

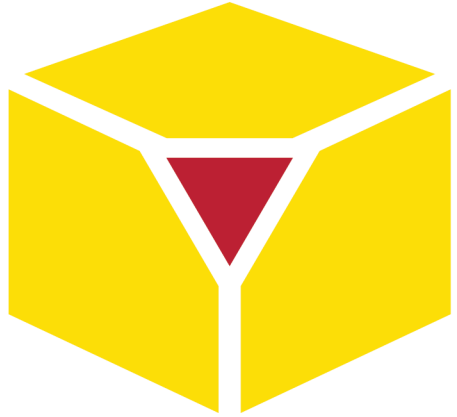
# FANUC

## ACADEMY

LMS User Guide

[Academy.fanucamerica.com](https://academy.fanucamerica.com)

Contact [Training@fanucamerica.com](mailto:Training@fanucamerica.com) for support



# FANUOC

## ACADEMY

### **Links to Student Functions**

[Log In, Navigate the Catalog](#)

[Quote, Checkout, Payment Options](#)

[Payment Information, Receipt](#)

[Print a Certificate](#)

[Access Your In-Person Class](#)

[Access Your Virtual Instructor Led Class](#)

[Access Your eLearn](#)

[How to Drop Your Own Class](#)

[How to Reset Password](#)

[Purchase Training for Others](#)

### **Links to Organization Manager Functions**

[View Your Team's Training Activity](#)

[Enroll Your Team Member into Training](#)

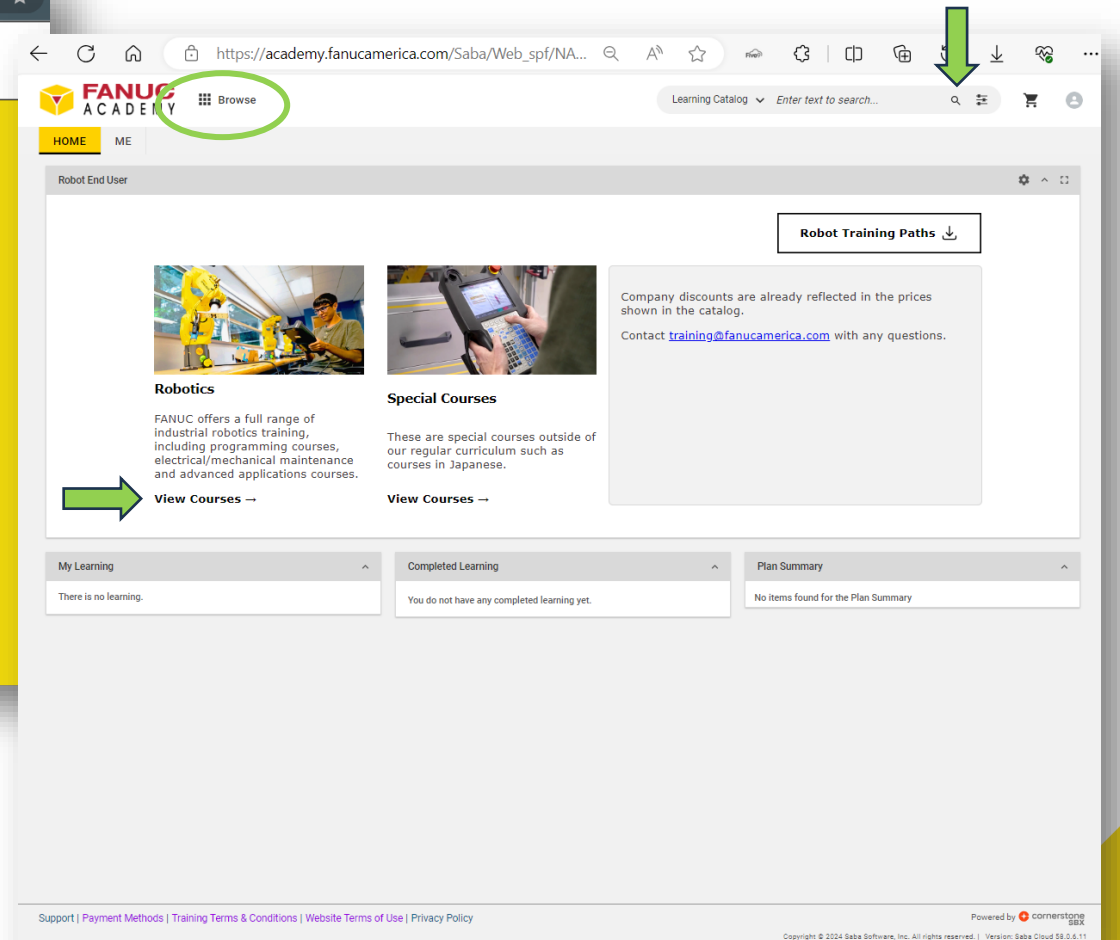
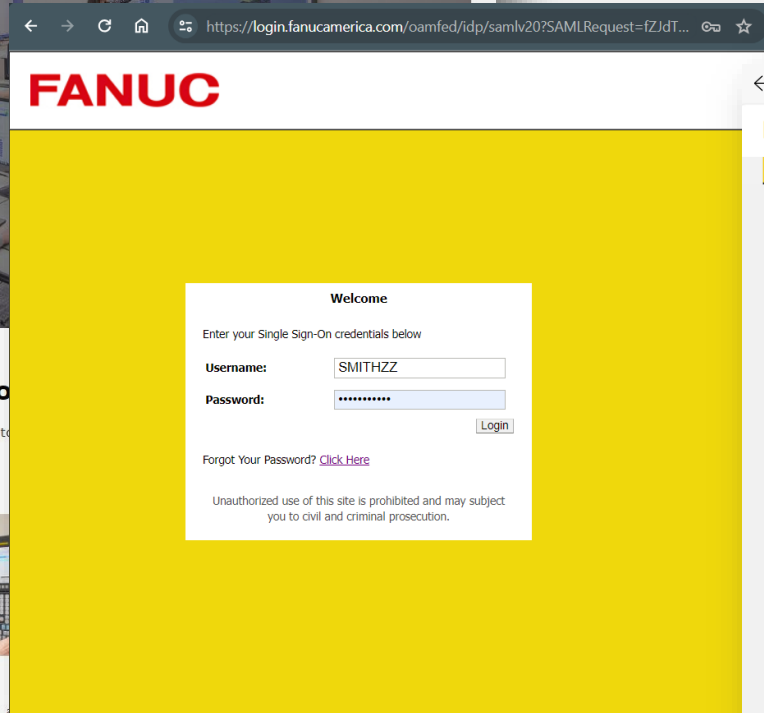
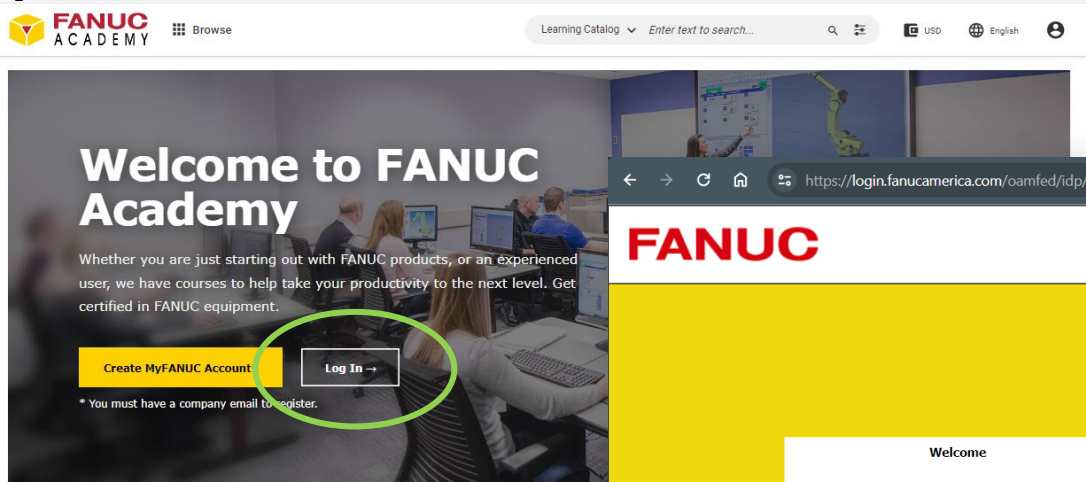
[Review Order and Checkout Your Team Member](#)

