

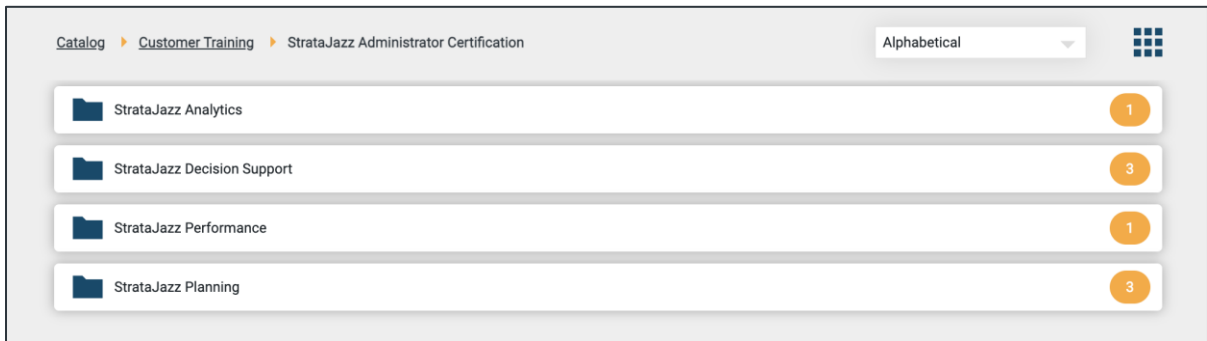
Signing Up for Certification Courses

- See [Accessing Strata Academy](#) and [Welcome to Strata Academy](#) for additional details.
- [Click here](#) for Axiom Certification dates, details, and pricing.
- [Click here](#) for StrataJazz Certification dates, details, and pricing.

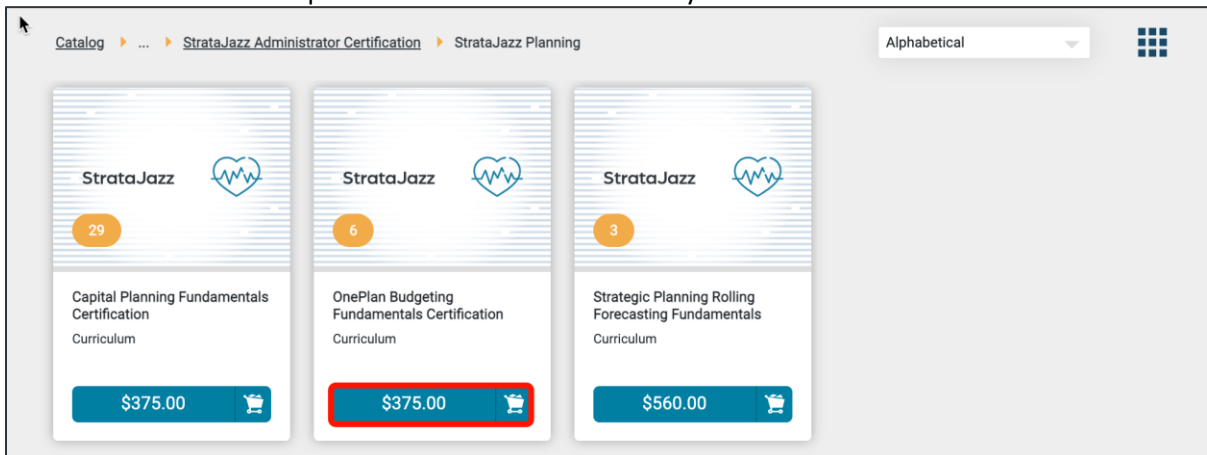
1. Log in to Strata Academy at stratadecision.myabsorb.com
2. Select your platform in the Administrator Certification section.



3. Click the appropriate folder. For Axiom, all certifications will show in the Axiom Administrator Certification folder.



