

# Prism|rbs Wyzed LMS for Learners

## Accessing Wyzed First Time

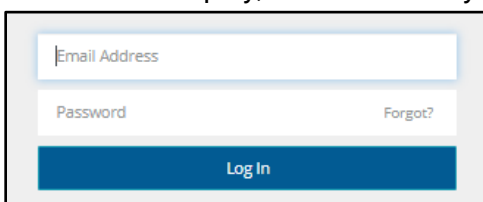
### Option 1

Have your manager set you up. Then follow the instructions below:

1. Select this link, <https://prismrbs.wyzed.com/>, or copy/paste it to your browser address bar.

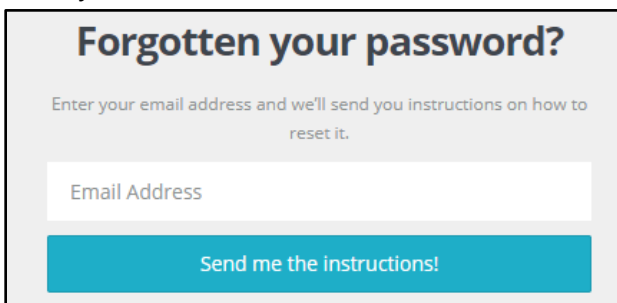
**Note:** We recommend using Chrome for your browser.

2. The site will display, with a field for your **Email Address** and a **Password**.



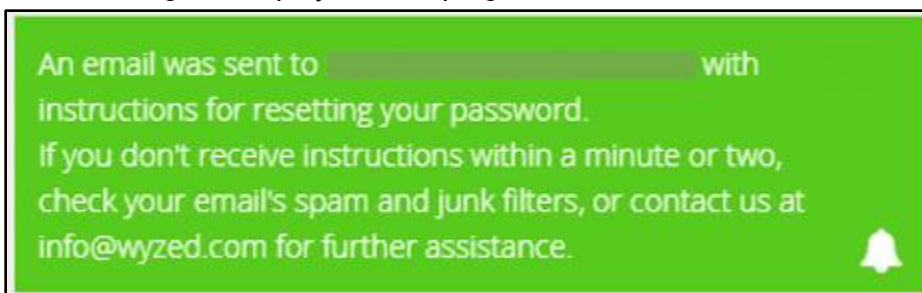
A login form with two input fields: 'Email Address' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot?'. Below the fields is a blue button labeled 'Log In'.

3. Select **Forgot?**, in the **Password** field
4. Enter your work email address and select, **Send me the Instructions**.

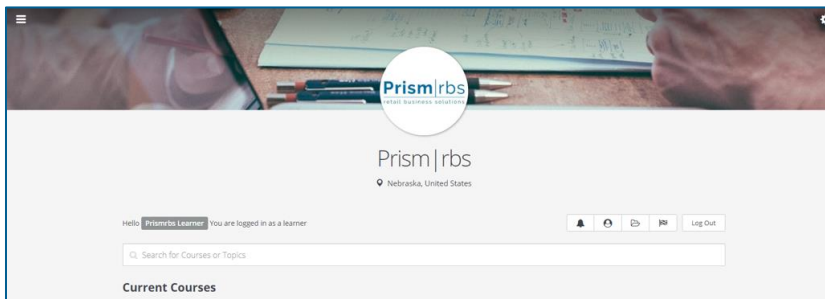


A form titled 'Forgotten your password?'. Below the title is a message: 'Enter your email address and we'll send you instructions on how to reset it.' There is an input field for 'Email Address' and a blue button labeled 'Send me the instructions!'.

5. The following will display in the top right corner of the browser:



6. Once the email is received, use **Reset Your Password** button, in the email, and reset your password.
7. Once you are logged a similar screen to below will display.




**Note:** *You will not be enrolled in any courses at this time.*

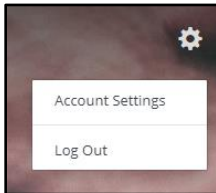
## ***Option 2***


Set up your account by enrolling in **Instructor Led** or **Self-Paced Training**.

