


# Signing Up for Certification Courses

## Enrolling in Courses

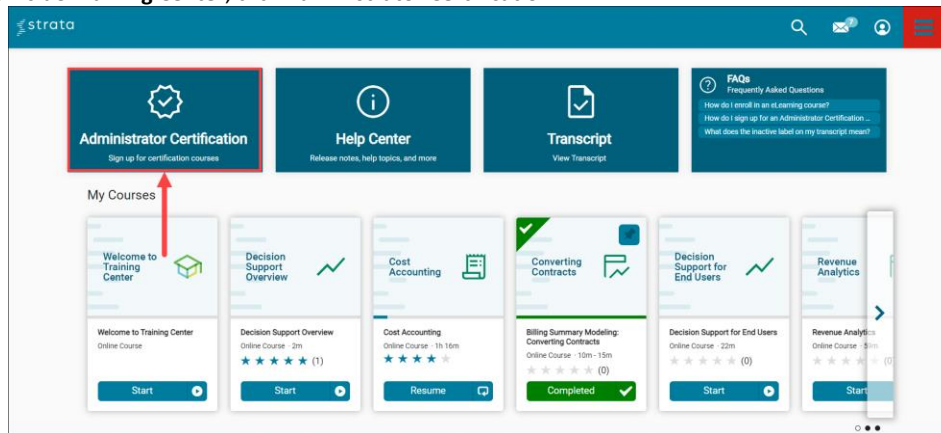
### