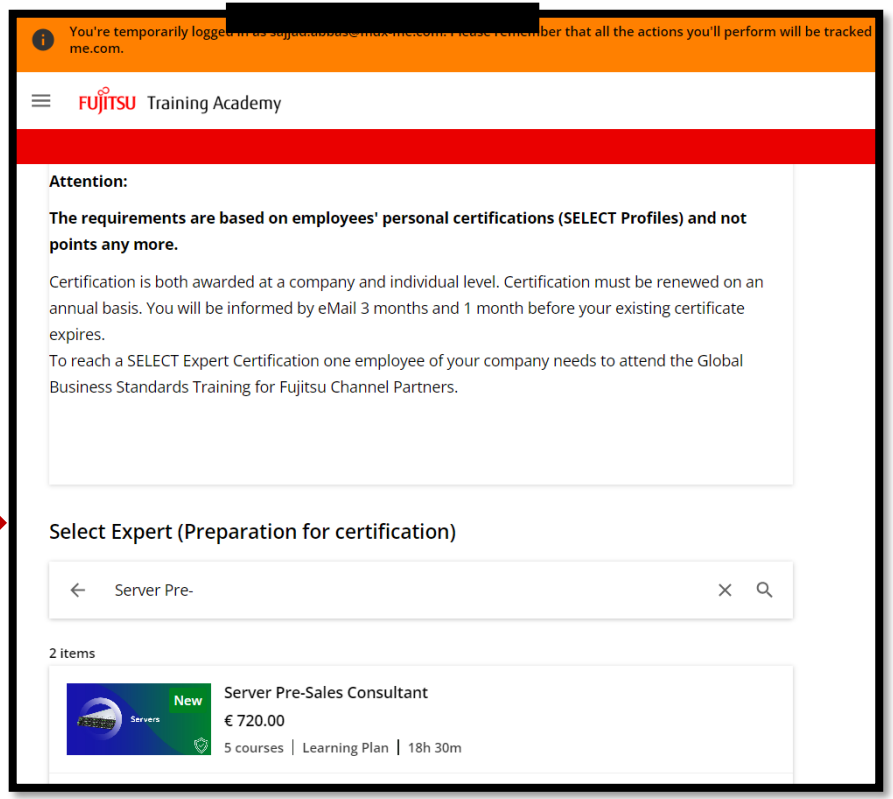
Partner should search the required Learning Plan on the left-hand side of the Channel Partner Page under Title –

SELECT Expert (Preparation for Certification)

All Learning Plans are for preparation purposes before attempting an exam and cannot be used for achieving a certification.

Example for Learning Plan for **Preparation**

Server Pre-Sales Consultant - Fujitsu Training Academy Online (docebosaas.com)



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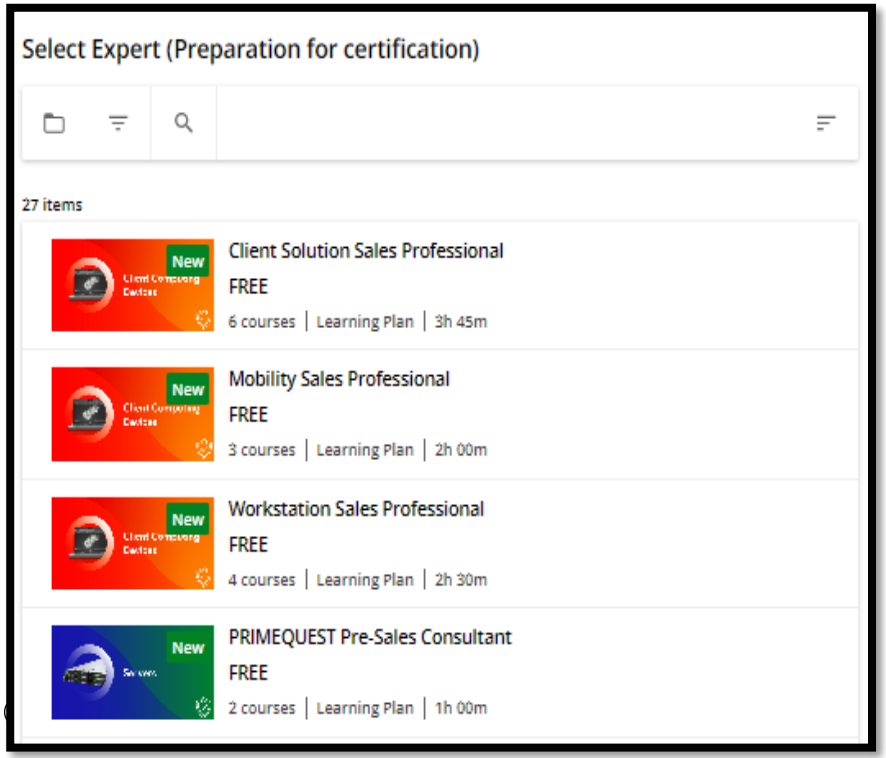
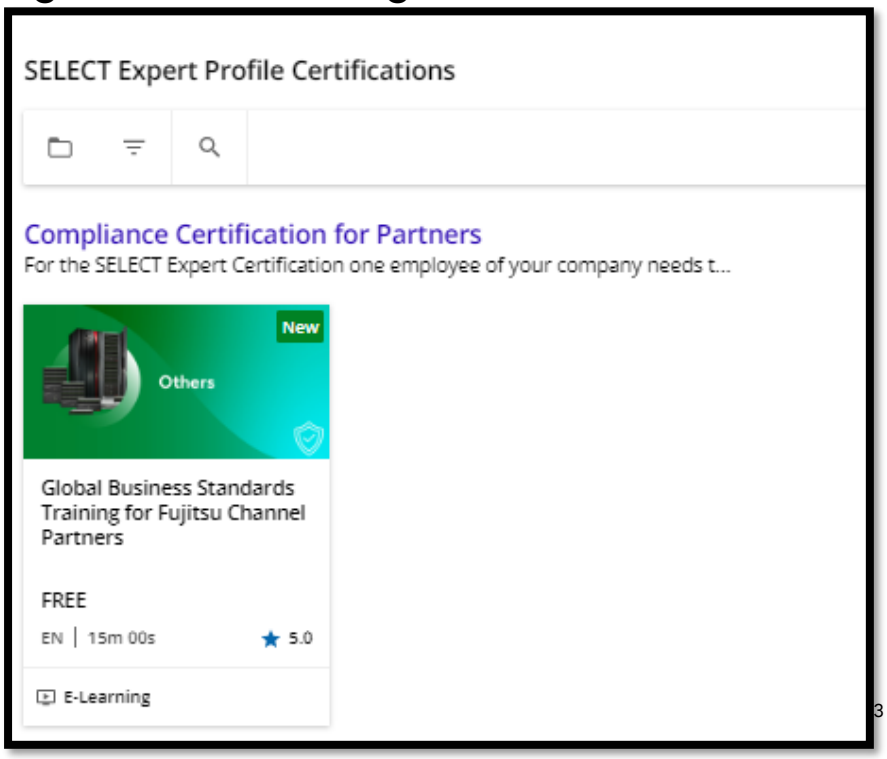
FTA-Online
SELECT Partner Program (SCC) (III)

