

# The Depository Trust Company

# **IMPORTANT**

**B#:** 2821

**DATE:** December 21, 2001

**TO:** All Participants

**CATEGORY:** Participant Services

**FROM:** R. Kurtti, Senior Director, Customer Training

**ATTENTION:** Managing Partner/Officer, Cashier and Operations Managers

**SUBJECT:** New Internet-based DTC Course on Reconciliation

DTCC University has released a Reconciliation course that teaches users about tools for inquiry, research, reporting and resolving activity differences involving their DTC transactions. This browser-based, interactive course (E-learning), available on the DTCC University Web site, is designed for users to take at their own pace. Users can even download the course and take it offline.

After completing the Reconciliation course, students will be able to:

- Interpret the Participant Daily Activity Statement and the Monthly Position Report issued by DTC
- Research out-of-balance conditions via the Participant Terminal System (PTS) functions, PTSI, POS and PART
- Perform month-end confirmations of securities positions, and use the Participant Inquiry System (PINS) to report activity differences in their DTC accounts.

In addition to Reconciliation, DTCC University offers a suite of E-learning courses including:

- Data Analytics and Link for Intermediaries (DALI)
- DTC's Glossary function (GWIZ)
- NSCC's Mutual Funds Profile System (MFPS)
- Reorganization Inquiry Navigation Skills
- The Global Corporate Action Hub (GCAH)

Each DTC E-learning course includes the following features:

- Pre-assessments to determine the student's level of knowledge
- Lessons that provide step-by-step instructions on how to perform various reconciliation activities
- Simulations to practice those lessons
- A roadmap to track how many modules have been completed
- Quizzes to test comprehension
- An evaluation of the course for electronic submissions of comments

To take the course you must have access to the members' portion of the DTC Web site (<https://dctservices.dtcc.com>) and register to use DTCC University.

### **To register for DTCC University:**

1. Go to <https://dctservices.dtcc.com>.
2. In the **Client Services** drop-menu box, click **Training**.
3. Click **Member**. (If you are not a member of <https://dctservices.dtcc.com>, click **Site Registration** in the bottom tool bar and complete the **New User Registration** form.)
4. Enter **User Name** and **Password**.
5. Click the **E-learning** link in the left navigation bar. This will bring you to the main page of the E-learning system.
6. Click the **New Users Register Here** button.
7. Select **Customer Training** from the drop-down menu, then click the **Next** button.
8. Select a particular DTCC service and product you wish to be associated with (if applicable), then click the **Next** button. You may select "None" if you do not wish to be associated with a particular DTCC service or product.
9. Complete the **Login Name** and **Password** and **Personal Information** forms, then click the **Submit** button. (You will need your Login Name and Password to access your DTCC University courses).
10. You will receive confirmation that your DTCC account will be active within two business days.

### **To Access the Reconciliation E-Learning Course:**

1. Go to <https://dctservices.dtcc.com>.
2. In the **Client Services** drop-down menu, click **Training**.
3. Click **Member**. The Login page appears.
4. Enter your **User Name** and **Password**.
5. Click **OK**. The DTCC University page appears.
6. Click the **E-Learning** link in the left navigation bar.
7. Enter **Log-in Name** and **Password**.
8. Click the **Available Courses** tab. A list of all available courses appears.
9. Click **Register** to the right of the Reconciliation course listing.
10. Click **Register Course**. The message "Thank you for registering" appears.
11. Click **OK**.
12. Click the **Your Course List** tab.
13. Double-click **Reconciliation**. The Reconciliation home page appears.
14. Click **Begin Course** to begin the course.

For more information contact Marc Seabrooks, Instructional Technologist, at (212) 855-5325.