[How to Drop a Class for your Team Member](#)

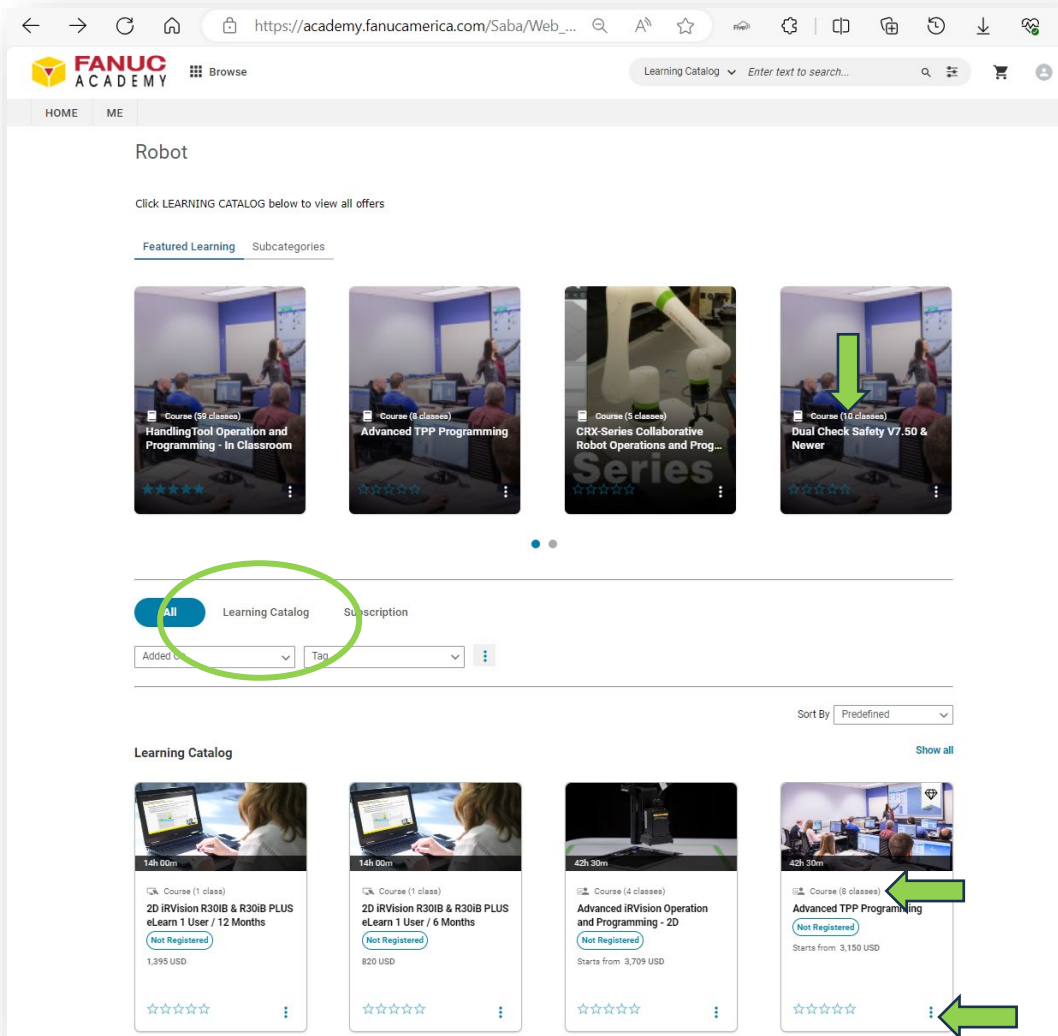
[Export a Status Report](#)

# Log In, Navigate the Catalog

Webpage: <https://academy.fanucamerica.com/>  
Log In using MyPortal credentials.  
Browse the catalog, search by keyword or click the magnifying glass to see more.

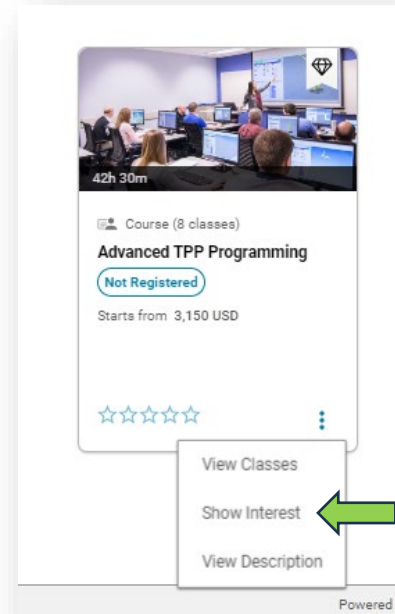


# Navigate the Catalog



Course tiles show number of classes available with open seats.