- All SELECT Expert **Learning Plans** or ***Preparation Material*** are visible on the left side.



- All SELECT Expert **Profile Exams**/ ***Certifications*** will appear on the right side of the Page.



- How to become a SELECT Expert ?

1. To become a SELECT Expert, SELECT Registered partners are required to increase their level of specialization by achieving certifications.
2. When your organization becomes a SELECT Expert can gain access to even more resources and benefits and will have greater visibility with the partner community. You can also progress further to SELECT Circle status.
3. You may see the SELECT Expert specializations and the training requirements for each one of them on the SCC Main Page.

Attention:

- The requirements are based on employees' personal certifications (SELECT Profiles) and not points any more.
- To reach a SELECT Expert Certification one employee of your company needs to attend the Global Business Standards Training for Fujitsu Channel Partners.
- Certification is both awarded at a company & individual level. Company Certification must be renewed on an annual basis.
- You will be informed by email 3 months and 1 month before your existing individual certificate expires.

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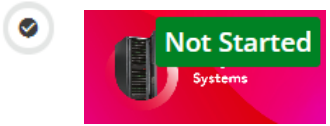
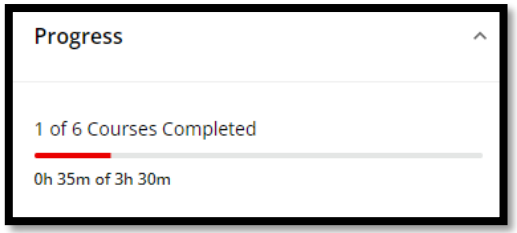
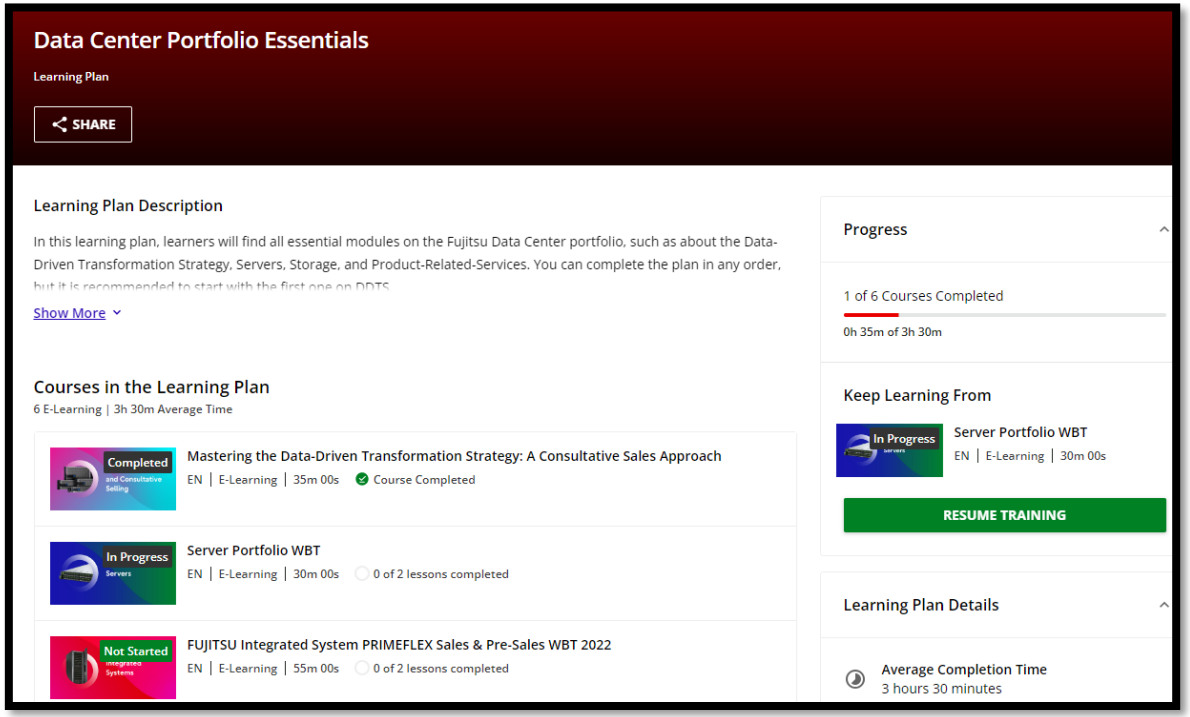
Learning Plan Progress I –Preparation Material

- Learning Plan is a set of courses i.e preparation Material combined for achieving a profile certification.