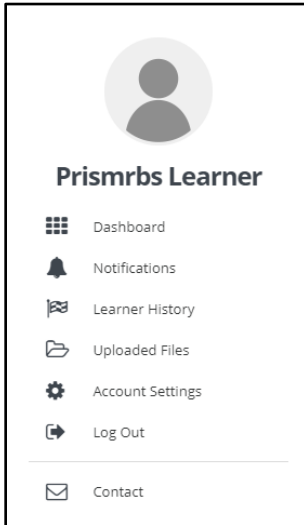
See, [Sign up for Instructor Led Training](#) or, [Sign Up for Self-Paced Training](#).

## Navigating

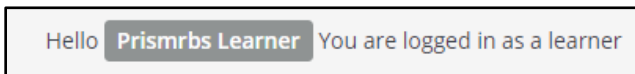
1. Selecting the gear in the top right corner  displays the below options.



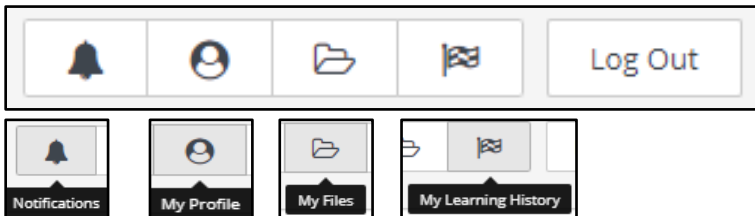
2. Selecting the **Menu** in the top left corner  displays the below options.



3. Below the **Prism|rbs** logo and to the left, will show you logged in as a learner.



4. To the right you will see 5 buttons:



8. Once you are enrolled in courses you can use the below steps search the courses.
9. Use **Search for Course or Topics** to search for specific content.




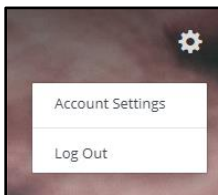
10. Select a course and the course content will display.



11. Select the **Video/Content** from the list.
12. Once you select the section, the content will display. It may be just a video, or a document, video, and questions.
13. As you complete sections they will display a green check mark, and the next section will be labelled as Incomplete. You may view any self-paced content as many times as you like.

## Complete Set up of your Account

1. Select the gear in the top right corner  then Account Settings.



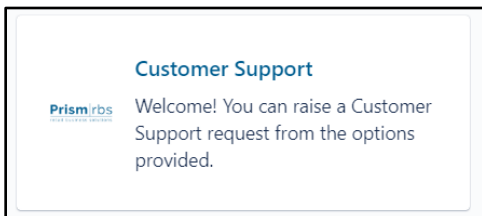
2. From the options on the left, select **Appearance**.
3. Change your **Profile Image** by either uploading an image or selecting one of those available.
4. From the options on the left, select **Privacy** and agree to the **Wyzed's Privacy Policy**.
5. Select **Dashboard**.

## Sign up for Self-Paced Training

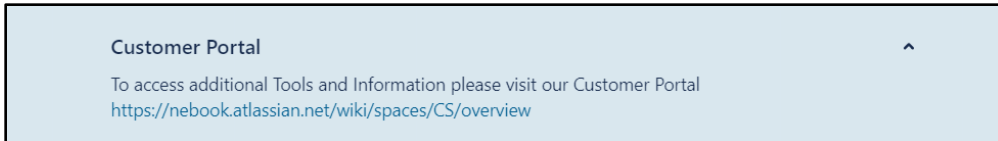
There are two ways to sign up for Self-Paced Training: Sign up from the links in the Customer Portal or sign up from the Ratex and PrismCore Self-Paced Training Courses List and Enrollment Links, Course that you should have access to in Wyzed. Both ways are covered below.

