



WFG Scholar User Guide

V.1.0 9/25/2013

Table of Contents

[Preface: Welcome to WFG Scholar!](#)

1. [Logging In](#)

- A. [Direct Method](#)
- B. [Via Email Link](#)

2. [The Home Screen](#)

- A. [Welcome Message](#)
- B. [Courses To Do](#)
- C. [Course Library](#)
- D. [Achievements](#)
- E. [Profile and Settings](#)
- F. [Sign-Out & Logging Back In](#)

3. [Completing a Course](#)

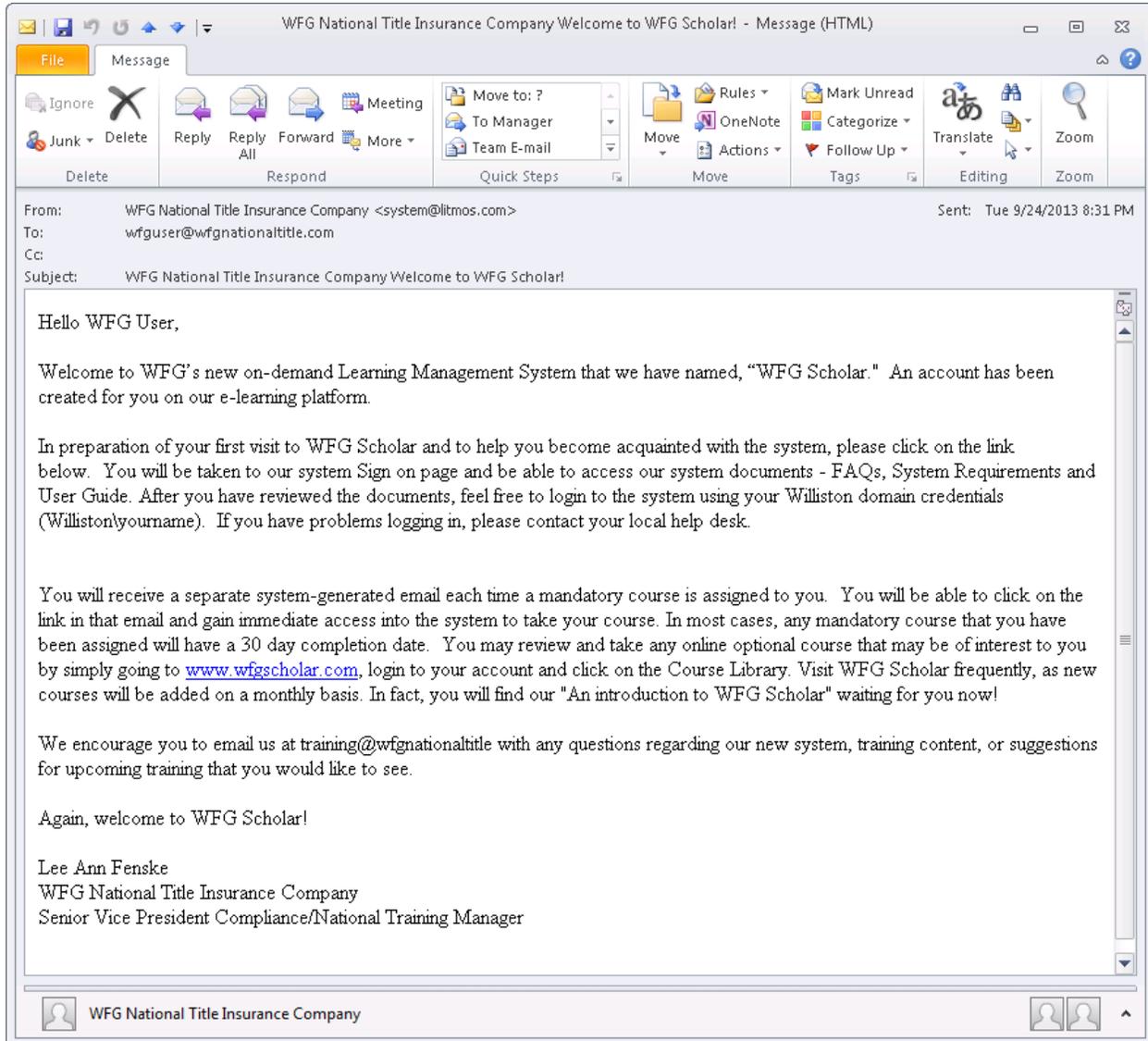
- A. [Assessments](#)

4. [Viewing Completed Courses](#)

5. [Remaining Compliant](#)

Preface: Welcome to WFG Scholar!

When your individual user account has been set-up in the e-learning system, you will receive a system-generated notification, **"Welcome to WFG Scholar!"** as illustrated below.



1. Logging In

When your account has been set-up in the system (see **Preface**), you will receive a system notification, **Welcome to WFG Scholar**, directing you to login as follows.

A. Method 1: Logging In Directly

Point your browser to: <http://wfgscholar.com>

Log in using your domain credentials. This is the same username and password you use to log in to your WFG computer and other WFG services. If you are uncertain about your Williston domain username and password, or get any type of error message, please contact your **local help desk**.