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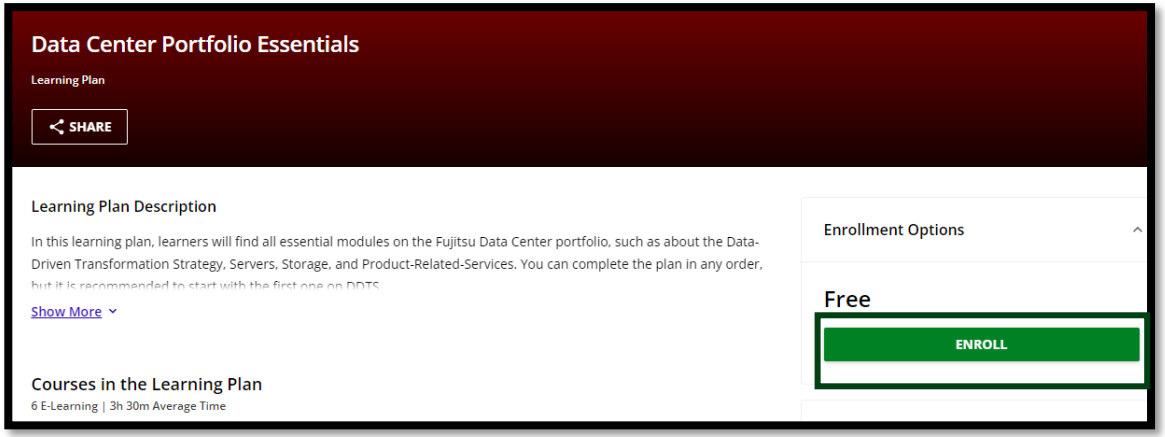
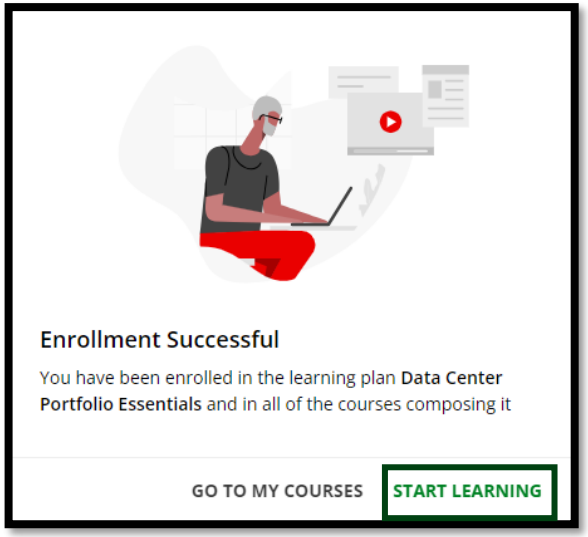
- How to enroll to a Learning Plan?

Step 1: Select the desired Learning Plan

Step 2: Click on the button ENROLL

Step 3: Click on **START LEARNING**





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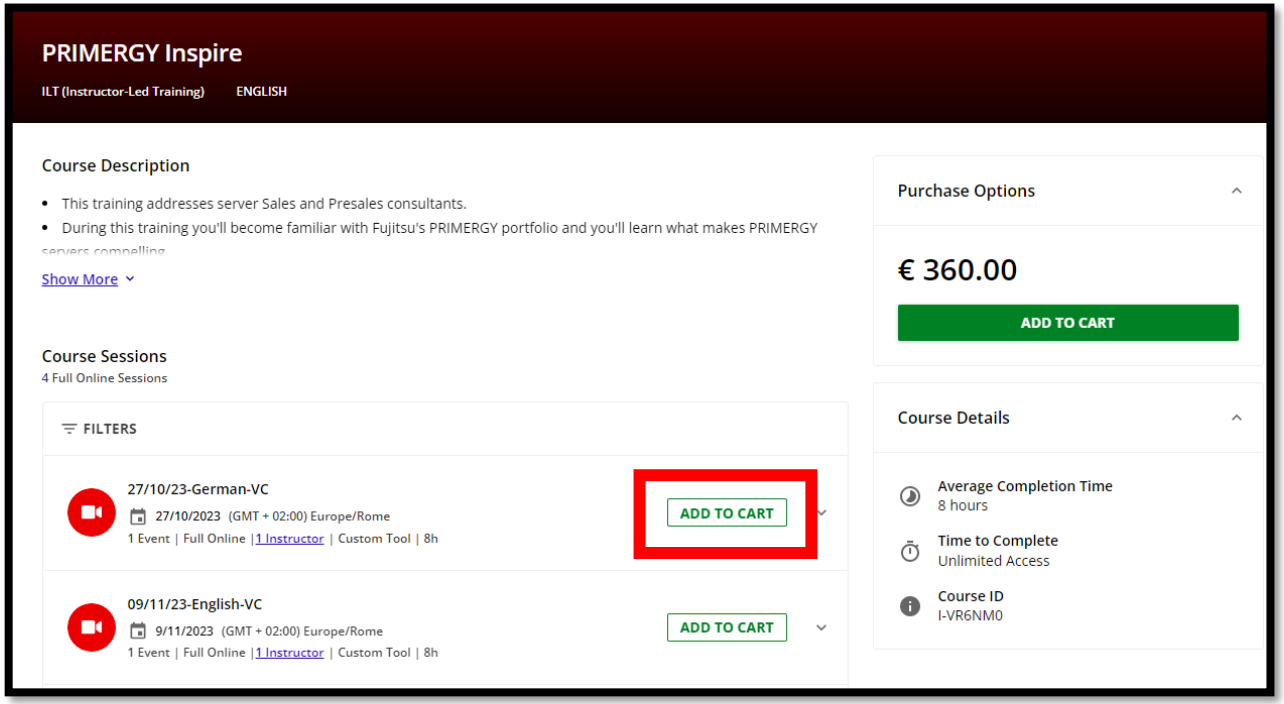
FTA-Online – How to buy a paid course?

ILT Course (Paid) –

- Step 1 - Choose your desired Training Session date and click on **ADD TO CART**
- Step 2 - Price of the Course will be visible till the end of the purchase, and this is normal.



Note – You will be charged according to the prices mentioned for the courses. In case you chose all free courses or apply a coupon, you won't be charged for the same.

Step 3 – After adding the course click on "**VIEW CART**"

Step 4 – **COUPON CODE if applicable** to be applied before Check Out.

Coupons are not applicable in case you are enrolled in a learning plan which contains the desired course.

