

aPTitude Vendor Step-by-Step Instructions

Getting Started - Registering as a Vendor:

1. Go to <http://www.fsbpt.org/aptitude>.
2. Under **VENDORS**, click “Get Started”.
3. Review the information and click “**Get Started Now**”.
4. Complete the form, check the Privacy Policy box and click “**Register**”. Note: yellow fields are required; password is case-sensitive.
5. The Confirm Email page may be used to “**Resend Confirmation**”. Check your registered email account for an “aPTitude – Registration” email and follow the instructions. Note: If confirmation email is not immediately received, check your spam or junk mail folder.

Claim Your Vendor:

1. Your company’s information may have been pre-loaded by FSBPT. If you locate your company on the “Claim or Add Vendor: Search for Vendor” page, skip to step 6.
2. Otherwise, click “My Account”.
3. Click “Claim a Vendor”.
4. Search for your company.
5. If listed, click “Select” and skip to step 6. If not listed, click “Add New Vendor” and complete the form.
6. Check to accept the Terms & Conditions and click “Yes, this is my Company” or “Submit”.
7. Once approved by FSBPT, a message will be sent to your registered e-mail address.

Once your Vendor Claim Request is approved, log into aPTitude; you will be brought to your Vendor dashboard. Any listed activities were pre-loaded on your behalf by FSBPT and are therefore claimed by you. Licensees are also permitted to record activities, therefore you will want to search for and claim them.

Claim Your Activities:

1. Unclaimed activities can be accessed from your Vendor Dashboard under Activities Needing Your Attention. Click “View Activities”. Unclaimed activities will be displayed at the top of the list. Check your unclaimed activities and click “Claim Selected”.
2. Search for your courses/activities (use Search All Activities. Hint: using fewer search terms captures more possibilities.
3. You may sort and re-sort the list by Status to bring the “Unclaimed” activities to the top of the search results.
4. When you find one of your activities, click the check box and click “Claim Selected” .
5. On the Claim Activity Confirmation page, confirm your selection(s) and click “Claim Selected Activities”.
6. Repeat this process until all licensee-entered activities are claimed.

Add Activity Instructors and Locations:

1. From the Vendor dashboard, select either “Locations” or “Instructors”.
2. On the next page, click “Add . . .”, complete the fields, and click Submit.

Complete Your Vendor Profile—Add Remaining Activities:

1. From the Vendor dashboard, click “Add Activity”
2. Complete the Activity Details form and click “Save” (note: yellow fields are required).
3. Repeat this process until all activities have been added.

Maintain Your Vendor Profile:

1. Review licensee entered courses and activities for accuracy and update or edit as needed.
2. When your activity content or instructors change, create a new activity rather than modify the existing one. Modifying an activity effectively alters your learners’ records and may negatively impact their compliance.