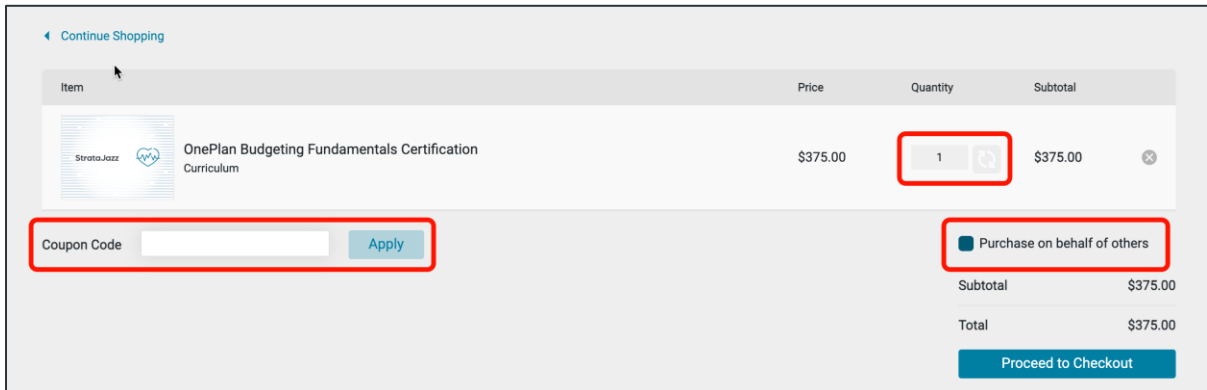
4. Click the button with the price to add the certification to your cart.



Once added, the button will show *Added to Cart*. A cart icon will also appear at the top of your window. Add additional classes to your cart or, to view your cart, click on *Added to Cart* or the cart icon.

5. In your cart, enter a Coupon Code if you have been provided one. If purchasing seats for others, select the *Purchase on behalf of others* check box and enter the quantity of seats. Click **Proceed**

to Checkout.



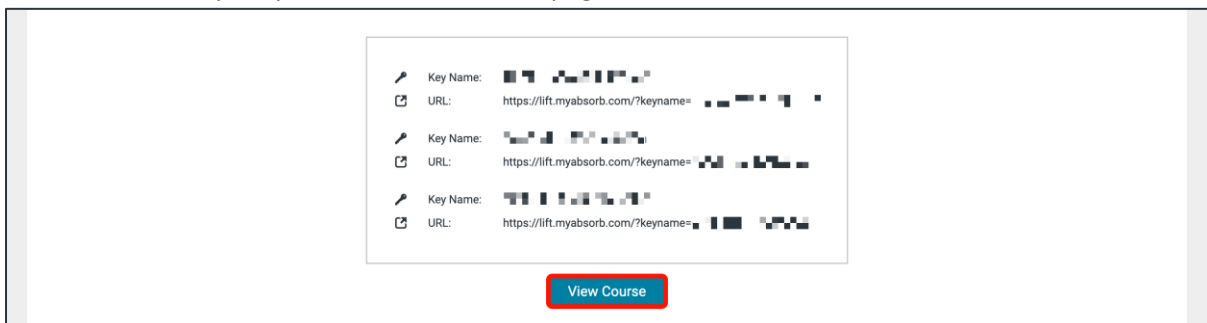
6. The next screen will confirm you're logged in as the correct user. Click **Proceed to Checkout**.
7. Next, fill out the required billing information. Once filled out, the **Proceed to Checkout** button will be available. Click **Proceed to Checkout**.
8. Select your payment method and click **Proceed to Checkout**.

- **Credit Card:** Enter the appropriate information and click **Submit Your Order** to complete your purchase.
- **Check:** The "Cheque Payment" option can be used if you prefer an invoice. This will arrive via email once you've completed registration. There will be a mandatory *Reference Number* field. Enter "0" if you don't have a check number. Send a check for the appropriate amount to:

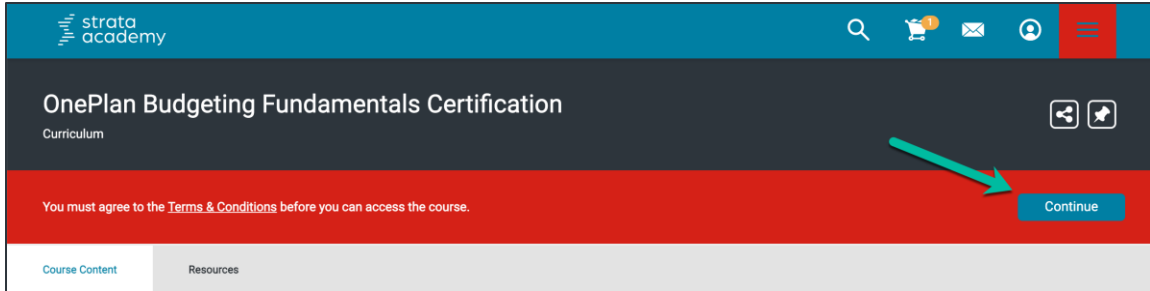
Strata Decision Technology
PO Box 945911
Atlanta, GA, 30394-5911.