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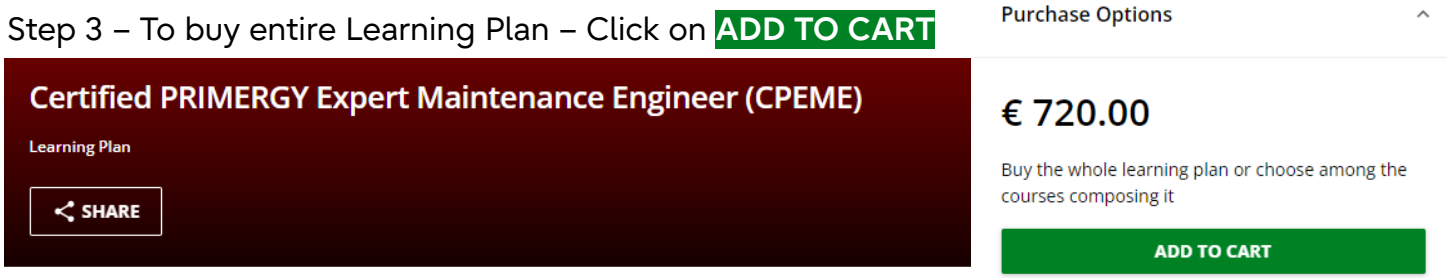
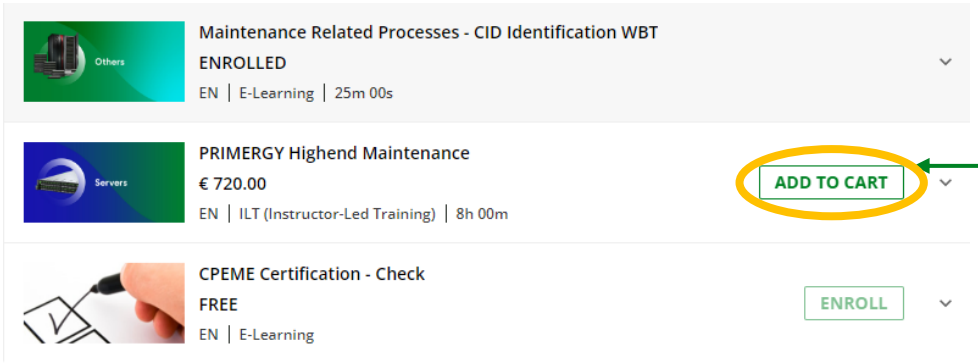
- How to buy a paid Learning Plan in FTAOnline?

Step 1 - Search for the required Learning Plan. Price of the Learning Plan will be visible on the tile (highlighted in red)

Step 2 – Click on the desired learning plan and you will be shown two options.

Step 3 – To buy entire Learning Plan – Click on **ADD TO CART**





Step 3B – For selective courses scroll down and add only the ones you would like to complete.

Note – You will be charged according to the prices mentioned for the courses and not for the entire Learning Plan. In case you chose all free courses, you won't be charged for the same.

Step 5 – After adding the learning plan click on "**VIEW CART**"

Step 6 - Verify the Learning Plan/s in cart then "**CHECKOUT**"

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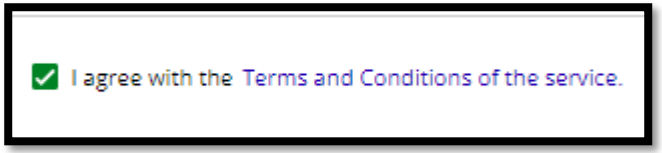
Payment and Billing Procedure

Step 6 - Please double-check and update the details in “Payment and Billing” tab and Click on “Save Address” for future purposes.

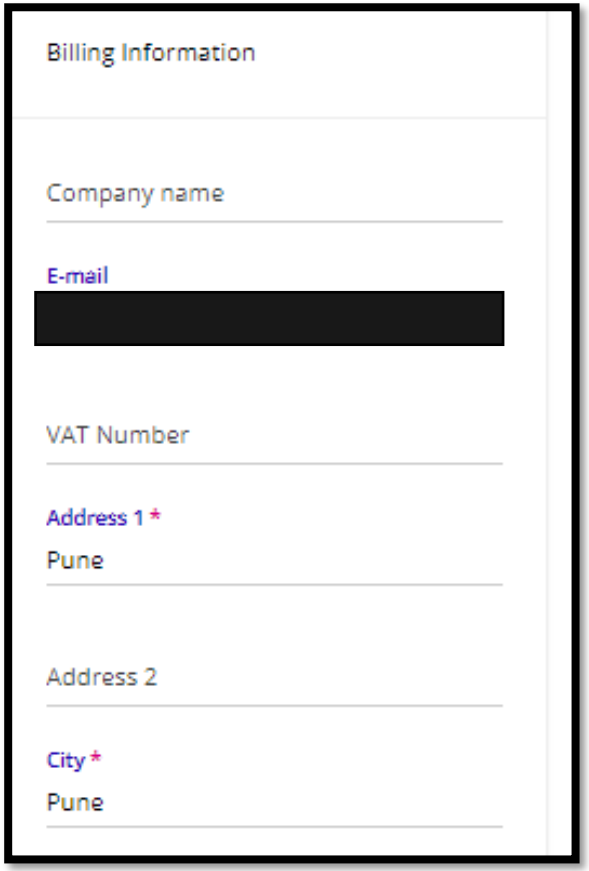
Step 7 - Then accept the Terms & Conditions



Step 8 – Lastly, click on “**Confirm Order**“

Please Note

Your status as a Partner will always be on “waiting-user” for paid courses until the admin team changes your individual status to “Enrolled”.



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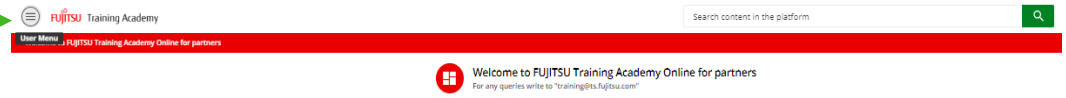
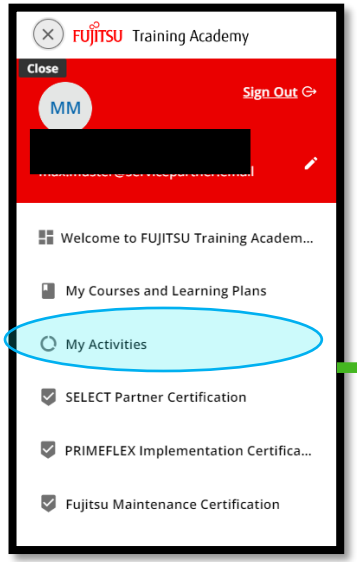
Status Overview: Certifications & Retraining (I)