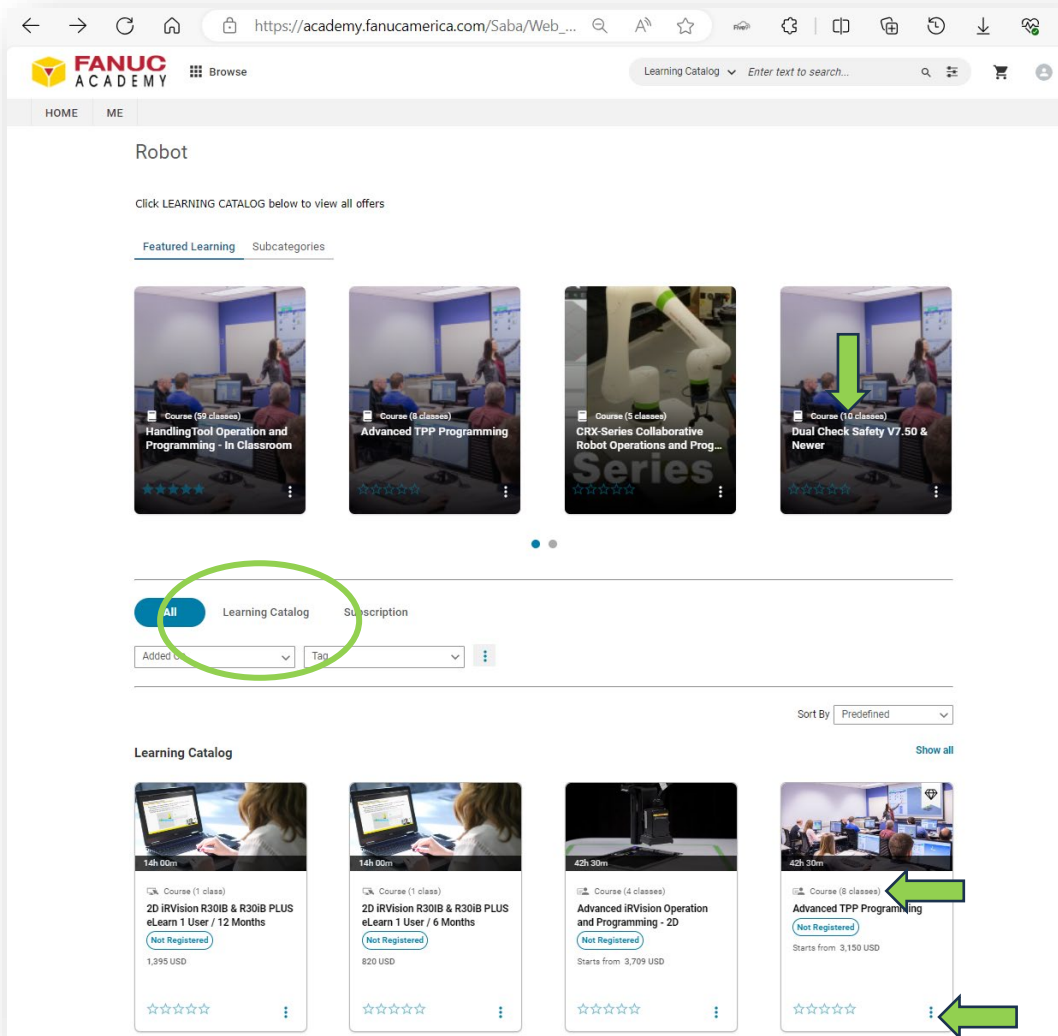
Click **Learning Catalog** to see a full-page view of courses.



Click on a course tile to see the description and enrollment dates

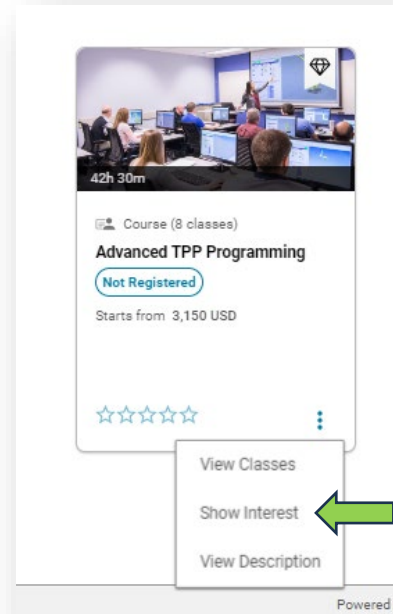
Click show interest, which alerts our team.

# Navigate the Catalog



Course tiles show number of classes available with open seats.

Click **Learning Catalog** to see a full-page view of courses.



Click on a course tile to see the description and enrollment dates

Click show interest, which alerts our team.

# Navigate the Catalog

The screenshot shows the FANUC Academy Learning Catalog interface. At the top, there is a navigation bar with 'HOME', 'ME', 'MY TEAM', and 'ADMIN'. Below this is a search bar and a 'Learning Catalog' dropdown. The main content area displays a course card for 'HandlingTool Operation and Programming - In Classroom' (Course ID: J2P0310). The card includes a 'Not Registered' button, a 5.0 star rating, and a 'SEE CLASSES TO ENROLL' button. A green arrow points from the course card to the 'Overview' section below. The 'Overview' section contains text about dress code requirements and course details. Below the overview is a 'Filters' dropdown menu, with a green arrow pointing to it. Underneath, there are two class listings for the course, each with an 'ENROLL' button. A green arrow points to the first 'ENROLL' button.

Click the **Overview** to see full course description.

Use the **Filter** to narrow down your search

Note the Training location and number of seats available, along with other important information.

Use the **ENROLL** button to add to cart.

Verify selection and click CHECKOUT.

The screenshot shows a 'Shopping Cart' modal window. At the top, it displays a message: 'The item has been successfully added to your cart'. Below this, the course details are listed: 'HANDLINGTOOL OPERATION AND PROGRAMMING - IN CLASSROOM' with a price of 1,558.20 USD. The details include 'Language: English', 'Duration: 34:00', 'Delivery Type: Instructor-Led', and 'Class Id: HANDLINGTOOL OPERATION AND PROGRAMMING - IN CLASSROOM 060324 FANUC RH'. At the bottom right, the 'Total Price: 1,558.20 USD' is shown. Below the total price are three buttons: 'CANCEL', 'CLEAR', and 'CHECKOUT'. A green arrow points to the 'CHECKOUT' button.

# Quote, Checkout, Payment Options

**FANUC ACADEMY** Browse Learning Catalog Enter text to search...

HOME ME

Review Order

**READ THIS IMPORTANT PAYMENT INFORMATION**

PAYMENT METHOD OPTIONS

- 1. Purchase Order:** Choose this option only if you have an **EXISTING** purchase order on file with FAC. POs on file can be used until funds are depleted. Seats are instantly reserved. **If submitting a NEW PO see option "4" below.**
- 2. Credit card:** Choose this option to pay with a credit card. Payments are processed immediately at the time of order. Seats are instantly reserved.
- 3. Redemption Codes and Subscriptions:** Choose this option if you have a code or Subscription number to activate prepaid seats. No further payment is required until credits are depleted.
- 4. Invoice:** Choose this option with a **NEW** Purchase Order. New POs can be uploaded by using the link in the "Invoice" section below. The seat(s) are tentatively reserved while FAC reviews your newly uploaded PO. You will receive an email from [Training@fanucamerica.com](mailto:Training@fanucamerica.com) with the order confirmation or request for more information. Enrollment is not guaranteed until you receive a confirmation email.

**Order Summary**

Item Total (1)	1,558.20
Tax	0.00
<b>Order Total (USD)</b>	<b>1,558.20</b>

**COMPLETE ORDER**

CONTINUE SHOPPING CANCEL

**Billing Address** Shipping Address

22675 GIBALTAR RD ONE INTERNATIONAL DRIVE, ATTN: GENERAL STORES,  
FLAT ROCK, MI, United States - 48134 R131652, Flat Rock, MI, United States - 48134  
Email: dalbarr3@ford.com

Change

Coupon Code

Enter promo code **APPLY**

**Item Details**

Learning	Unit Price	Tax	Total Price (USD)
<b>HandlingTool Operation and Programming - In Classroom</b> Instructor-Led Duration: 34:00 Start Date: 03-JUN-2024 Location: MI- 3900 W. Hamlin Rd, Rochester Hills, MI, 48309 Language: English	1,558.20	0.00	1,558.20

**QUOTE:** Print this page using **Print** function from **Web Browser**.

Verify the class information and price

Scroll down to select payment method.



# Quote, Checkout, Payment Options

Payment Method Remaining Amount 1,558.20 USD

Select to pay by Subscription.

