

Member's guide to using the Learning Management System (LMS)

- 1) Web address: fti.adrenna.com
 - a. Username: 6-10 digit member ID number located on the copy of your "United We Stand"
 - b. Password: [fti123](#)
- 2) Enter Username and password here:

View available courses here:

The screenshot shows the login page of the Finishing Trades Institute's Learning Management System (FTI LMS). The page includes a navigation bar with links for HOME, FTI USER AGREEMENT, FTI WEBSITE, and FTI COURSE CATALOG. A central message states: "Logging into the LMS constitutes your acceptance of the FTI User Agreement - Click here to read." Below this, there is a red link: "See the Printable Course Calendar article for registration details, course updates, and new training alerts." A login form is located on the right side, with a "Forgot my password" link below it. A "Help!" icon is also present. A box highlights the "Quick Links" section, which includes links to "Programs of Study (List of Courses)" and "FTI Course Catalog". Another box highlights the "Printable Course Calendar" section, which contains a table of courses. A third box highlights the "Technical FAQs" section, which includes links for "Unable to log in?", "Having computer problems?", and "eLearning Updates".

Code	Course	Hours	Prerequisite	Beginning Date	Ending Date	Closed/Open
FTI 1208	BTA 106: Labor Law in the Construction Industry	38	None	07/10/2016	07/15/2016	BY INVITATION
FTI 1203	BTA 101: Strategic Planning	38	None	07/17/2016	07/22/2016	BY INVITATION

- 3) Once logged in:

The screenshot shows the user dashboard after logging in. The page includes a navigation bar with links for HOME, FTI USER AGREEMENT, FTI WEBSITE, COURSE CATALOG, MY ACCOUNT, REPORTS, and ADMINISTRATOR MENU. The "My Account" section is visible, with links for "My Profile" and "My Transcript". A box highlights the "Find the course you would like" section, which contains a "Click GO to launch course" link. A table of learning activities is displayed below, with columns for Course, Due Date, Expires, Details, and View. A box highlights the "GO" button in the "View" column of the first row.

Course	Due Date	Expires	Details	View
*Assessments	-	Mar 14, 2019		GO
*LMS Admin	-	Jul 13, 2020		GO
*Programs of Study	-	Mar 14, 2046		GO
CAS 2000 Health and Safety Awareness for the Industrial Applicator	-	Mar 14, 2046		GO
CAS 2001 Bridge Rigging	-	Mar 14, 2046		GO
CAS 2002 Health and Safety Awareness for the Industrial Applicator II	-	Mar 14, 2046		GO

Completed Courses can be viewed under “My Transcript” or the “Completed” tab

Finishing Trades Institute
INTERNATIONAL

Finishing Trades Institute's Learning Management System (FTI LMS)
The FTI is an IUPAT and FCA partnership

HOME FTI USER AGREEMENT FTI WEBSITE COURSE CATALOG MY ACCOUNT REPORTS ADMINISTRATOR MENU

My Account
Logged in as Tom Bell // Logout
Language: English

My Account

MENU
My Profile My Transcript

LEARNING ACTIVITIES
ENROLLED (234) OVERDUE (0) COMPLETED (1) EXPIRED (0)

Course	Due Date	Expires	Details	View
*Assessments	-	Mar 14, 2019		
*LMS Admin	-	Jul 13, 2020		

Notes:

Courses such as Working At Heights, and WHMIS can be added to “My Transcript” even if they weren’t done online. This will allow members, employers, and business reps to view training history through the member cell phone app and online.