

Citi[®] Commercial Cards Learning and System Support

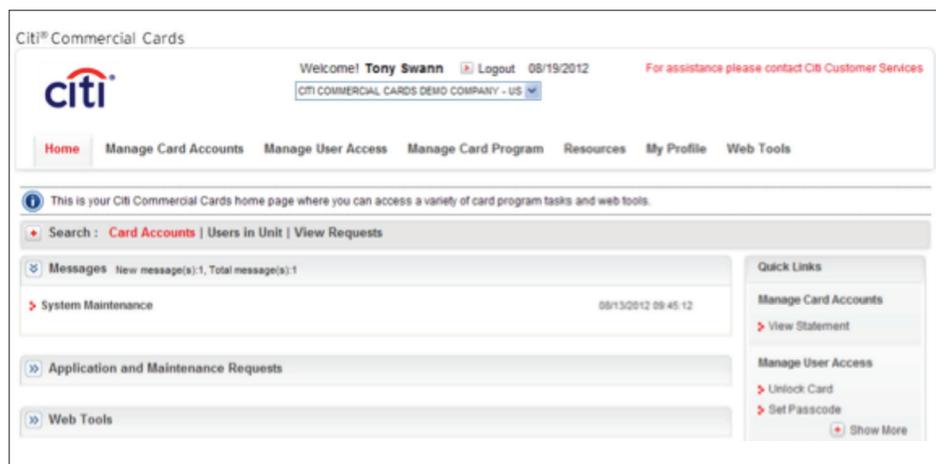
Quick Reference Guide

Citi provides access to a virtual classroom and a full suite of training resources through our Commercial Cards Learning and System Support (CLASS) available via the **CitiManager Site Home** screen. This Quick Reference Guide describes how to:

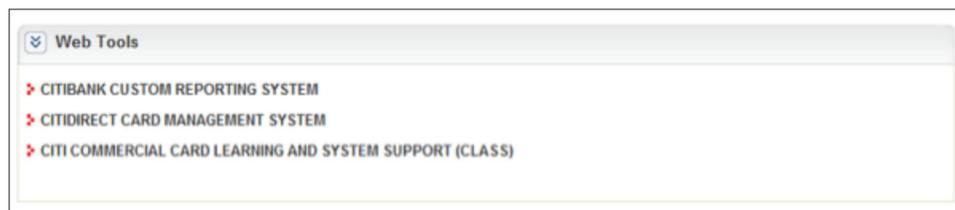
- Access CLASS
- View available training resources
- Launch a CLASS course
- Complete a CLASS course
- Obtain a Certificate of Completion
- Use additional features and navigational button

To Access CLASS:

1. From the **CitiManager Site Home** screen, click the **Web Tools** link.



2. To access CLASS, click the **Citi Commercial Card Learning and System Support (CLASS)** link that displays in the **Web Tools** section.



To View Available Training Resources:

In the **Catalog Search** section, type **DoD Travel** in the **Search** field.



A list of all training documents available for Department of Defense display.

								Records: 19
		Name ↕	Start Date	End Date	Training Organization	Region	Code	Language
Register		Course: DoD Travel: CCMS Card Management CBT			GOV		CCMS_CBT_Card_Management_DoD	
After completing this module, you will be able to initiate an online cardholder application, view statements, declined transactions, accounts, and the Maintenance Log, post comments and modify cardholder information, activate and deactivate an account, a...more								
Register		Course: DoD Travel: CCMS Hierarchy CBT			GOV		CCMS_CBT_Hierarchy_DoD	
After completing this module, you will be able to create a new hierarchy sub-unit, view accounts in your hierarchy, add new points of contact, edit primary contact information, update and delete a point of contact, review the Hierarchy Contacts Mainten...more								

To Launch a CLASS Course:

1. From the list of available courses and documents, click the **Register** button that displays next to the course name.

Note: The course may take a moment to load.

								Records: 19
		Name ↕	Start Date	End Date	Training Organization	Region	Code	Language
Register		Course: DoD Travel: CCMS Card Management CBT			GOV		CCMS_CBT_Card_Management_DoD	
After completing this module, you will be able to initiate an online cardholder application, view statements, declined transactions, accounts, and the Maintenance Log, post comments and modify cardholder information, activate and deactivate an account, a...more								
Register		Course: DoD Travel: CCMS Hierarchy CBT			GOV		CCMS_CBT_Hierarchy_DoD	
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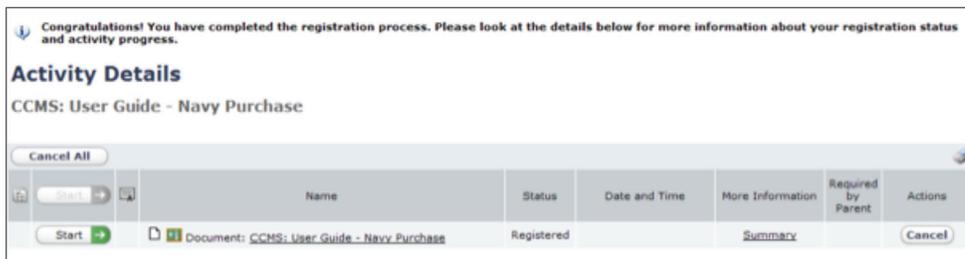
2. To submit your registration, click the **Submit** button.

<input checked="" type="checkbox"/> Document : CCMS: User Guide - Navy Purchase Available Capacity: Unlimited Status: Registration allowed
<p>To register, select your options. When you are done, click Submit or if payment is required, click Purchase.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p>

3. To begin a course, click the **Start** button.

Note: The type of document being launched will determine the screen that displays next.

If launching a Word or PDF document, it will automatically open in a new window. If launching a computer-based training (CBT), continue to Step 4.



4. From the course description window, click the **Next** button.

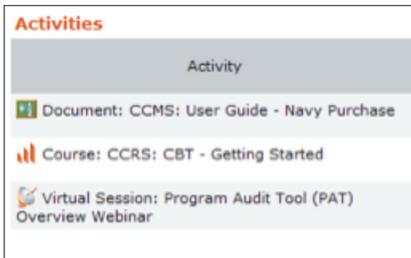
Note: This screen only displays if a CBT is launched.



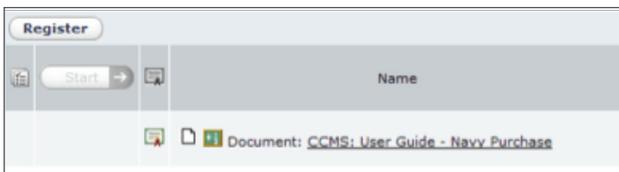
To Obtain a Certificate of Completion:

Once a CLASS course is completed or a document is viewed, you may print a Certificate of Completion for your records by clicking the **Diploma** icon.

1. Click the **View Your Transcript** button.
2. Select the completed activity for which you want the certificate.



3. Click the **Diploma** icon.



4. To print the desired certificate, click the **Print** button that displays in the upper right corner of the diploma.



To Use Additional Features:

CLASS is self-paced; therefore, you may need to exit a course prior to completion.

Once your schedule permits you to return to a course, click the **Current Training** button on the CLASS **Home** screen to obtain the status of your registered courses or documents.



In addition to printing a Certificate of Completion, CLASS will maintain your training history.

Click the **View Your Transcript** button on the CLASS **Home** screen to view or print a list of your completed courses and documents.



To Use Quick Navigation Buttons:



Returns you to the CLASS Home Screen



Indicates a CLASS Document



Indicates a CLASS Course



Warning: CLASS activity completed