Sign In



The image shows the top section of the WFG Scholar login page. It features a banner with a photograph of four smiling business professionals (three men and one woman) looking at a laptop. To the right of the photo is the WFG SCHOLAR logo, with 'powered by Williston Financial Group' written below it. Below the banner is a dark green bar with the text 'WFG Scholar is the New Employee Learning Management System for WFG Employees'. At the bottom of this section are three navigation buttons: 'FAQ', 'System Requirements', and 'User Guide'.

Please log in with your WILLISTON credentials (e.g. WILLISTON\wfgscholar)
If you encounter any issues, please contact your local help desk.

Type your user name and password.

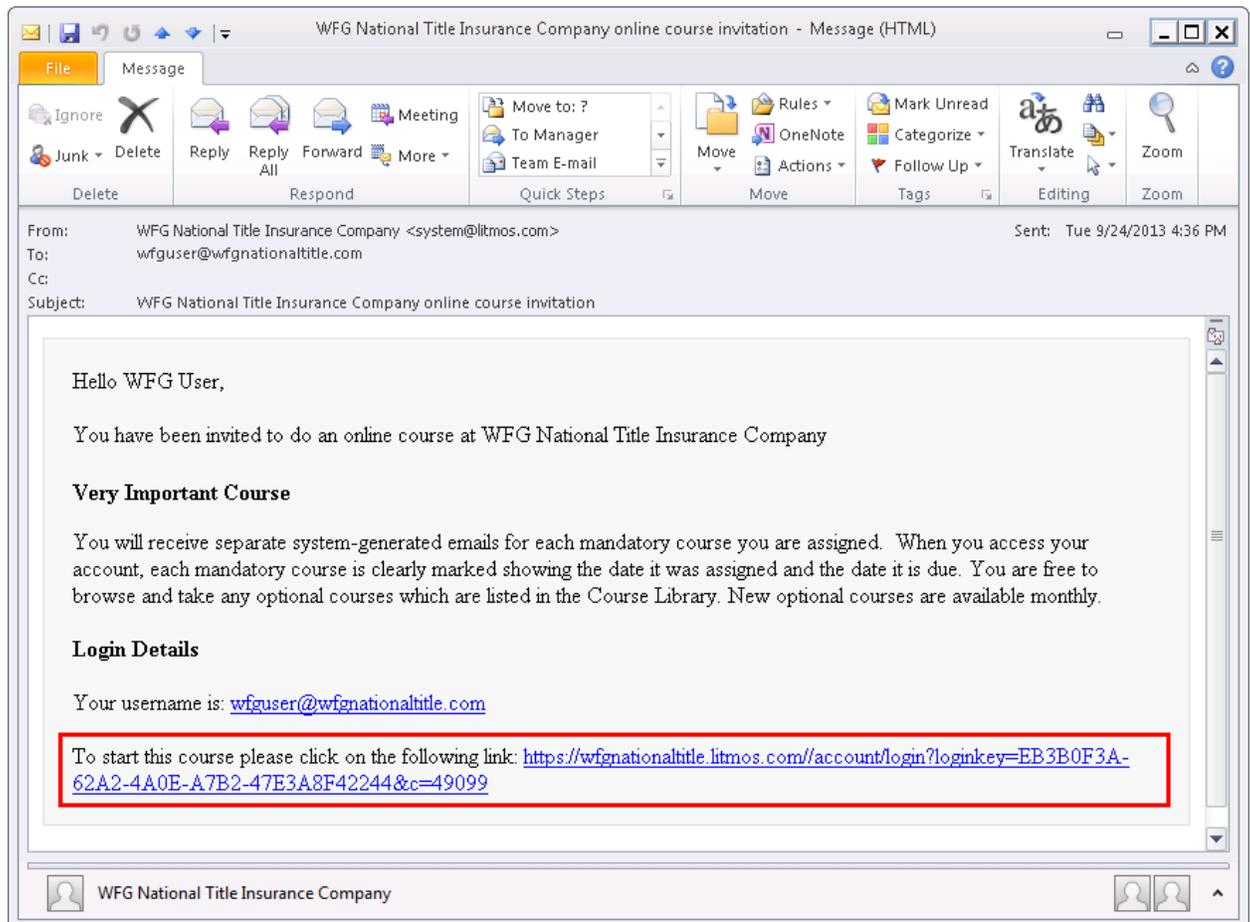
User name: Example: Domain\username

Password:

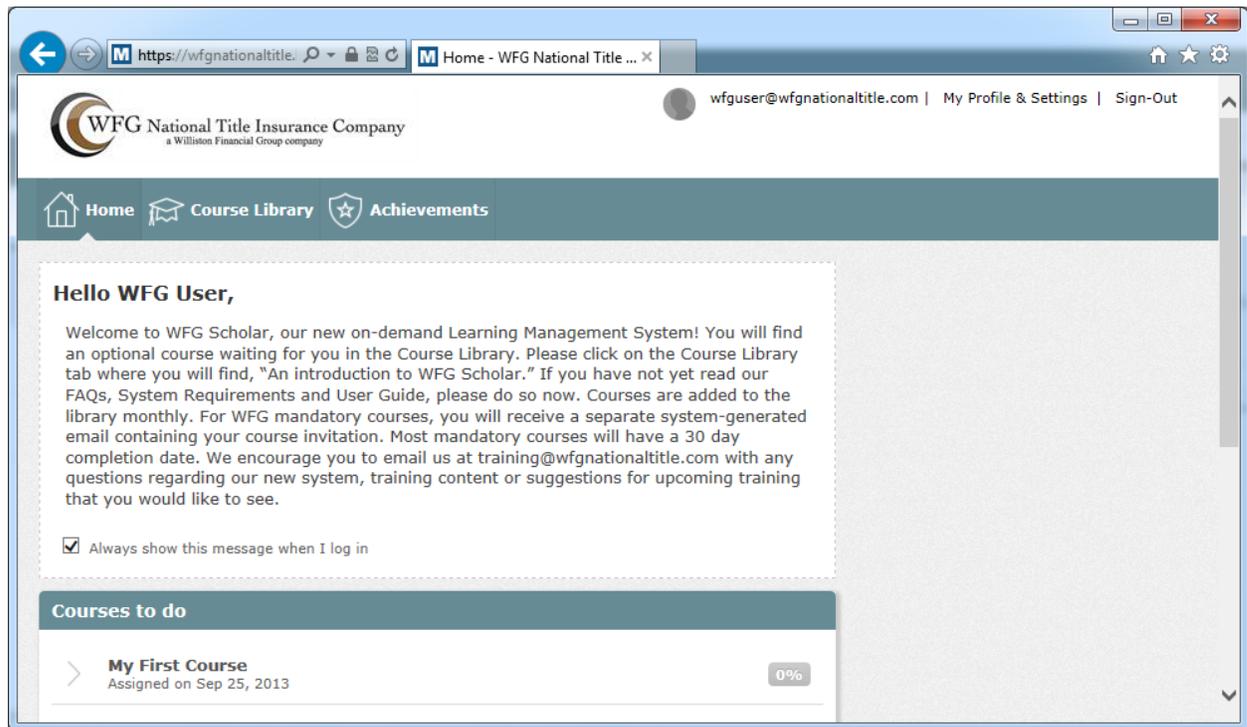
B. Method 2: Logging In Via Email Course Invitation Link

After being assigned a course in the system, you will receive a system-generated notification, "online course invitation," as illustrated below. This notification will include a link to the course you have been assigned. Clicking on this link will log you in automatically.

CAUTION: For security purposes, you can only use the email link once to access your course. If you leave the system prior to completing your course, you can log back in and resume your course by pointing your browser to: <http://wfgscholar.com> (Method 1).



2. The Home Screen



Your Home page contains a **Welcome Message**, **Courses to do**, **Course Library** tab, **Achievements** tab, **My Profile & Settings** and **Sign-Out**.

A. Welcome Message

The welcome message on the Home screen contains important information about the optional course, "An introduction to WFG Scholar," which awaits you in the Course Library the first time you login. This welcome message can optionally be disabled by unchecking the box below your name.

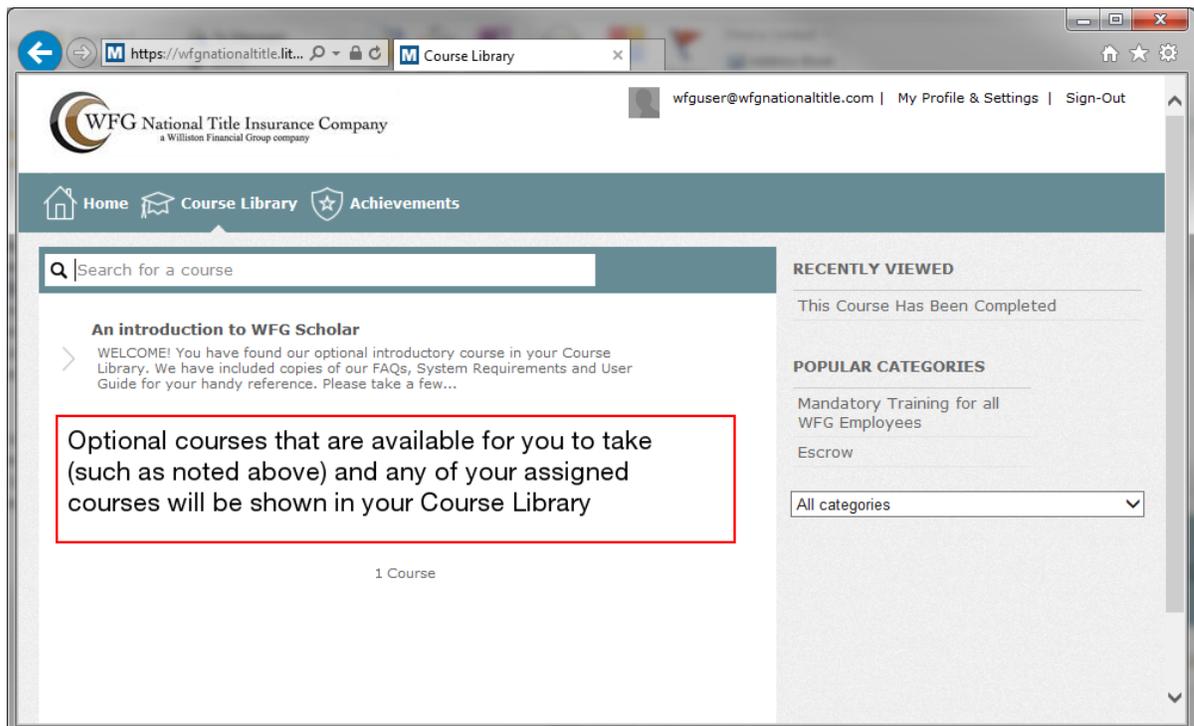
NOTE: Optional courses (those courses located in the Course Library that you can self-select) and **mandatory** courses (those that are assigned to you via system-generated notification) are handled differently in the system and each is addressed below.