### *Sign up via Sign Up links In Customer Portal*

1. Access and log in to PrismRBS Service Desk, <https://nebook.atlassian.net/servicedesk/customer/portals>
2. Select Customer Support,



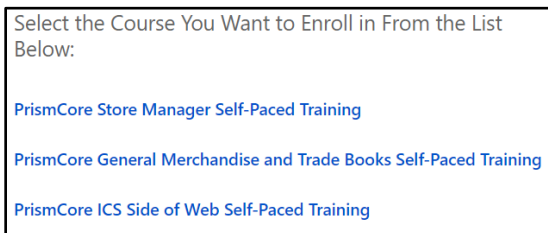
3. Select the link to the Customer Portal,



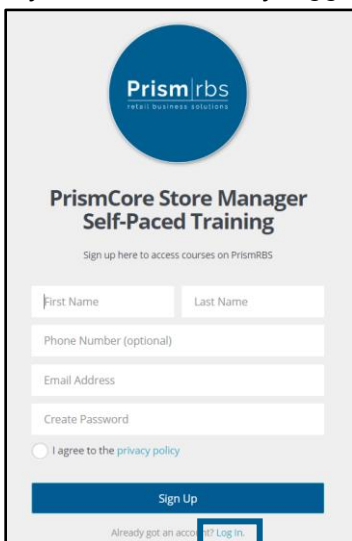
4. The Customer Portal will open in a new tab.
5. Scroll down and select one of the three options, based on what you want to do:



6. To enroll in Self-Paced, select PrismCore or Ratex Self-Paced Training.
7. Scroll to the list of available sessions and select the session.



8. If you are already logged in to prismrbs.wyzed.com you will be enrolled and see the session listed.
9. If you are not already logged in a page similar to below displays

A sign-up form for PrismCore Store Manager Self-Paced Training. At the top is the Prism|rbs logo. Below it is the title "PrismCore Store Manager Self-Paced Training" and a sub-header "Sign up here to access courses on PrismRBS". The form contains input fields for "First Name", "Last Name", "Phone Number (optional)", "Email Address", and "Create Password". Below these fields is a checkbox labeled "I agree to the privacy policy". At the bottom is a blue "Sign Up" button. Below the button is a link that says "Already got an account? Log In".

10. If you have log in credentials select **Log In**, below the **Sign Up** button.
11. If you do not have credentials, enter in your **First** and **Last Name**, **Email Address**, **Create Password**, agree to privacy policy, then select **Sign Up**.
12. You will be enrolled and see the session listed on your dashboard.

## ***Sign Up via Sign up Course in LMS***

1. Access prismrbs.wyzed.com
2. You should see the below course in your Course list:

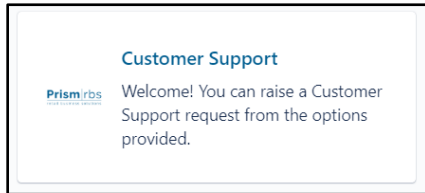


3. From the list select the course you would like to enroll in.
4. Select the link and you will be enrolled in the course.

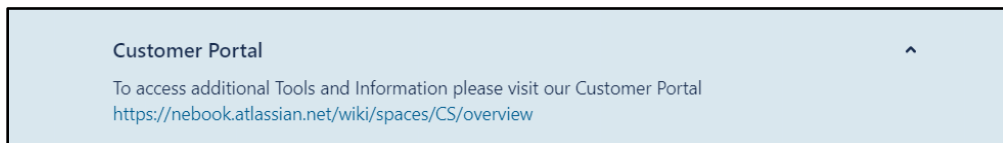
## Sign up for Instructor Led Training

1. Access and log in to PrismRBS Service Desk,  
<https://nebook.atlassian.net/servicedesk/customer/portals>

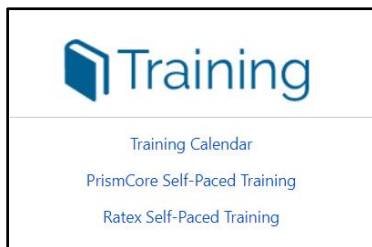
2. Select Customer Support,



3. Select the link to the Customer Portal,



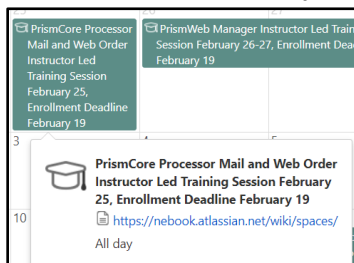
4. The Customer Portal will open in a new tab.
5. Scroll down and select one of the three options, based on what you want to do:



