

# Getting Started – 5 Easy Steps

## 1

### Select the Training Course

As a vendor for the State of Minnesota, you should take the [vendor training course](#) linked from the [Supplier Portal](#) so you can:

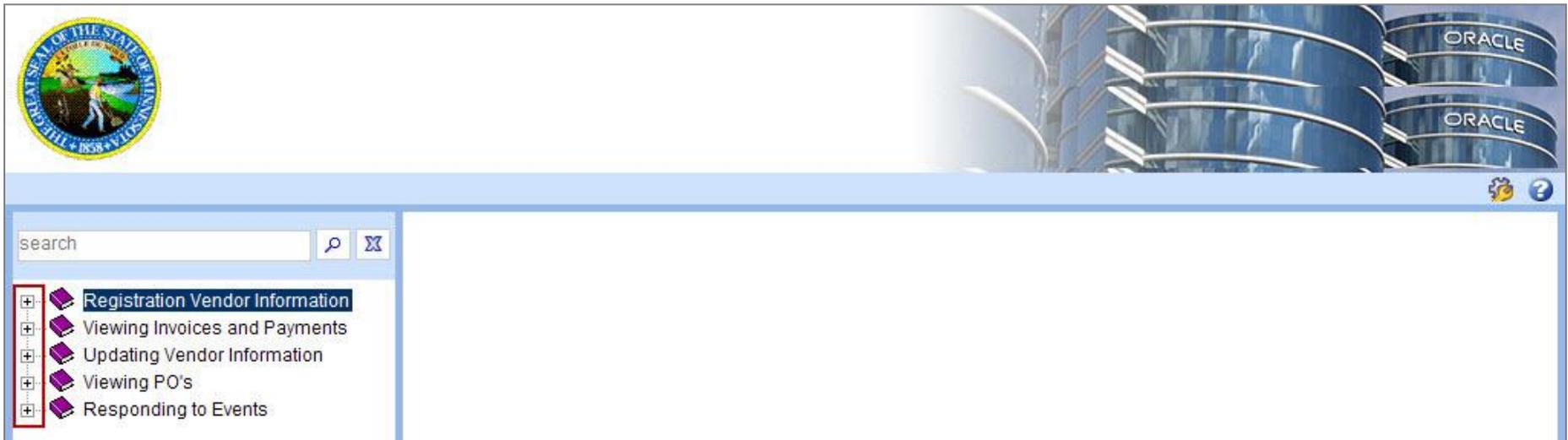
- Register as a vendor
- View invoices and payments
- Change your information
- View purchase orders
- Respond to events

The vendor training course uses a tool called User Productivity Kit (UPK) to present the training material. This tutorial walks you through how to use the UPK player in order to complete the course.

# Open the Course

## 2 Open the Player

When you click the link to open the training course, the player automatically opens displaying the lesson titles on the left. Click the plus “+” sign to expand a lesson. Expanding the lesson allows you to see the individual topics contained within the lesson.



The screenshot shows the SWIFT administrative portal interface. At the top left is the State of Minnesota seal. The top right features the SWIFT logo. Below the header is a navigation bar with a search box and a list of menu items. The menu items are: Registration Vendor Information, Viewing Invoices and Payments, Updating Vendor Information, Viewing PO's, and Responding to Events. The 'Registration Vendor Information' item is highlighted with a blue background and a red box around its plus sign. The main content area is currently blank.