Courses To Do



Courses listed under the **Courses to do** heading on the Home screen are the **mandatory** courses you are currently assigned, or the **optional** courses you have selected that are in process. Mandatory courses will show the date assigned to you and the due date of completion. For information on completing a course see: [Completing a Course](#).

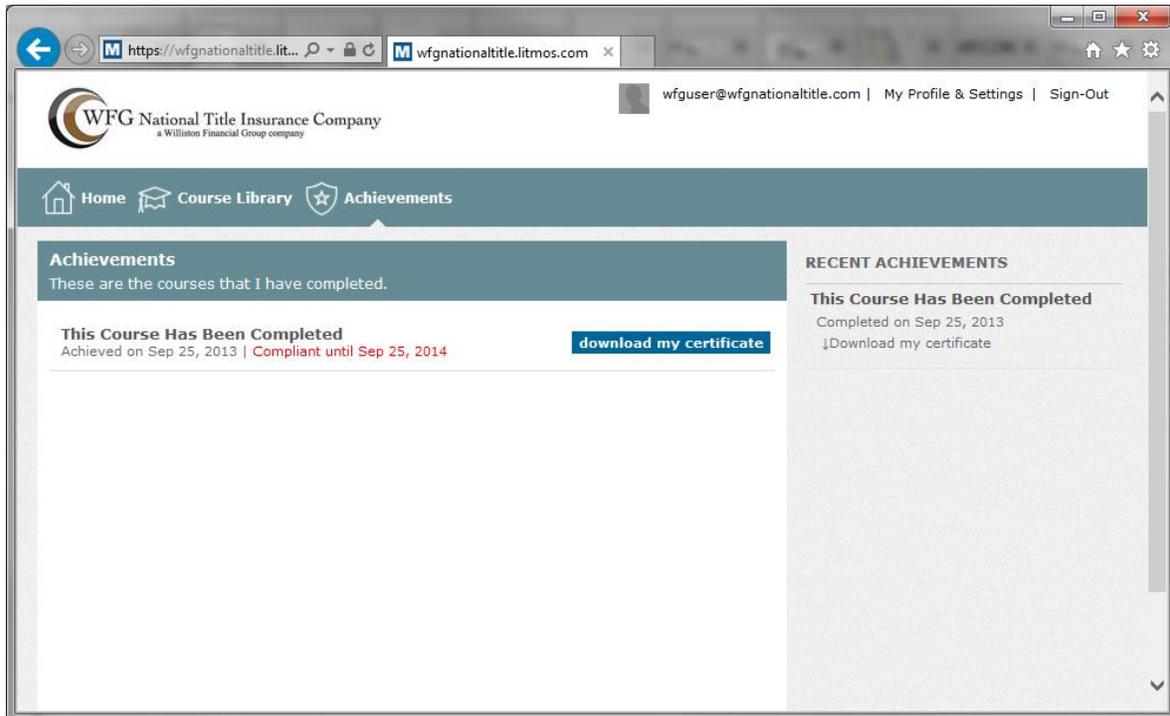
B. Course Library tab



The **Course Library** lists all courses which are currently available to you within the system, whether optional or assigned. To search for available courses, you can either select a category shown under **Popular Categories**, click on the **All categories** dropdown, or type in a keyword in the Search bar. We are currently building our Course Library which will include courses on WFG corporate policies and procedures, regulations, industry best practices and professional

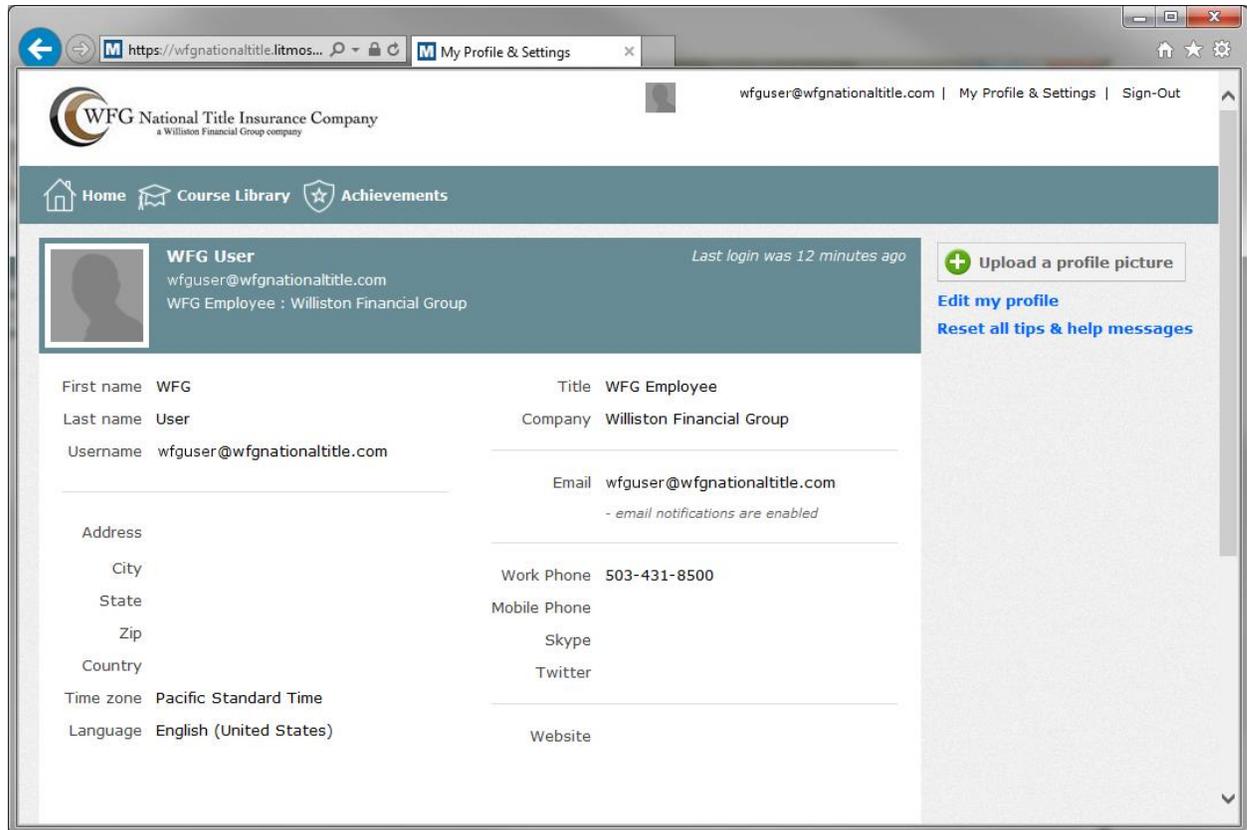
development. For information on completing a course that you have selected from the Course Library see: [Completing a Course](#).