Click **Proceed to Checkout** to complete your purchase.

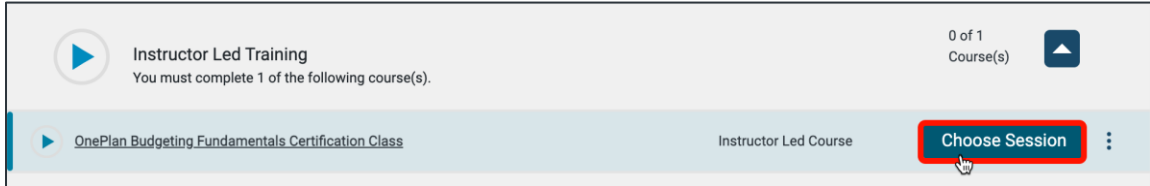
9. Once the payment has been processed, you'll see a confirmation screen with your invoice. You'll have the option to print a copy. You'll also receive an email with your invoice, and enrollment keys, if applicable. If you purchased seats for others in your organization, send one unique enrollment key and link to each person to complete registration. This will allow them to enroll in the course. From your purchase confirmation page, click **View Course**.



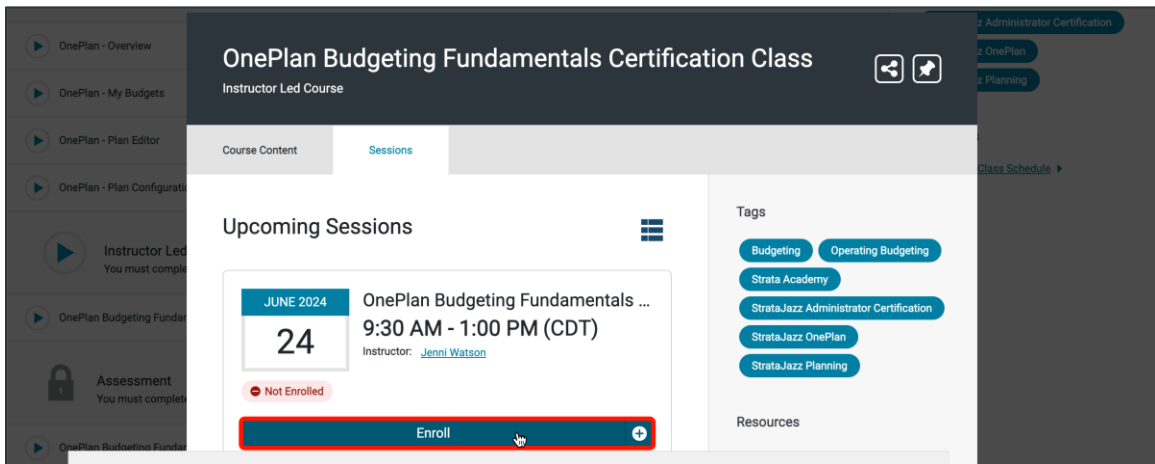
10. Next, enroll in your preferred session. If you've registered for a StrataJazz certification, read and accept the terms and conditions.



11. Click **Choose Session**.



12. Click **Enroll** for your preferred session. If you've purchased a certification package with multiple courses, repeat this process for each course to choose the sessions you plan to attend.



13. You're now enrolled! You'll be emailed a calendar invite for your class. Closer to the class date, your instructor will email you the class materials.

If you encounter any issues or need to change your session, email strataacademy@stratadecision.com.

For StrataJazz classes only, once you've completed the class, you'll automatically be enrolled in the project and test for your certification. You will have one month to complete these items.

If you'd like to pay for an Axiom certification via Purchase Order, take the following two steps.

1. Contact strataacademy@stratadecision.com.
2. Please include the Certification package and dates that you are interested in attending.

If you have questions about purchasing Axiom Certification courses outside of our Certification packages, contact Bri Boutelle at bboutelle@stratadecision.com or strataacademy@stratadecision.com.