Purchase Orders ▼

Subscription Orders

Credit Card ▼ ←

Invoice ▲ ←

Pay by providing invoice details

Details \*

Invoice Details

Purchase Order Number \* [Click here to upload purchase order.](#)

Enter Purchase Order Nu  **UPLOAD**

Comments or notes

SAVE ←

Order Summary

Item Total (1)	1,558.20
Tax	0.00
Order Total (USD)	1,558.20

**COMPLETE ORDER** ←

CONTINUE SHOPPING CANCEL

## PAYMENT METHODS

**Invoice:** Choose this option with a **NEW Purchase Order**. New POs can be uploaded by using the link in the "Invoice" section below. The seat(s) are reserved while FAC reviews your newly uploaded PO. You will receive an email from [Training@fanucamerica.com](mailto:Training@fanucamerica.com) with the order confirmation or request for more information. Click SAVE and COMPLETE ORDER.

**Credit card:** Choose this option to pay with a credit card. Payments are processed immediately at the time of order. Seats are instantly reserved.

**Redemption Codes and Subscriptions:** Choose this option if you have a code or Subscription number to activate prepaid seats. No further payment is required until credits are depleted.

**Purchase Order:** Choose this option only if you have an **EXISTING** purchase order on file with FAC. POs on file can be used until funds are depleted. Seats are instantly reserved.



# Payment Information, Receipt

Thank you, David Albarran  
Thank you! We have received your payment information. An email notification will be sent to you. You can also view your [Order history](#) and make changes or cancel your enrollment within the time limit specified for respective learning items. Please note that your payment needs further approval. The item(s) ordered will not be available for consumption until approved.  
Order: 0000028200      Status: **Payment Initiated**      24-MAY-2024

### Order Details

Learning	Unit Price	Total Price (USD)
HandlingTool Operation and Programming - In Classroom Instructor-Led Duration: 34:00 Start Date: 03-JUN-2024 Location: MI-3900 W. Hamlin Rd, Rochester Hills, MI, 48309 Language: English	1,558.20	1,558.20

Payment	Transaction Number	Status
Invoice Me	00002741	Payment pending

**Receipt: Print this page using Print function from Web Browser.**

Order confirmation screen will report **Payment Initiated** and **Payment Pending** while we review the PO document.

The information can be reviewed again in the Order History tab. The **DROP** option is also available here. (There is no Swap option.)

Automated email confirmations are sent from [training@fanucamerica.com](mailto:training@fanucamerica.com).

### Order History

Order     Subscription Orders

Learning Title:       Order Date:

24-MAY-2024	Order number	Class	Status	Action
	0000028200	HandlingTool Operation and Programming - In Classroom	Registered	<b>DROP</b>

[Cancel this order](#)    [Audit Trail for Order](#)    [View details](#)

# How to Drop Your Own Class

❖ eLearns are not refundable once opened!

Log In -> ME tab -> Plan -> click on the arrow down -> Drop.

Drop policies are in effect: **◆ 24hours or less is not refunded.**

**◆ Less than two weeks up to 24hours ahead of class receives a 50% refund.**

**◆ Greater than 2 weeks receives a 100% refund**

Payments made by credit card are credited immediately.

Purchase Order payments will have funds returned to the PO.

Alternatively, DROP from the class page.

**My Plan** ACTIONS

Learning & Certifications

NAME	PROGRESS	DUE	ACTIONS
HandlingTool Operations & Programming eLearn Course Web-Based	IN PROGRESS	-----	<a href="#">VIEW SUMMARY</a> <a href="#">Drop</a> <a href="#">Add to To-Do List</a>
Robot Operations Course Instructor-Led Location: FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, Michigan, 48309 Start date: 22-FEB-2024	IN PROGRESS	-----	<a href="#">VIEW SUMMARY</a> <a href="#">Drop</a> <a href="#">Add to To-Do List</a>

**HandlingTool Operations & Programming eLearn**  
Class | Course ID: WBHANDTOOL  
In Progress | Registered on: 13-MAY-2024

Progress and Activities | Overview & Other Information | History

English | Web-Based | Class ID: WBHANDTOOL  
Total duration: 19:00 Hrs  
Cancellation policy  
Cancellation charge of 100.0 % if dropped 0 day(s) after order.

Activities

FANUC HandlingTool Operations & Programming Expires on: 09-NOV-2024 at 12:00 AM No content attempts available	Not evaluated	<a href="#">LAUNCH</a>
HandlingTool Operation and Programming- PreTest Passing score: 80 Expires on: 09-NOV-2024 at 12:00 AM Content attempts: 1	Not evaluated	<a href="#">LAUNCH</a>

SHOW OTHER AVAILABLE CLASSES

# Print a Certificate

**FANUC ACADEMY** Browse Learning Catalog Enter text to search...

HOME **ME** MY TEAM ADMIN

Plan My Plan ACTIONS

Profile My Contributions Expertise Completed Learning Learning Requests Courses I Manage Order History Recommendations I'm Following Following me Additional Information

**Learning & Certifications**

- In Progress 17
- Completed 5
- Pending action 1

**Learning & Certifications** Filters

TYPE: All STATUS: Completed SOURCE: DUE DATE ON OR AFTER: DUE DATE ON OR BEFORE: FILTER BY TO-DO LIST: CLEAR FILTERS

NAME	PROGRESS	DUE	ACTIONS
<b>Advanced TPP Programming</b> Course Instructor-Led Location: FANUC AMERICA North Carolina Office, 13245 140 Reese Blvd Campbell Building, Huntersville, NC 28078 Start date: 01-APR-2024	<b>SUCCESSFUL</b> On:01-APR-2024 Score: 0		<b>VIEW SUMMARY</b>
<b>Advanced TPP Programming</b> Course The course has been completed externally.	<b>SUCCESSFUL</b> On:25-JAN-2024		<b>PRINT CERTIFIC...</b>

Click the **green** section of the **circle** to see completed learning.

Click the **arrow** pointing down and select **Export Certificate**.

**FANUC ACADEMY**

**CERTIFICATE OF COMPLETION**

*This is to certify that*

**Alexis Trumper**

*has successfully completed a course of instruction in*

**Advanced TPP Programming**

ADVTPP

*On this day 01-APR-2024*

**Dianne Kemnitz-Livingston**  
*FANUC Instructor*

# Access Your In-Person Class

Academy.fanucamerica.com

Log In -> ME tab -> Plan -> click on the course title.

Your Instructor will provide direction on course materials.