C. Achievements tab



The **Achievements** section lists all courses you have previously completed. It shows the date you completed the course; and, for mandatory courses, the date your compliance expires. Next to many courses is a download link for the certificate of completion for that course. You can download those certificates any time after you have successfully completed the course. **Some courses have a Print Certificate button within the course. You will be prompted upon completion to print the certificate at that time.** Some informational courses may not have a course certificate, but may be shown as an Achievement. Also see: [Viewing Completed Courses](#).

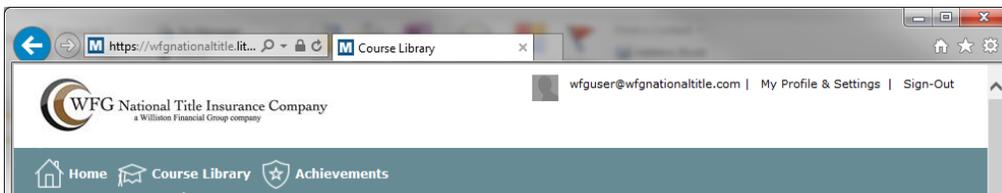
D. My Profile & Settings



Your user data for the system can be found by clicking on the **My Profile & Settings** link located at the top right of the screen. Here, you can edit the details associated with your account or, optionally, upload a photo for your profile.

E. Sign-Out & Logging Back Into System

To log out of the system, click on the **Sign-Out** link located at the top right of the screen.



When you click **Sign-Out**, you will be directed to the following page.

The screenshot shows a web browser window with the URL <http://wfgnationaltitle.com/wfg>. The page header includes navigation links: WFG PORTAL | CAREERS | CONTACT | TITLE AGENT LOGIN. The main content area features the WFG National Title Insurance Company logo and a navigation menu with links: ABOUT US, LOCATIONS, TITLENET, AGENT SERVICES, COMPLIANCE, and CURRENT NEWS. Below the menu is a banner for WFG SCHOLAR, powered by Williston Financial Group, with the tagline "WFG Scholar is the New Employee Learning Management System for WFG Employees". The main content area is divided into a left sidebar with links for FAQ, System Requirements, and User Guide, and a main text area. The main text area contains the following information:

WFG SCHOLAR
Today's changing regulatory and compliance environment, as well as the demands of our customers, require a strong corporate commitment to compliance, employee education and training. At WFG, compliance is our fourth "c." The corporate compliance commitment is communicated and delivered to our employees through TheFourthC, our compliance newsletter, and now through the launch of WFG Scholar, our employee e-learning platform.

WFG Scholar is simple to use.

1. Review the FAQs, System Requirements and User Guide.
2. Have your company login credentials handy.
3. Go to www.wfgscholar.com.

Please direct questions to training@wfgnationaltitle.com.

WFG Scholar...it's a great place to learn
Corporate Policies & Procedures. Regulations. Industry Best Practices. Professional Development.

To log back in, simply click on the www.wfgscholar.com link and type in your WFG credentials. This is the same as [Method 1](#) of accessing the system.

The screenshot shows the "Sign In" page for WFG Scholar. The page features the WFG National Title Insurance Company logo and the WFG SCHOLAR logo, powered by Williston Financial Group. Below the logos is a banner with the tagline "WFG Scholar is the New Employee Learning Management System for WFG Employees". There are three buttons: FAQ, System Requirements, and User Guide. Below the buttons is a sign-in form with the following text:

Please log in with your WILLISTON credentials (e.g. WILLISTON\wfgscholar)
If you encounter any issues, please contact your local help desk.

Type your user name and password.