- Where to find my Status **Overview** about **Certifications & Retraining**

Click the „Hamburger menu icon“ to acces the „User Menu“

1





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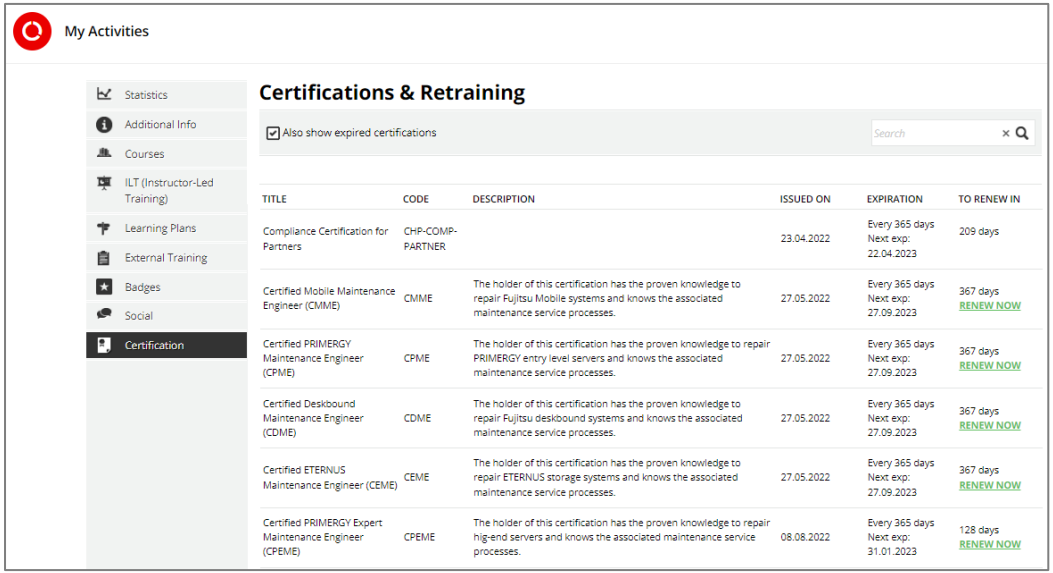

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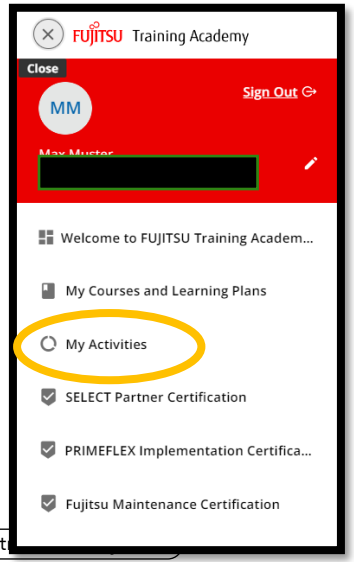
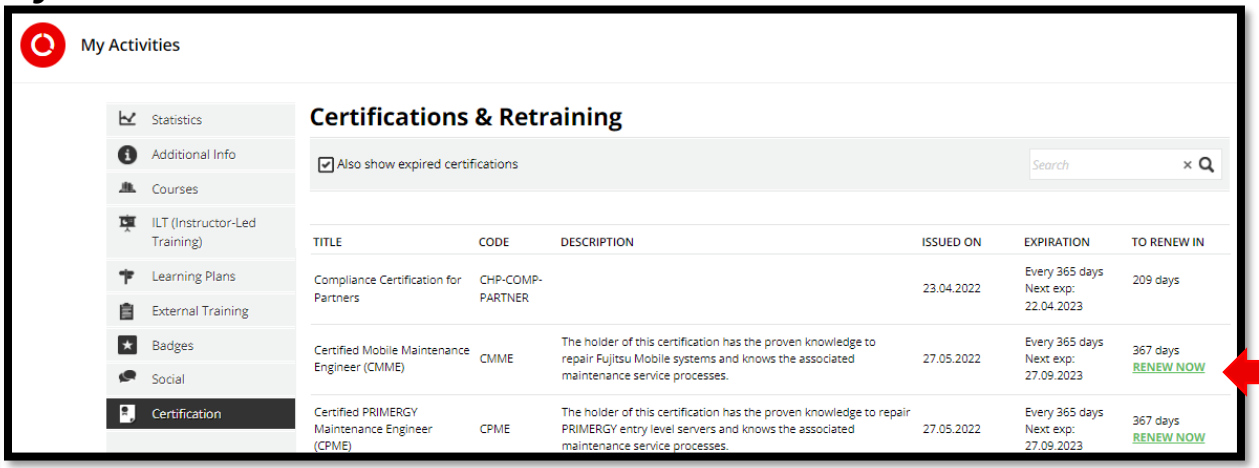
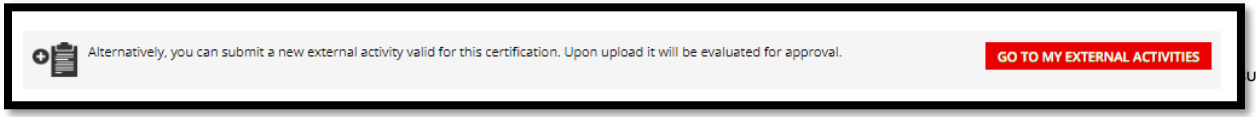
Certifications & Retraining (II) – How to Renew/Recertify ?

- The page My **Activities / Certification** shows the status and validity period of your certifications
  - Click on the **RENEW NOW** button to renew / recertify
  - Recertification is done to prolong your validity period starting from the day of renewal.
  - => **How to Recertify** is described further







FTA-Online
Certifications & Retraining (II) – How to Renew/Recertify ?

1. Click on the **RENEW NOW** button to renew / recertify
2. Choose from 3 different options of profile re-certification:

Option 1

Re-take the initial profile exam again.
(Eg. For Compliance Training)

The course materials and exams are updated regularly. Please note, that even if you choose to re-take the initial exam again, there may be new knowledge required.