6. To enroll in Instructor Led Training, select Training Calendar.
7. Scroll down and select a session from the calendar,

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	1
	PrismCore Processor Mail and Web Order Instructor Led Training Session February 25, Enrollment Deadline February 19	PrismWeb Manager Instructor Led Training Session February 26-27, Enrollment Deadline February 19				

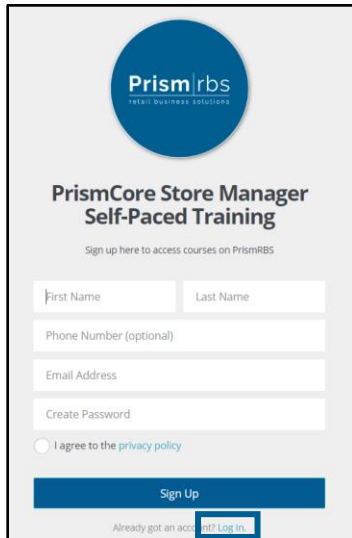
8. A dialog box will display, select the link to see more information about the session,



9. To enroll in the session, scroll to the bottom of the session page and select the date(s) for the session.

Select from the dates below to register for a session:  
[PrismCore Processor Mail and Web Order Instructor Led Training Session February 25, Enrollment Deadline February 19](#)  
[PrismCore Processor Mail and Web Order Instructor Led Training Session April 21, Enrollment Deadline April 15](#)

10. If you are already logged in to prismrbs.wyzed.com you will be enrolled and see the session listed.
11. If you are not already logged in a page similar to below displays



The image shows a sign-up form for PrismCore Store Manager Self-Paced Training. At the top is the Prism|rbs logo with the tagline 'retail business solutions'. Below the logo is the title 'PrismCore Store Manager Self-Paced Training' and a subtext 'Sign up here to access courses on PrismRBS'. The form contains several input fields: 'First Name', 'Last Name', 'Phone Number (optional)', 'Email Address', and 'Create Password'. Below these fields is a checkbox labeled 'I agree to the [privacy policy](#)'. At the bottom of the form is a large blue 'Sign Up' button. Below the button, there is a link that says 'Already got an account? [Log In](#)'.

12. If you have log in credentials select **Log In**, below the **Sign Up** button.
13. If you do not have credentials, enter in your **First** and **Last Name**, **Email Address**, **Create Password**, agree to privacy policy, then select **Sign Up**.
14. You will be enrolled and see the session listed on your dashboard.




## Accessing your Session

### Self-Paced

Once you have registered for self-paced training, the session will display in your courses. Completed courses will display, below Current Courses.

#### Current Courses




1 of 29

##### PrismCore Course Materials (Textbooks) Self-Paced Training

This session begins with the vendor file and then focuses on the textbook ordering cycle, starting with opening a term and entering course requests. The order cycle continues with working the titles, creating want lists, creating and printing purchase orders, receiving purchase

#### Completed Courses



All Complete


##### Purge Process Self-Paced Training

This Webinar will walk you through the options and processes for purging PrismPOS, PrismCore ICS, AR, and AP.


November 13 2019

Select a course from **Current Courses**, the content displays. Completed videos/sections have a green check mark. Not started/incomplete are flagged **Incomplete**.

#### Introduction to PrismCore

Getting Started 


#### Vendors

Vendor Maintenance 

Some section/courses have documents that you may download to use with the video content.

#### Purge Webinar Manual

This is the manual to use while viewing the Purge webinar. Full Purge documentation is available on the Support Portal under Downloads then Documentation. (<https://support.nebook.com/Downloads/Documents.aspx>) This documentation can be found under PrismCore > Purge. There is also Purge information available in PrismCore Admin under Help.