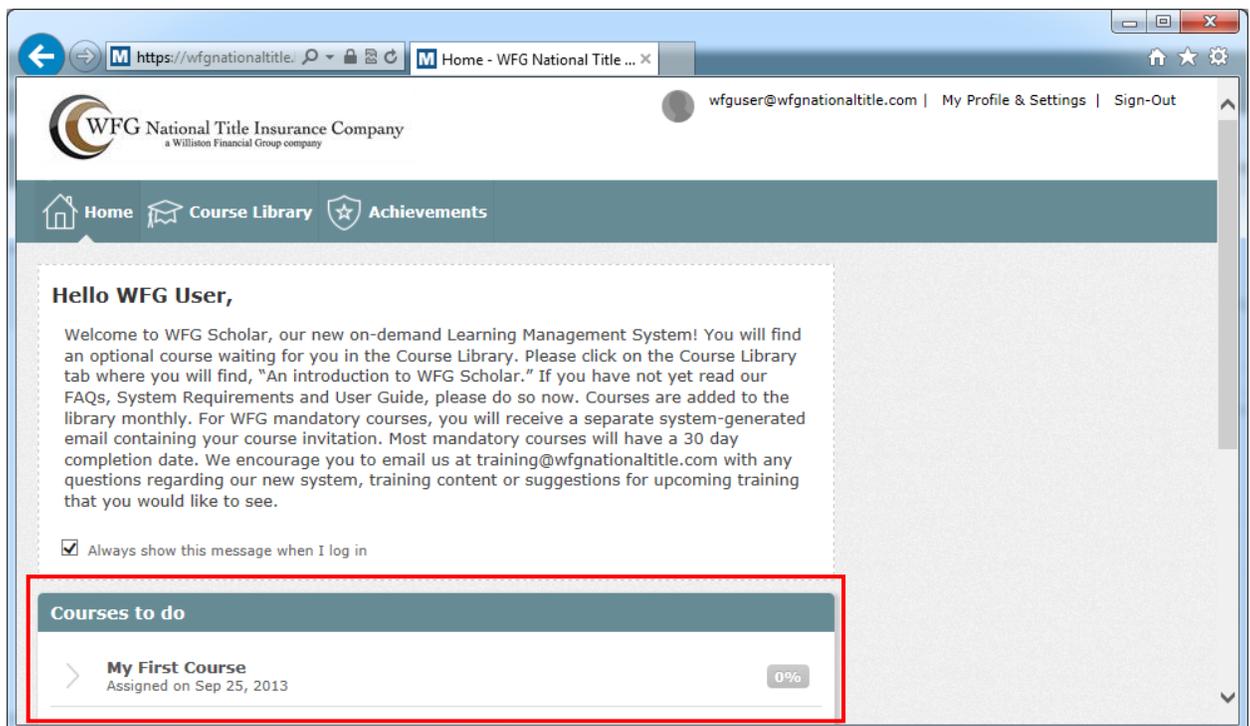
User name: Example: Domain\username

Password:

3. Completing a Course

Note: Illustrations used in this section for Completing a Course and Assessments may vary slightly from those appearing on your course screen. Illustrations depicting placement of audio controls, table of contents, transcript, course administrator messaging and navigation buttons, may be slightly different. If you have any questions, please contact training@wfgnationaltitle.com.

- 1) [Log in to the system](#)
- 2) The **Courses to do** section contains all **mandatory** courses that have been assigned to you and **optional** courses that you have self-selected to take.
- 3) To begin a course click on either the course title or the arrow next to the course.