**My Plan**

Learning & Certifications

- In Progress: 2
- Completed: 1
- Pending action: 1

NAME	PROGRESS	DURATION	ACTIONS
<b>HandlingTool Operations &amp; Programming eLearn</b> Course Web-Based	<span>In Progress</span>	---	<a href="#">VIEW SUMMARY</a>
<b>Robot Operations</b> Course Instructor-Led Location: FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, Michigan, 48309 Start date: 22-FEB-2024	<span>In Progress</span>	---	<a href="#">VIEW SUMMARY</a>
<b>Student Survey Evaluation</b> Dual Check Safety v7.50 & Newer - Instructor Led Virtual Training Class ID: DEMO-VT Start date: 04-FEB-2024	<span>Pending Action</span>	---	<a href="#">LAUNCH</a>

**Advanced TPP Programming**

Class | Course ID: ADVTPP

In Progress Registered on: 28-FEB-2024

★★★★★

[CONTINUE](#)

Progress and Activities | Overview & Other Information | History

**29-JAN-2024 - 29-JAN-2024** | English | Instructor-Led | Class ID: ADVTPP COPY1 3,150 USD

FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, Michigan, 48309 DROP

Total duration: 00:00 Hrs  
15 seats available | 20 Waitlist available  
Class Instructors: [Bret Caverly](#)

**Activities**

**Session 1** Not evaluated [SESSION DETAILS](#)

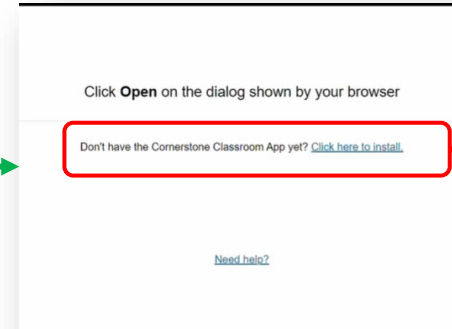
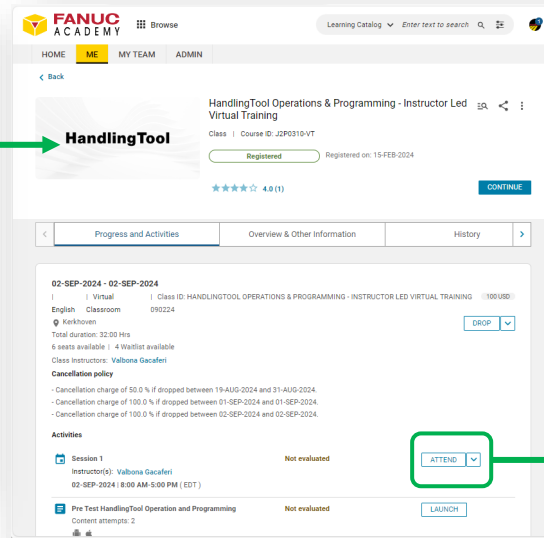
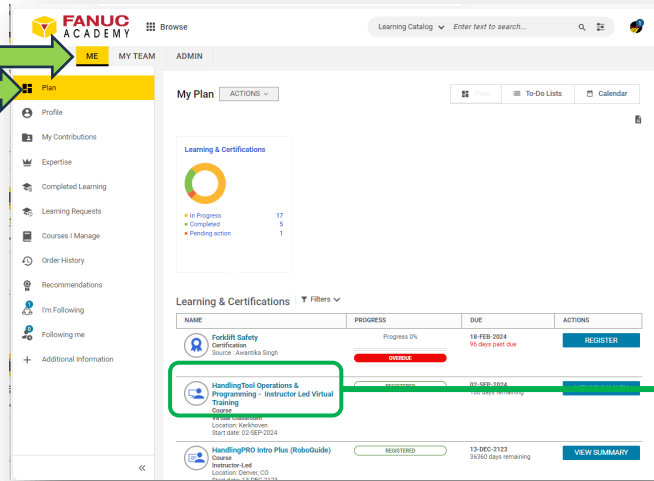
Instructor(s): [Bret Caverly](#)  
Room(s): Classroom 6  
29-JAN-2024 | 9:00 AM-5:00 PM ( EST )

[SHOW OTHER AVAILABLE CLASSES](#)

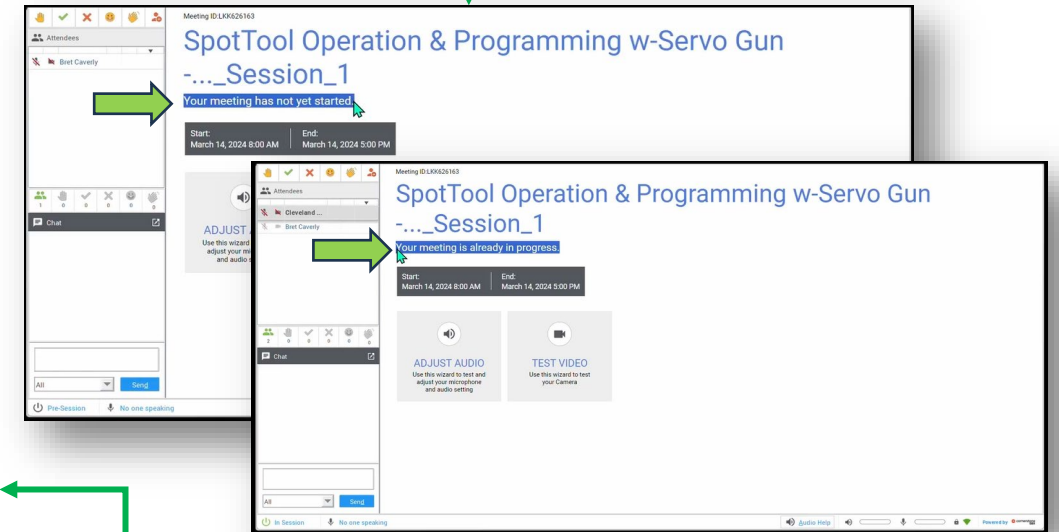
# Access Your Virtual Instructor Led Class

Academy.fanucamerica.com

Log In -> ME tab -> Plan -> click on the course title.



**NOTE: A software utility is required. Contact your IT department with any installation issues.**



Once inside the virtual classroom, your instructor will provide more direction.

# Access Your eLearn

Academy.fanucamerica.com

Log In -> ME tab -> Plan -> click on the course title.

**FANUC ACADEMY** Browse

Learning Catalog Enter text to search...

HOME **ME**

Plan

Profile

My Contributions

Expertise

Completed Learning

Learning Requests

Order History

Subscriptions

Recommendations

I'm Following

Following me

Additional Information

**My Plan** ACTIONS

Plan To-Do Lists Calendar

**Learning & Certifications**

Learning & Certifications

Learning & Certifications | Filters

NAME	PROGRESS	DUE	ACTIONS
<b>HandlingTool Operations &amp; Programming eLearn</b> Course Web-Based	<span style="background-color: #28a745; border-radius: 10px; padding: 2px 5px;">IN PROGRESS</span>		<a href="#">VIEW SUMMARY</a>
<b>Robot Operations</b> Course Instructor-Led Location: FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, Michigan, 48309 Start date: 22-FEB-2024	<span style="background-color: #28a745; border-radius: 10px; padding: 2px 5px;">IN PROGRESS</span>		<a href="#">VIEW SUMMARY</a>
<b>Student Survey Evaluation</b> Dual Check Safety V7.50 & Newer - Instructor Led Virtual Training Class ID: DEMO-VT Start date: 04-FEB-2024	<span style="background-color: #dc3545; border-radius: 10px; padding: 2px 5px;">PENDING ACTION</span>		<a href="#">LAUNCH</a>

**FANUC ACADEMY** Browse

Learning Catalog Enter text to search...

HOME **ME**

Back

**HandlingTool Operations & Programming eLearn**

Class | Course ID: WBHANDTOOL

In Progress Registered on: 13-MAY-2024

CONTINUE

Progress and Activities Overview & Other Information History

English | Web-Based | Class ID: WBHANDTOOL

Total duration: 19:00 Hrs 750 USD

**Cancellation policy**

Cancellation charge of 100.0 % if dropped 0 day(s) after order.

**Activities**

<b>FANUC HandlingTool Operations &amp; Programming</b> Expires on: 09-NOV-2024 at 12:00 AM No content attempts available	Not evaluated	<a href="#">LAUNCH</a>
<b>HandlingTool Operation and Programming- PreTest</b> Passing score: 80 Expires on: 09-NOV-2024 at 12:00 AM Content attempts: 1	Not evaluated	<a href="#">LAUNCH</a>

SHOW OTHER AVAILABLE CLASSES

**HandlingTool Operations & Programming eLearn** CLOSE PLAYER

**HandlingTool Operation and Programming**

START COURSE

**FANUC ACADEMY**

COURSE OVERVIEW

This course is intended for an operator, technician, engineer, or programmer who must

Activity 1 of 2

# View Your Team's Training Activity

FANUC Academy administrators can assign “organization manager” roles to anyone responsible for a team. This allows for oversight and reporting of training activities.

Contact FANUC Academy to request this role setting. [Training@fanucamerica.com](mailto:Training@fanucamerica.com)

An organization manager will have the **MY TEAM** tab.

Select **MY TEAM** --> Select **Overview** to see members of your team. Anyone not present must request a MyPortal account by visiting [MyPortal Customer Portal | FANUC America](#)

HOME ME **MY TEAM** ADMIN

Pending Approvals 0

INSIGHT

NAME	UPCOMING	OVERDUE	APPROVAL	
<b>Angela Campana</b> ✓ Supervisor - 039102 FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, MI, 48309, (GMT-05:00) Eastern Time (US & Canada) : 4:24 PM 6 Direct Reports Go to	0	0	0	ACTIONS
<b>Awantika Singh</b> ✓ Associate Technical Specialist - 030163 FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, MI, 48309, (GMT-05:00) Eastern Time (US & Canada) : 4:24 PM Go to	1	0	0	ACTIONS
<b>Daune Stone</b> ✓ Sr Instructor - 050602 FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, MI, 48309, (GMT-05:00) Eastern Time (US & Canada) : 4:24 PM Go to	0	0	0	ACTIONS
<b>Dean Paczewitz</b> ✓ Supervisor-Engineering - 059102 FANUC AMERICA CORP, 3900 W. Hamlin, Rochester Hills, MI, 48309, (GMT-05:00) Eastern Time (US & Canada) : 4:24 PM 10 Direct Reports Go to	0	0	0	ACTIONS

TEAM ACTIONS

- Assign Learning
- Request Learning
- Assign Mentors
- Launch Org Chart
- Add Completed Course
- Assign Checklist



# Enroll Your Team Member into Training

(Special Privilege: Org Manager)

An organization manager will have the **MY TEAM** tab.

Go to **MY TEAM** > click on **Overview** to view all your team members.

Search for the training item.

Check the delivery date.

Check the number of seats.

Click the “+” to make the selection

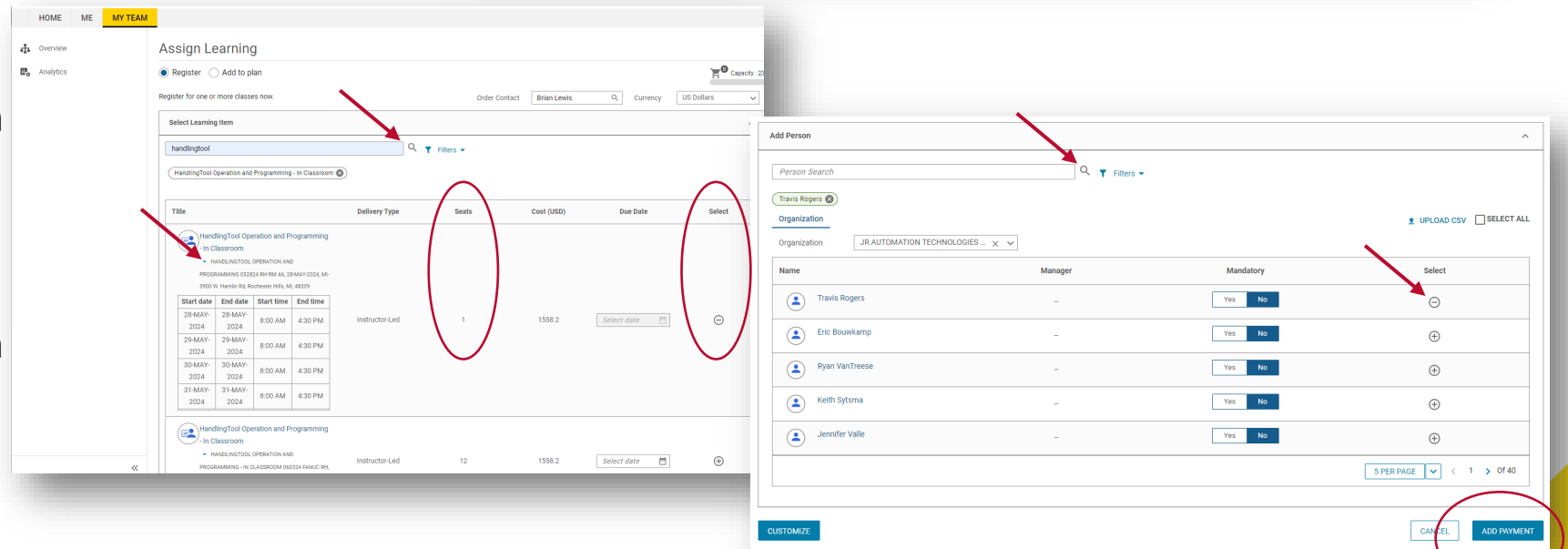
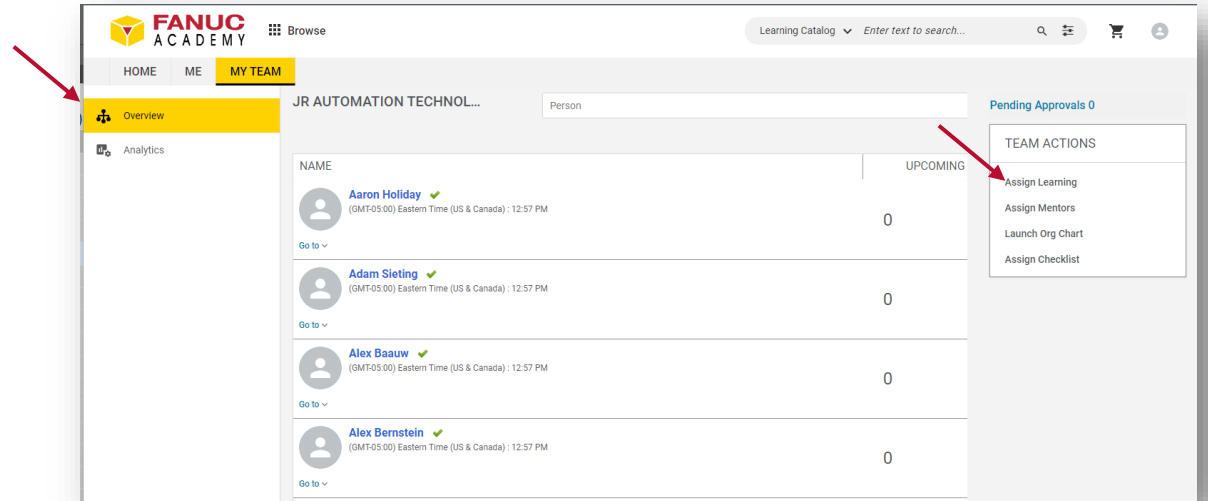
The symbol will change to “-”.