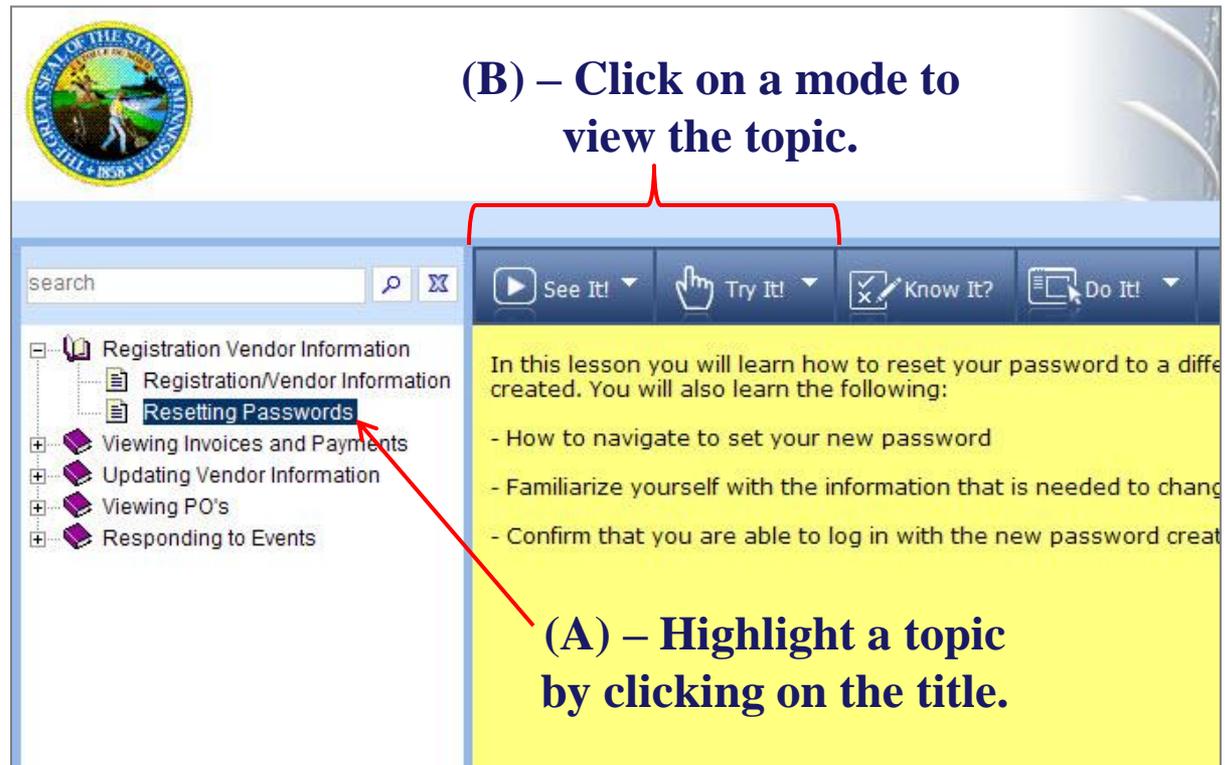
## Lesson Content

### 3 Select a Topic within a Lesson

The topics for Lesson 1 are now expanded. Once a lesson has been expanded, a minus “-” sign will appear. To collapse the lesson, click on the minus “-” sign.

(A) To begin a topic, click the topic name in the menu. You do not have to start with the first topic; you can select whichever topic you wish to view.

(B) Next, click to select the mode you wish to use to view the topic. The next slide describes the modes.



The screenshot shows the Administrative Portal interface. On the left is a navigation menu with a tree structure. The 'Registration Vendor Information' folder is expanded, and the 'Resetting Passwords' sub-item is highlighted with a red box and a red arrow pointing to it. On the right is a mode selection bar with four options: 'See It!', 'Try It!', 'Know It?', and 'Do It!'. A red bracket highlights the 'Try It!' mode, and a red arrow points to it from the text '(B) - Click on a mode to view the topic.' Below the mode selection bar is a yellow content area with text and a list of topics. A red arrow points from the text '(A) - Highlight a topic by clicking on the title.' to the 'Resetting Passwords' title in the menu.

**(B) – Click on a mode to view the topic.**

**(A) – Highlight a topic by clicking on the title.**

Registration Vendor Information

- Registration/Vendor Information
- Resetting Passwords**
- Viewing Invoices and Payments
- Updating Vendor Information
- Viewing PO's
- Responding to Events

search

See It! Try It! Know It? Do It!

In this lesson you will learn how to reset your password to a different one. You will also learn the following:

- How to navigate to set your new password
- Familiarize yourself with the information that is needed to change your password
- Confirm that you are able to log in with the new password created

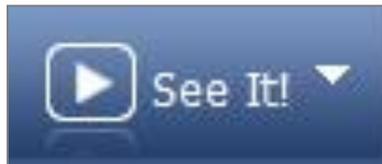
## Mode Descriptions

### 4

### Select a Viewing Mode

You may view a topic in either of two play modes:

#### OPTION 1



#### OPTION 2



**See It!** – provides an animated demonstration of completing a task in a simulated environment. The UPK software completes all the required activities, such as moving the mouse and entering data.

**Try It!** – enables you to learn interactively in a simulated environment. The UPK software prompts you for mouse clicks and/or keystrokes to complete the task.

**Note:** You may select either “See It” or “Try It” mode when opening a topic. “Try It” is recommended.

## Complete Your First Topic

### 5 Move to Next Topic

Upon completing a topic, you will see a message recapping the content of the topic. In this example, you have completed the topic on resetting your password. Click [finish](#) to end the topic and return to the course menu.

