

Signing Up for Certification Courses

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Enrolling in Courses

Access Training Center

- 1. Log in to your instance of StrataJazz.
- From the StrataJazz homepage, click

> Training Center.

Navigate to Training Center via your organization's StrataJazz production database, not a sandbox environment. This will ensure class information is sent to your email and you receive credit for all class completions.

Purchase the Certification Course

3. Once inside Training Center, click Administrator Certification.

Administrator Certificat		Center	Transcript View Transcript	FAQs Frequently Asked C How do I english asked C How do I english as t.com How do I sign up for an Adr What does the inactive labe	ing course? ninistrator Certification
Welcome to Training Center	Decision Support Overview	Cost Accounting	Converting Contracts	Decision Support for End Users	Revenue Analytics
Welcome to Training Center Online Course	Decision Support Overview Online Course - 2m ★ ★ ★ ★ ★ (1)	Cost Accounting Online Course - 1h 16m ★ ★ ★ ★ ★	Billing Summary Modeling: Converting Contracts Online Course 10m - 15m (0)	Decision Support for End Users Online Course \cdot 22m \pm \pm \pm \pm (0)	Revenue Analytics Online Course - 50m + + + + +

4. From the *Certification Courses page,* click the appropriate solution.

+	CERTIFICATION COURSES		
F	Catalog > > StrataJazz Administrator Certification Program > Certification Courses	Alphabetical	-
	Analytics		2
	Decision Support		B
	General		1
	Performance		3
	Planning		4



5. From the solution page, set the view to list view so you can more easily see the dates for each class.



6. Select the certification you'd like to sign up for by clicking the corresponding blue button.

Catalog > > Certification Courses > Decision Support		Alphabetical
Course Name	Type Ratin	ng
Contract Analytics Certification Class (06/21/23 & 06/22/23)	Instructor Led Course	\$375.00
Contract Analytics Certification Class (08/23/23 & 08/24/23)	Instructor Led Course	\$375.00
Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 & 06/29/23)	Instructor Led Course	\$375.00
Cost Accounting Level 1 Fundamentals Certification Class (07/26/23 & 07/27/23)	Instructor Led Course	\$375.00
Cost Accounting Level 1 Fundamentals Certification Class (09/27/23 & 09/28/23)	Instructor Led Course	\$375.00

7. Click **Choose Sessions** to view and select the session.

rse Content	Sessions	
	Select a session to proceed with your course purchase	Tags
		Certification Costing
is class, you learn port.	the fundamentals needed to be an effective and independent administrator of the Cost Accounting module of Decision	Stratajazz Advanced Planning
y Sessior	I	
	No Sessions Enrolled Yet	
Choose	a live session to enroll in this course. Completion of a session is required for course completion.	



8. In the window that pops up, select the session by clicking the blue button with the price. You will receive a notification that the class has been added to cart.

Cost Accou	unting Level 1 Fundamentals Certification Class (06/	28/2	23 & 06/2	
Course Content	Sessions			
Upcoming Se	essions			sting
JUNE 2023 28 • Not Enrolled	Cost Accounting Level 1 Fundamentals Certification Class (06/28/ 9:30 AM - 1:00 PM (CDT) Instructor: <u>Whitney Lea</u> Location: Zoom - <u>https://stratadecision.zoom.us///97732855425?ewd=UXoYSGRJMGozbHitxT240c2NzZDZU</u>		Stratajazz Advanced F	Manning
	\$375.00 🗎			
Class Size:	25			
Seats Remaining:	21			
Starts:	June 28, 2023 9:30 AM CDT			
Ends:	June 28, 2023 1:00 PM CDT			
Recurrence:	Daily View 2 Recurrences			
	▲			

9. Once added to your cart, you'll notice the button change to Added to Cart. Click Added to Cart.

JUNE 2023 28 • Not Enrolled	Cost Accounting Level 1 Fundamentals Certification Class (06/28/ 9:30 AM - 1:00 PM (CDT) Instructor: <u>Whitney Lea</u> Location: Zoom - <u>https://stratadecision.zoom.us/i/97732855425?owd=UXpySGRJMGozbHhxT240c2NzZDZU</u>
	Added to Cart 🙀
Class Size:	25
Seats Remaining:	21
Starts:	June 28, 2023 9:30 AM CDT
Ends:	June 28, 2023 1:00 PM CDT
Recurrence:	Daily View 2 Recurrences
	▲

10. From there, you'll be able to either enter a Coupon Code if you have been provided one or Proceed to Checkout.

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SHOPPING CART					
1: CANT	2: ACCOUNT INFORMATION		3: PAYMENT		
Continue Shooping					
Item		Price	Quantity	Subtotal	
Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 & 06/29/23) Bearon Carl Accounting Level 1 Fundamental Certification Class (06/28/23 & 06/29/23) Instructor Led Course		\$375.00	1	\$375.00	0
Coupon Code Apply			Subtot	al	\$375.0
			Total		\$375.0



11. The next screen will confirm you're logged in as yourself. Click **Proceed to Checkout**.

It is important to confirm you are logged in as yourself so you can receive the calendar invite and class information. When you access Training Center through your organization's sandbox database, there is no way for us to identify who you are.

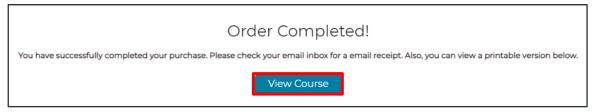
12. Next, fill out the required billing information. Once filled out, the Proceed to Checkout button will become clickable.

If Paying by Check

The "Cheque Payment" option can be used if you would prefer to be sent an invoice. This will arrive via email once you've completed registration. If you've selected this option, there will be a mandatory "Reference Number" field that must be filled out. If you don't have the actual check number handy, please enter "0" in this field. **Once you've completed registration, send a check for the appropriate amount to Strata Decision Technology, PO Box 945911, Atlanta, GA, 30394-5911**

city	hegoirea	
Postal/Zip Code	Required	
Billing address is the same as shipping		
		Previous Proceed to Checkout

13. Once the payment has been processed, you'll see a confirmation screen with your invoice. You'll have the option to print a copy. From your purchase confirmation page, select **View Course.**



14. From there, you'll find the info about your upcoming class. To change your session, please email training@stratadecision.com

My Ses	sion			
APRIL 202	Oneplan Buc	Igeting - 4:30 PM (COT)	Cancel Session	
Instructor: Class Size:	Laura Attewell Dennis Bin 30			

15. You'll receive a calendar invite for your class. Closer to the class date, your instructor will email you the class materials. If you encounter any issues, email training@stratadecision.com.



16. Lastly, once you've completed the class, you'll automatically be enrolled in a curriculum which includes the project and test, which you then have two months to complete to finish your certification.

My Courses		-	_
General Platform Features	Management Reporting	Capital Planning 28	Ad Hoc Reporter
General Platform Features Online Course · 35m	Management Reporting Curriculum	Capital Planning Curriculum	Ad Hoc Reporter Curriculum Curriculum
Resume 😱	Resume 😱	Resume 📮	Resume 🖓