File Name	Size
 Purge Process Webinar Document.pdf	331.8 kB

Some videos have questions to test your retention.

#### How does PrismCore create the vendor code?

☐ First three letters of vendor name, followed by a user-generated number.

☐ First three letters of vendor name, followed by a sequential number.

☐ Vendor code is user assigned.

☐ The system randomly generates the vendor code.

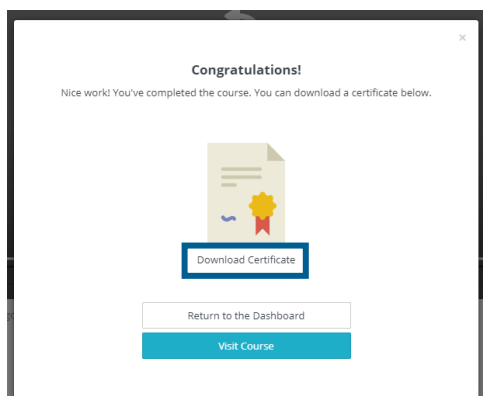
[Choose an Option...](#)

Once you complete a section, select **Mark Complete**, at the bottom of the page.



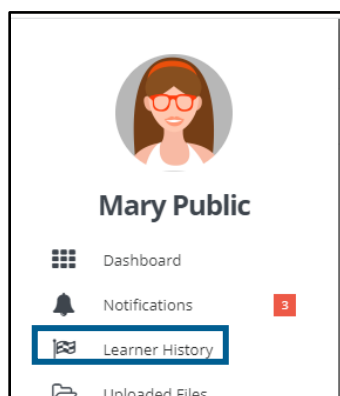
**Note:** You must view the video and answer any questions before you can mark the section complete.




After completing the last section/requirement for the course, **Course Complete** dialog box displays. Select download certificate, if you want that document. The certificate downloads and opens as a PDF. Then select **Return to Dashboard**, **Visit Course**, or close the dialog box.



If you do not download the certificate at this time you may download it later from **Learner**

**History**. Select the top left menu  then **Learner History**. Locate the course and select download icon under **Certificate** column.




Learner History				
A detailed report of your course completion history.				
Event	Date	Completion Status	Activity 	Certificate
Completed Purge Process Self-Paced Training	09:39 am, April 07 2020	Successful		

## Instructor Led

Once you have registered for self-paced training, the session will display in your courses. Completed courses will display, below Current Courses.

### Current Courses




1 of 29

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### Completed Courses



All Complete

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November 13 2019


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Introduction to PrismCore	
Getting Started	✓
Vendors	
Vendor Maintenance	Incomplete

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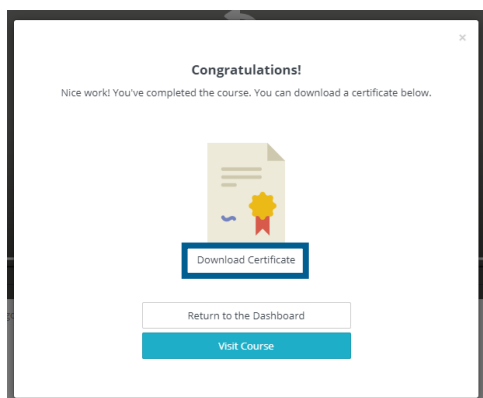
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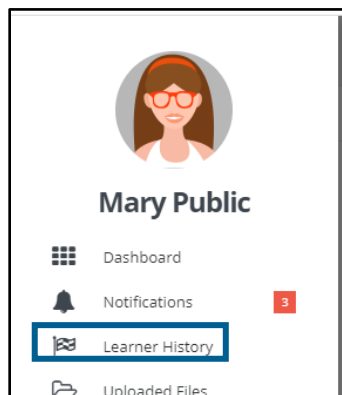
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If you do not download the certificate at this time you may download it later from **Learner**

**History**. Select the top left menu  then **Learner History**. Locate the course and select download icon under **Certificate** column.



Learner History				
A detailed report of your course completion history.				
Event	Date	Completion Status	Activity 	Certificate
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