Search for the student.

Click the “+” to make the selection

The symbol will change to “-”.

Click on **Add Payment**.



# Review Order and Checkout Your Team Member

(Special Privilege: Org Manager)

Review the course and date.

Review the students by clicking “View”.

[Click here to review payment methods.](#)

The enrolment confirmations will be sent directly to the students.

You may drop a class from a student by going into their profile.

**FANUC ACADEMY** Browse Learning Catalog Enter text to search...

HOME ME **MY TEAM**

## Review Order

### READ THIS IMPORTANT PAYMENT INFORMATION

**PAYMENT METHOD OPTIONS**

- Purchase Order:** Choose this option only if you have an **EXISTING** purchase order on file with FAC. POs on file can be used until funds are depleted. Seats are instantly reserved. **If submitting a NEW PO see option #4 below.**
- Credit card:** Choose this option to pay with a credit card. Payments are processed immediately at the time of order. Seats are instantly reserved.
- Redemption Codes and Subscriptions:** Choose this option if you have a code or Subscription number to activate prepaid seats. No further payment is required until credits are depleted.
- Invoice:** Choose this option with a **NEW** Purchase Order. New POs can be uploaded by using the link in the "Invoice" section below. The seat(s) are tentatively reserved while FAC reviews your newly uploaded PO. You will receive an email from [training@fanucamerica.com](mailto:training@fanucamerica.com) with the order confirmation or request for more information.

**Billing Address** 13365 TYLER ST  
HOLLAND, MI, United States - 49424  
Email: BRIAN.LEWIS@JURAUTOMATION.COM

**Shipping Address** 13365 TYLER ST.,  
22250, HOLLAND, MI, United States - 49424

[Change](#)

Coupon Code

Enter promo code [APPLY](#)

Learning	People Enrolled	Unit Price	Tax	Total Price (USD)
<b>Handing Tool</b> Operation and Programming - In Classroom Instructor-Led Duration: 34:00 Start Date: 28-MAY-2024 Location: MI-3900 W. Hamlin Rd, Rochester Hills, MI, 48309 Language: English	1 <a href="#">View</a>	1,558.20	0.00	1,558.20

**Payment Method** Remaining Amount 1,558.20 USD

Select to pay by Subscription.

Purchase Orders

Subscription Orders

Credit Card

### Order Summary

Item Total (1)	1,558.20
Tax	0.00
<b>Order Total (USD)</b>	<b>1,558.20</b>

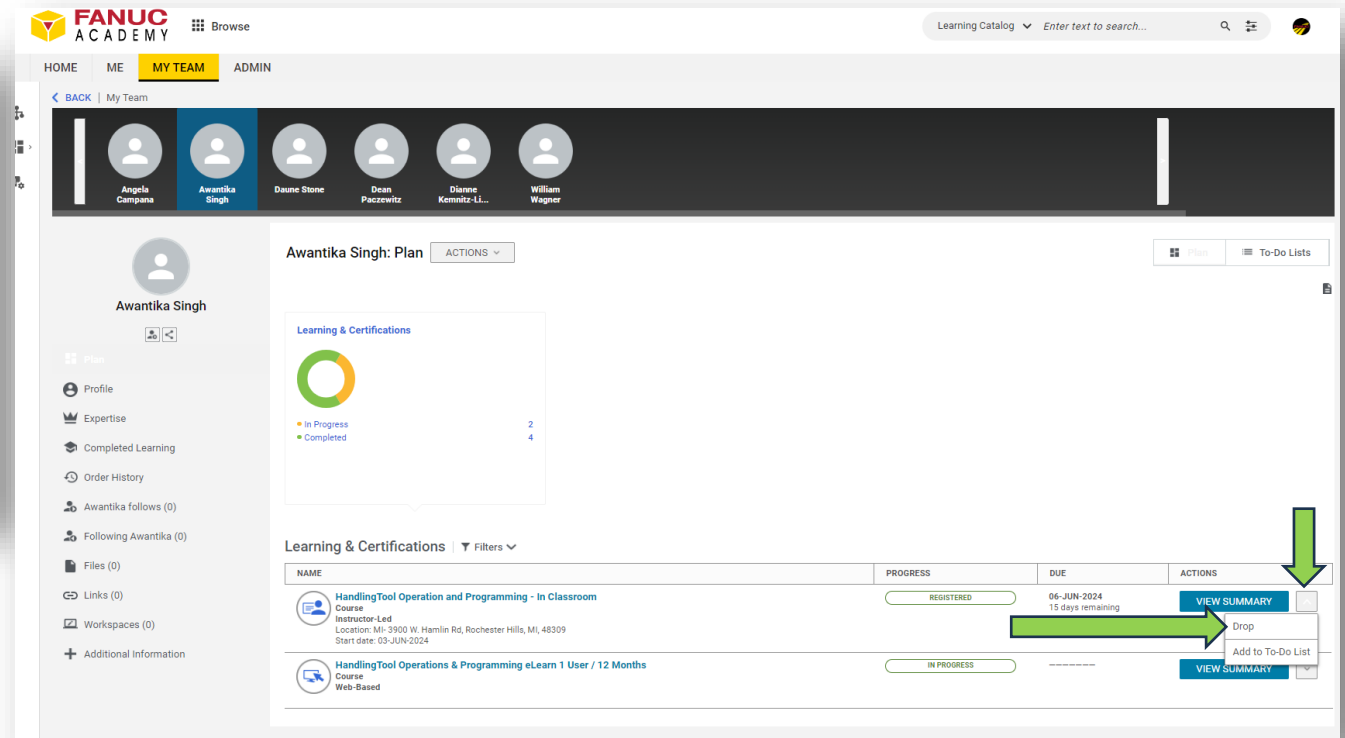
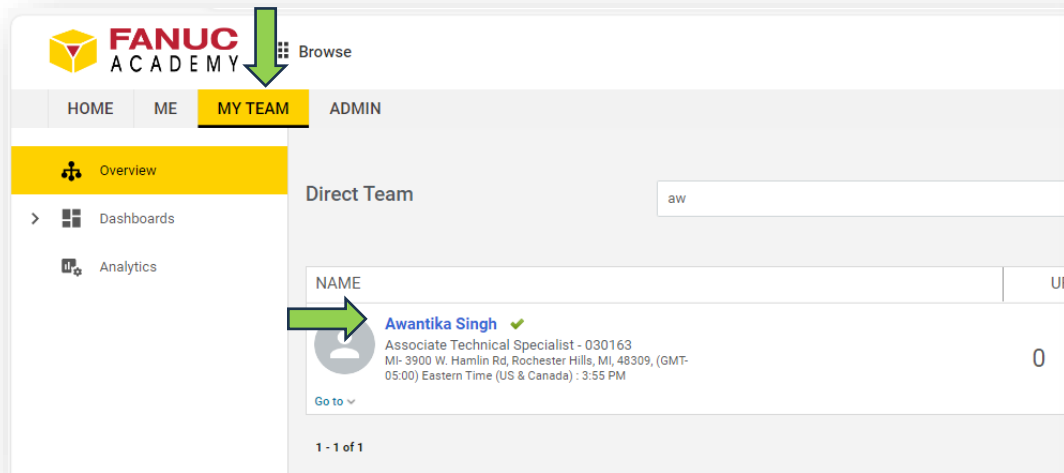
[COMPLETE ORDER](#)