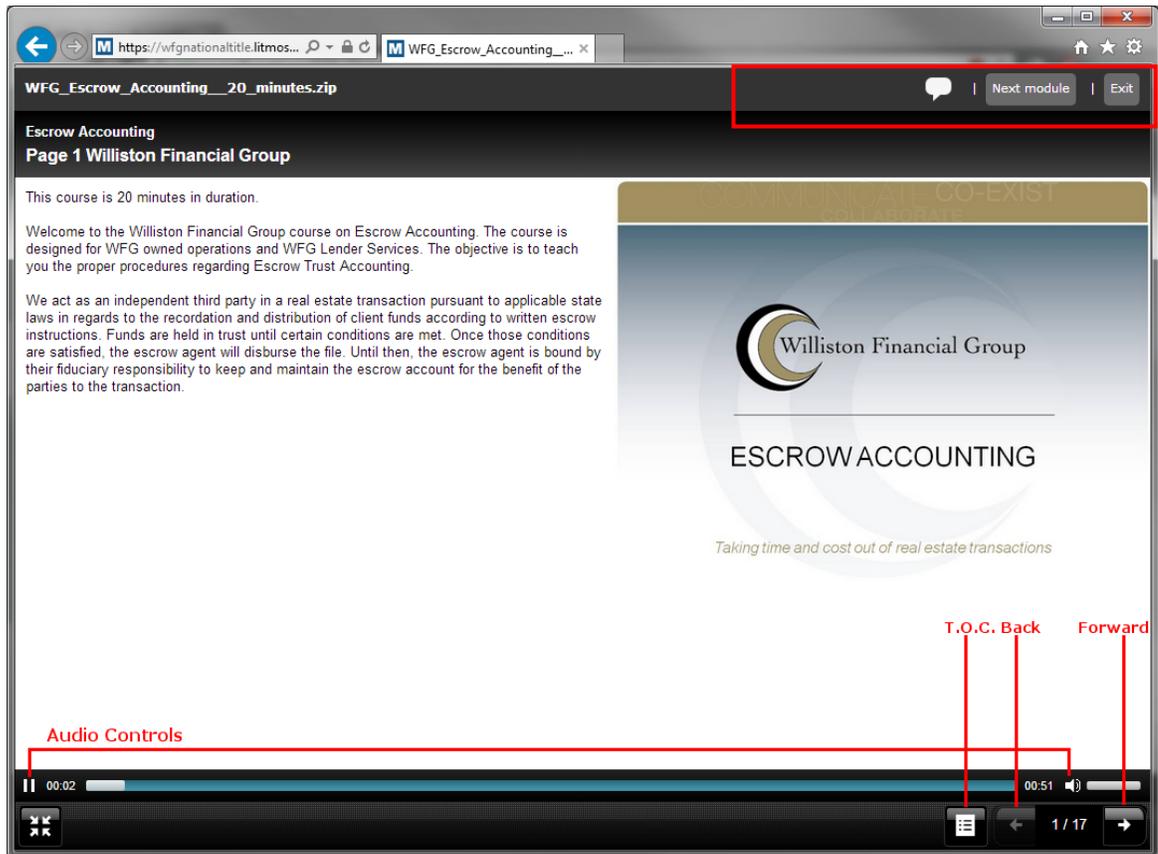


The course page opens. This page lists the Course Title and Reference Code, the course objectives and modules, your status in the course and includes any instructor special notes or cross-references to other training materials available. You can download any Additional Reference materials noted.

The screenshot shows a web browser window with the URL <https://wfgnationaltitle.lit...> and a tab titled "My First Course". The page header features the WFG National Title Insurance Company logo and navigation links for Home, Course Library, and Achievements. A search bar labeled "Course Title and Reference Code" is present, with a "Start this course" button highlighted by a red box. Below the search bar, there is a section for "Lists Course Objectives" and a note: "The modules in this course must be completed in the order listed." A table with columns "Modules" and "Status" is partially visible, showing a link to "Lists the Course Modules". On the right side, there are two sections: "NOTICEBOARD" with the text "Provides cross-reference to other training materials or special instructor notes" and "ADDITIONAL REFERENCE" with the text "Includes cross-reference training materials you can download, such as WFG P&Ps, TheFourthC article reprints, ALTA Best Practice reference materials or other information relative to the topic".

4) Press the **Start this course** button to launch the course within your browser.

- 5) Navigate through each section of the course by using the **Back** and **Forward** buttons at the **bottom right of each screen**. The course administrator message "cloud," **Next module** and **Exit** buttons are located at the **top right of each screen**. **Audio controls** are located at the bottom of the screen, along with a **Table of Contents (T.O.C.)** icon. See illustration below.



Pressing the course administrator messaging cloud will allow you to provide feedback to training@wfgnationaltitle.com.

Send feedback to the course administrator

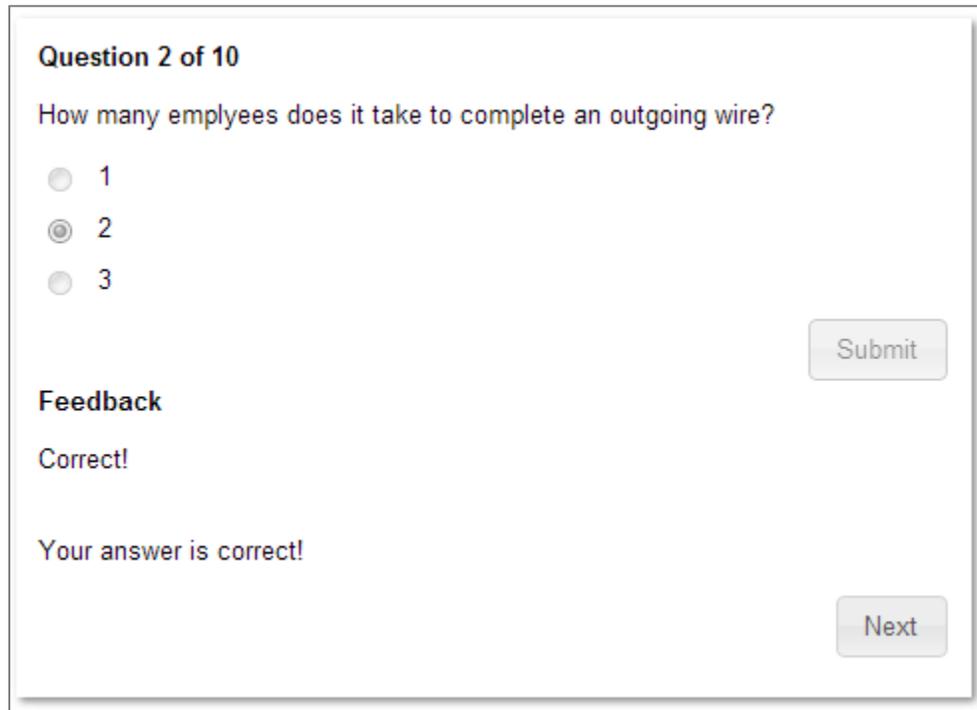
Subject:

Message:

or [Cancel](#)

Assessments:

- 6) Each course's modules will be followed by an assessment similar to that illustrated below. You will answer each question appropriately and then press the **Submit** button. Feedback for the response is illustrated below. After choosing your response click **Next**



Question 2 of 10

How many employees does it take to complete an outgoing wire?