Option 2

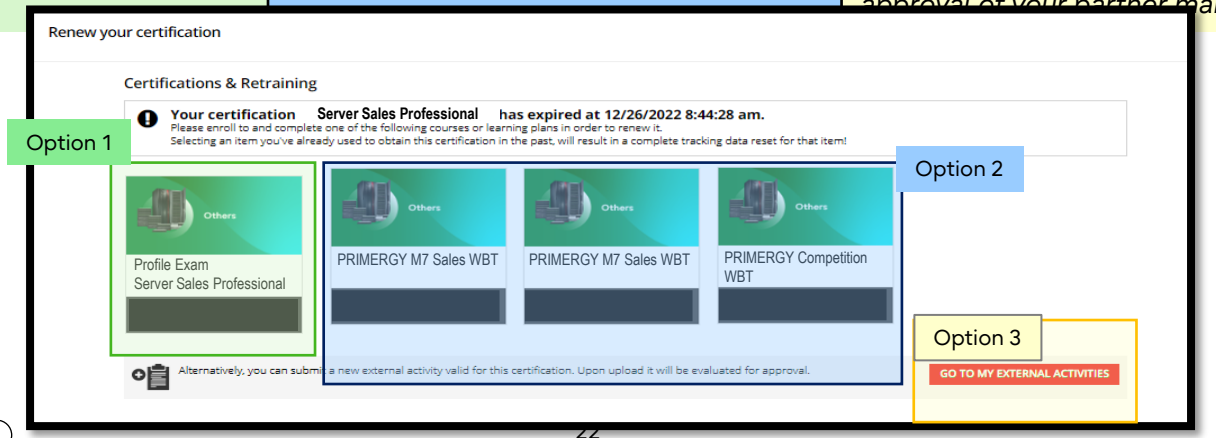
Choose one of the offered re-certification items

You need only one, to re-certify

Option 3

Upload an external training activity

With FTA Online we offer partners the opportunity to use Fujitsu partner activities (i.e. Tech Community Event, Partner Days etc.) for re-certification. You can choose for which profile certification the event should be counted. External training activity needs approval of your partner manager.



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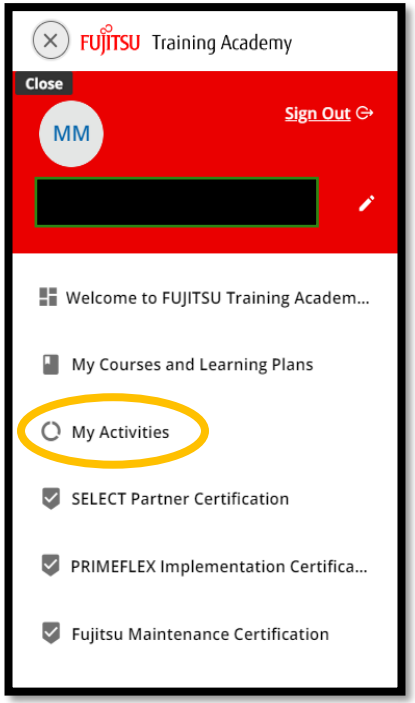
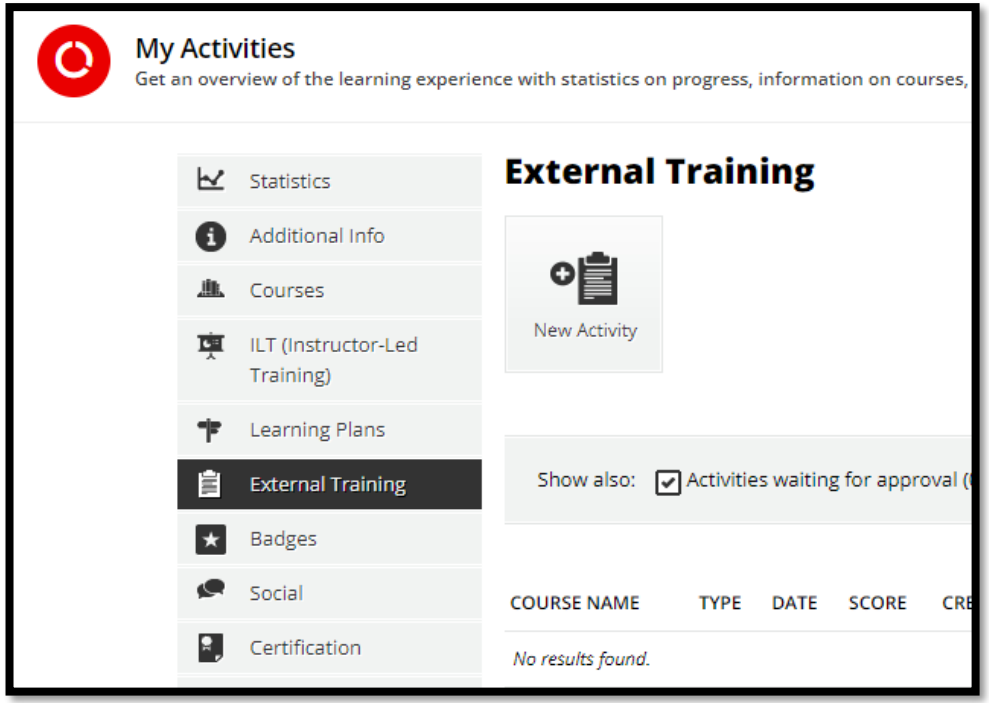
OPTION 3

Step 1 – Go to My Activities and select External Training

Step 2 – Click on “New Activity”





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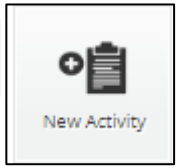
FTA-Online
Certifications & Retraining (II) – How to Recertify with Option 3 ?