[CANCEL](#)

# How to Drop a Class for Your Team Member

(Special Privilege: Org Manager)

Log In -> MY TEAM tab -> Overview -> click on the name of the student



**NOTE: There is no feature to “swap” students at this time. Drop the student and enroll the other student into the class separately.**

# Export a Status Report (Special Privilege: Org Manager)

Home Screen > MY TEAM Tab

Go to **MY TEAM** > click on **Analytics** to view all your team member assigned eLearn status. Search for **Manager Team Report** (you would want to Fav. it to save your time). This report shows all the updates for your team eLearn assignment

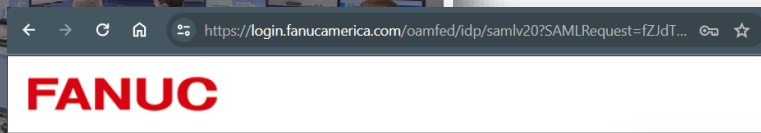
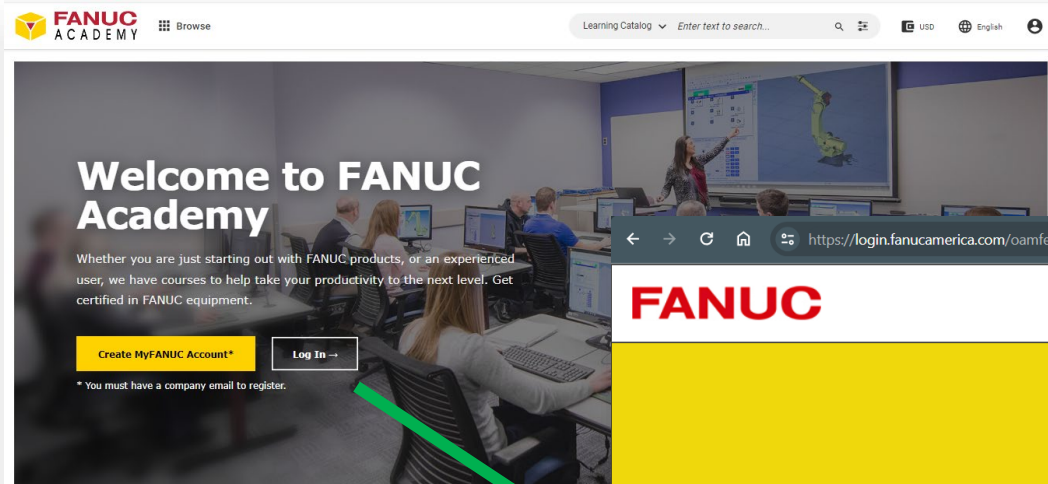
FYI: You can use filters to view information as per your need



# How to Reset Password

Academy.fanucamerica.com

Log In -> Forgot Password -> enter username to obtain an email (work) to reset password.



Welcome

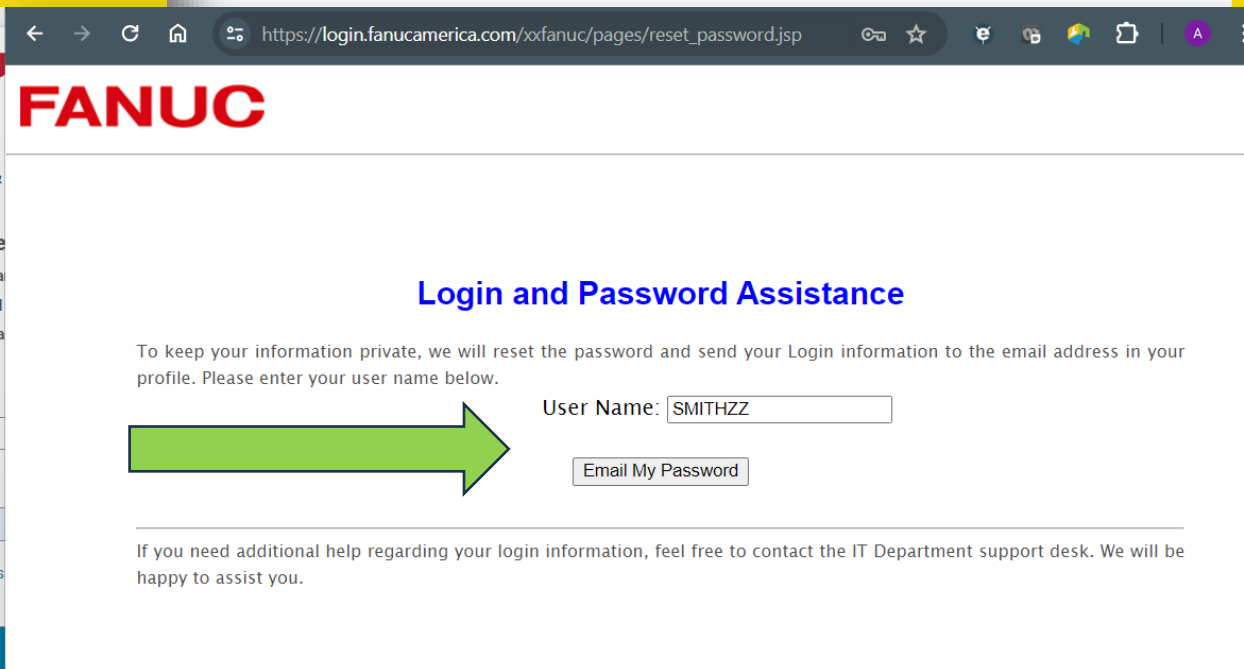
Enter your Single Sign-On credentials below

Username:

Password:

Forgot Your Password? [Click Here](#)

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.



# Purchase Training for Others Inside or Outside Your Organization

Training can be purchased for a large number of students and for others outside your organization.

1) Determine what the Purchase Option is ideal:

- A. Training that can be **redeemed** by **any company, any person**.
  - You will be provided with a redemption code to pass to your customer.
- B. Training that is purchased for a **specific company** and can be **redeemed by anyone** in that company.
  - Provide the company name and address.
- C. Training that is purchased for a **specific person**.
  - Provide the company name, address, student name and email address.

2) Obtain a quote from [Training@fanucamerica.com](mailto:Training@fanucamerica.com), if required.

3) Send the Purchase Order to [Training@fanucamerica.com](mailto:Training@fanucamerica.com) (Credit Card is also accepted.)

4) Include the information:

- a) Training part number (Dates are not required. The end user can select a date that best suits their schedule)
- b) PO number, Your order contact and your email address for billing.
- c) Purchase Option selected from above (#1 above) and related information.

1. FANUC Admin will enter the order, emails will be sent regarding payment and enrollment confirmations.

2. Billing

1. eLearns/web based training is billed immediately.
2. In person and virtual instructor led classes are billed on the first day of class. Cancellation policies remain in effect.