1

2

3

Submit

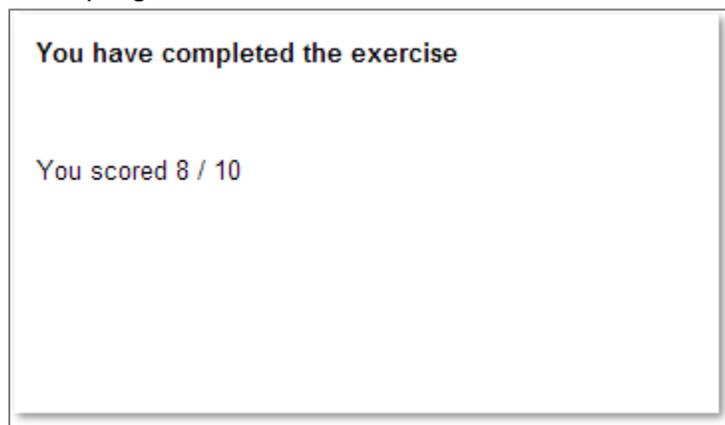
Feedback

Correct!

Your answer is correct!

Next

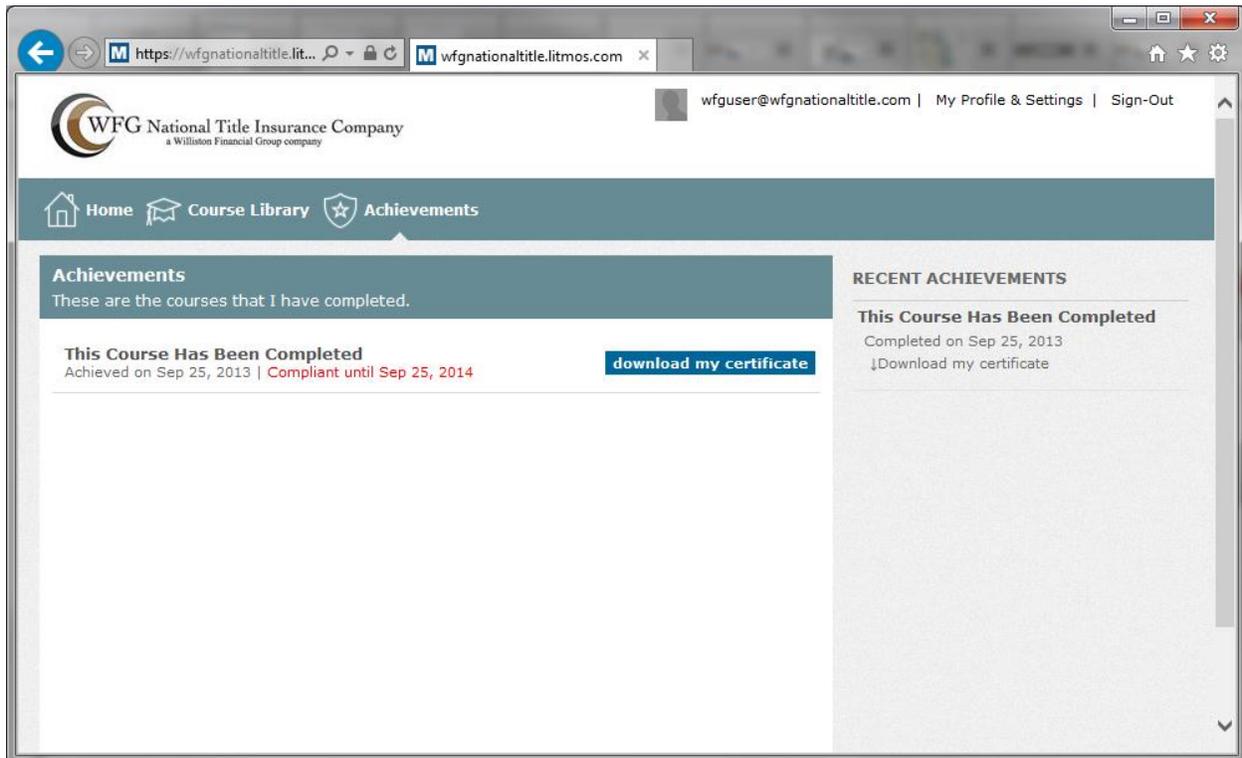
- 7) After finishing the assessment your score will be displayed along with any feedback for the course. Complete the course by pressing the **Exit** button at the top right of the screen.



You have completed the exercise

You scored 8 / 10

4. Viewing Completed Courses



To view your completed courses, click on the **Achievements** tab. All of your completed courses will be displayed in this list. To the right of many of the courses will be a link to download the certificate of completion associated with that course. **Some courses have a Print Certificate button within the course. You will be prompted upon completion to print the certificate at that time.** Also see: [Achievements](#).

5. Remaining Compliant

Certain courses must be retaken periodically. The system keeps track of your last date of completion of these courses and will remind you before your certificate is due to expire. You will receive an email informing you of any pending expirations. Clicking on this link will log you in to the system and allow you to [complete your course](#). **Please remember, for security purposes you can only use the email link once to access your course.** If you leave the system prior to completing your course, you can log back in and resume your course by pointing your browser to: <http://wfgscholar.com>.