OPTION 3

1

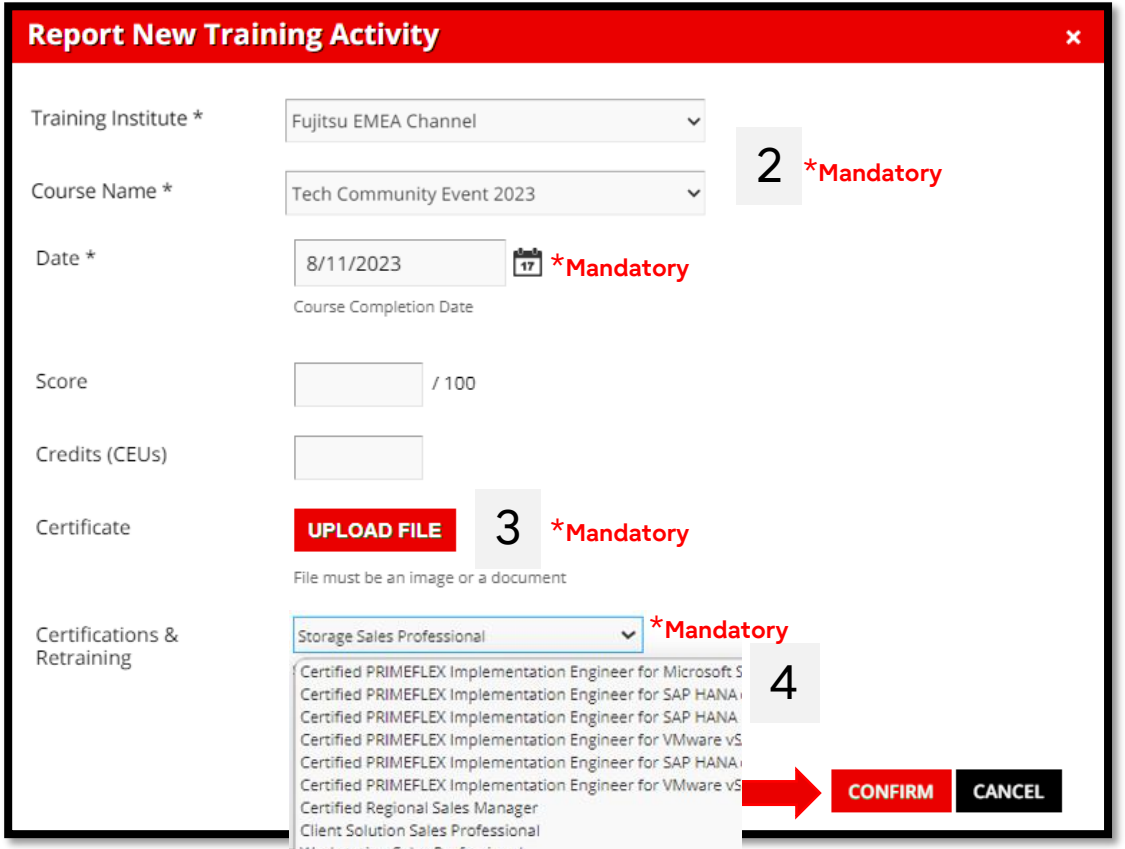


Step 2 – Fill in the Event Information as shown in the Screenshot for Training Institute and Course Name

Step 3 – Upload the participation certificate

Step 4 - Select the certification which you would like to be recertified for *Mandatory

+ **CONFIRM -** Post Partner Manager Approval your certification will automatically be prolonged for the next cycle.



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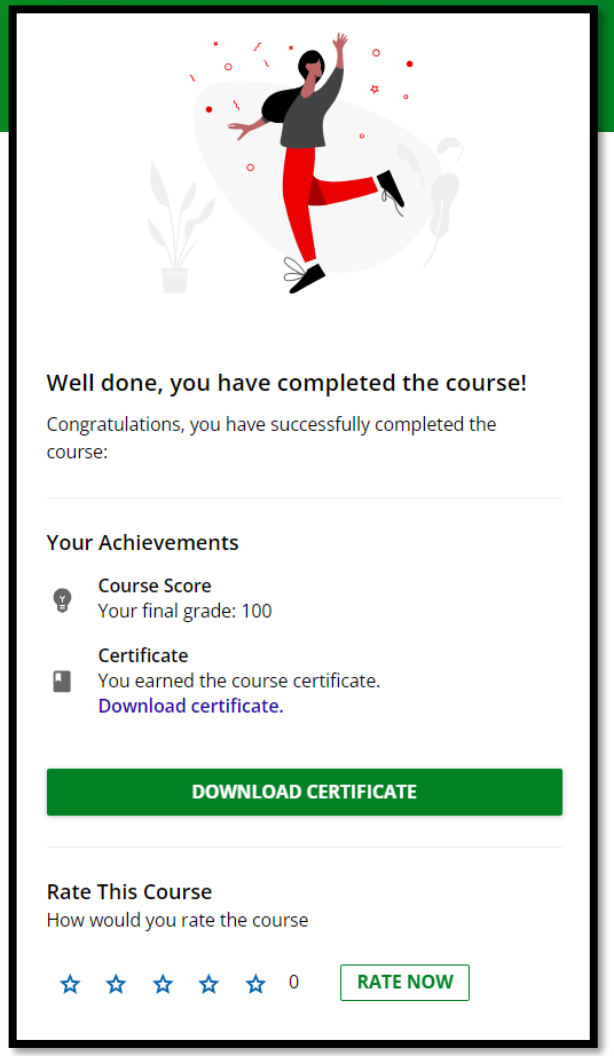
How to find your Certificate I

- Certificates can now be downloaded immediately post completion of a course.

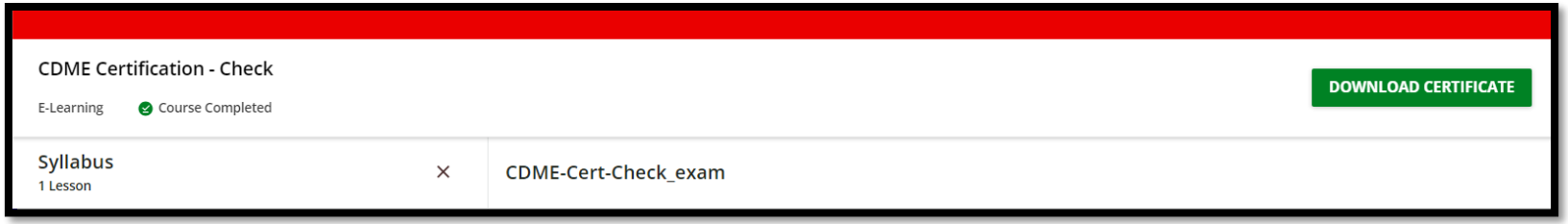
- A pop-up will be shown along with a button for Downloading your Certificate.



