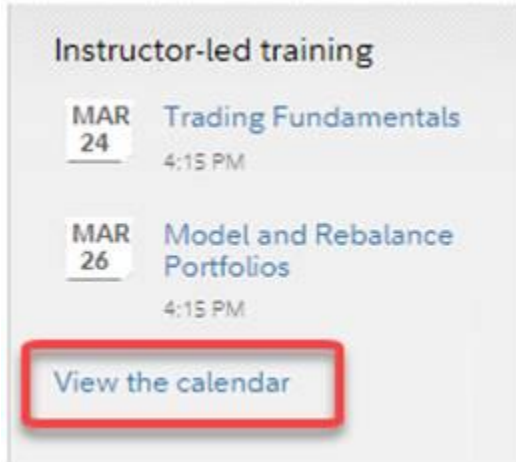


Wealthscape Training Session Guide

- To view and register for these sessions, go to:
Wealthscape>Menu>Resources>Learning Hub
- Click "View the calendar" in the Instructor-led training section in the top right section of the Learning Hub.



NOTE: Be sure your email address is listed in the welcome note

Welcome Jasmine Bravo(jasmine@garepple.com)[Add or update your email address](#)

Home - SumTotal - Mozilla Firefox

https://fccc.sumtotal.host/Core/dash/home/clearing_learners_v2

Learning Hub

Welcome Jasmine Bravo (jasmine@garepple.com) [Add or update your email address](#)

Monitor Transfer of Assets (TOA)

A TOA request may require review and approval before processing.
Monitor requests.

- VIEW/MANAGE ASSET TRANSFERS
- REPORTS
- SERVICE CENTER
- NOTIFICATIONS

VIDEO

Monitor TOA Requests

View how to monitor Transfer of Asset (TOA) requests using various tools in Wealthscape.

Where can we take you today?

View training library

My training tasks

If not click on the blue hyper link to “update” your email address.

The screenshot shows a web browser window with the URL https://fccs.sumtotal.host/Core/dash/home/clearing_learners_v2. The page title is "Learning Hub". The main content area is titled "PROFILE DETAILS" and features a profile card for Jasmine Bravo, Operations Manager. The profile card includes a placeholder for a profile picture, the name "Jasmine Bravo", the title "Operations Manager", a "Quick Links" dropdown menu, and the email address "jasmine@garepple.com". To the right of the profile card is a section for "PROFILE DETAILS" with a large empty circle for a profile picture and an "Edit Photo" button. Below this is a bold instruction: "Click the edit icon to update your email address and your job title. Your email address will be used only to notify you of event and activity assignments in the Learning Hub." To the right of this instruction is an edit icon (a square with a pencil). Below the instruction is a table of user information:

Job Title	Email 1
Operations Manager	jasmine@garepple.com
User Language	Time Zone
English (United States)	(UTC-05:00:00) America/

Click on the “Edit” Icon (square w/pencil)
Update you email address

Once email address is updated you will be able to sign up for training sessions.