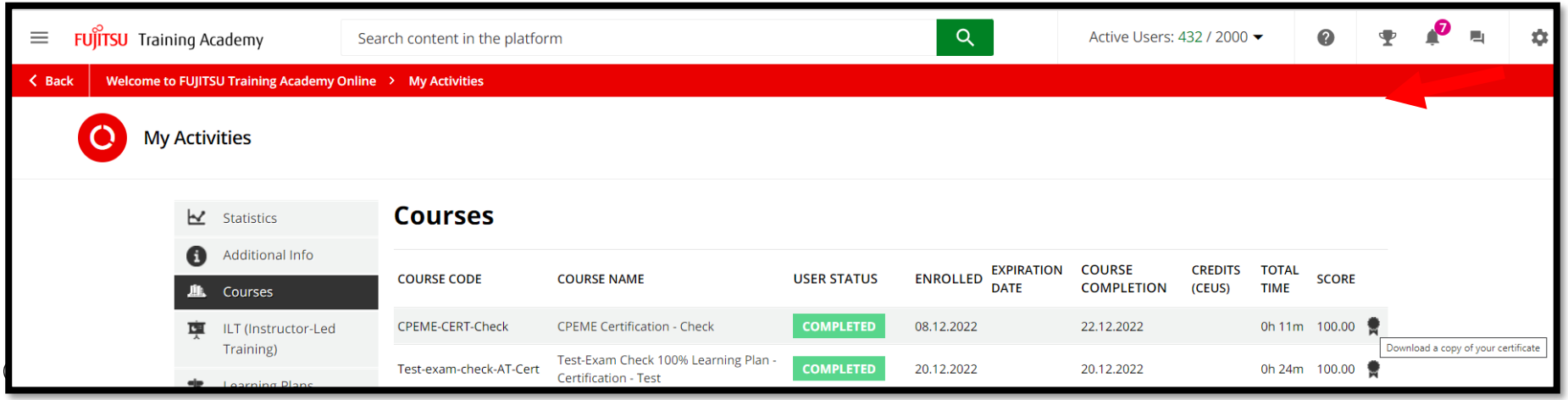
FTA-Online

How to find your Certificate II

- Alternately, one can also download a Certificate post completion of a course.

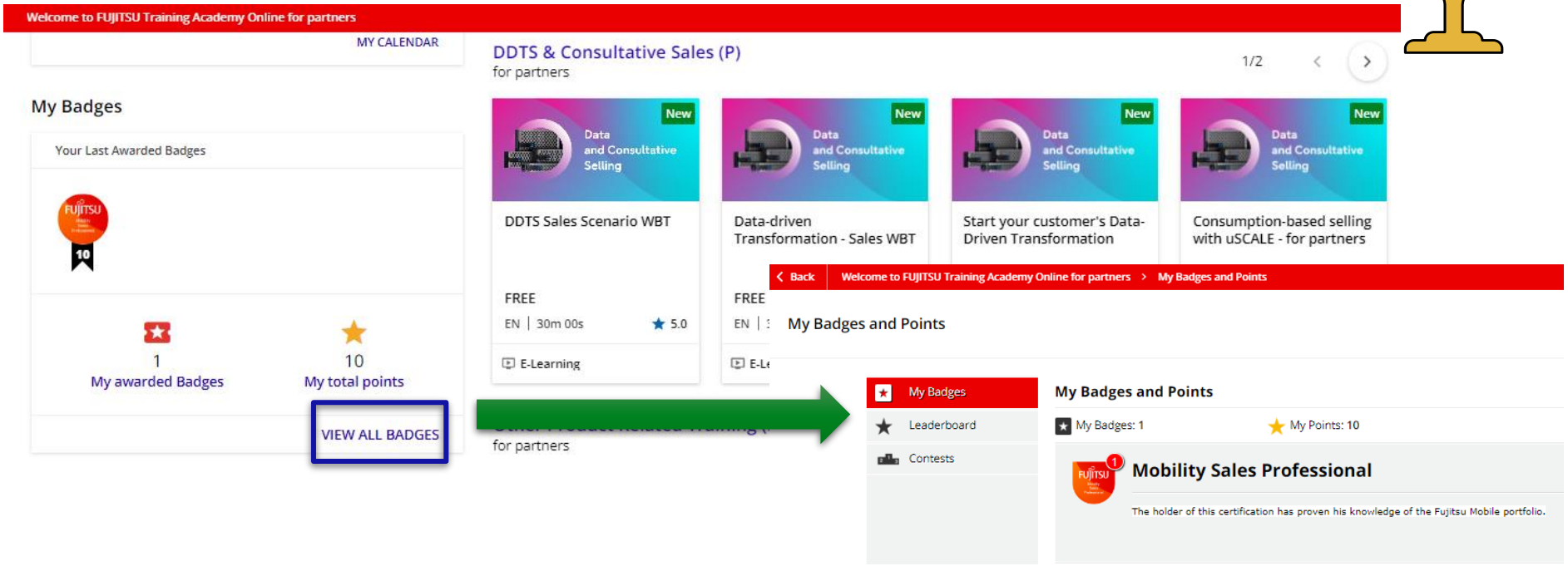


- You can collectively find all certificates under your Profile.
- **Go to My Activities / Courses** (click on the reward symbol)



FTA-Online
How to find your Badge ?

- Partners can also share their Badges from the Home Page
  Share your achievements through your earned Badges today !



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Questions?

Training@fujitsu.com

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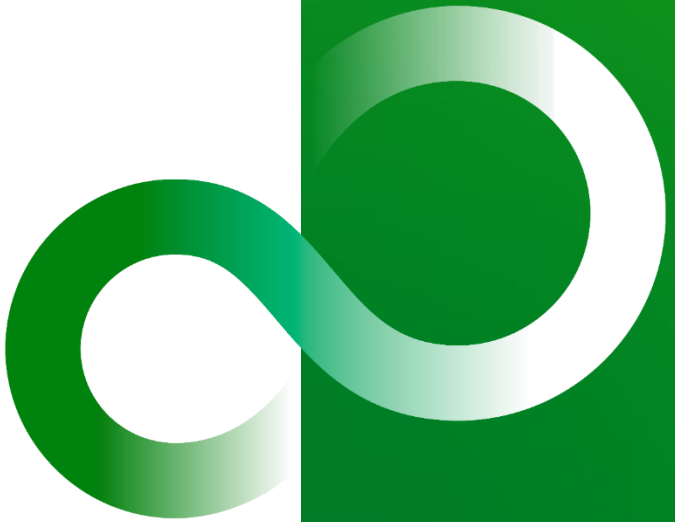
Thank you



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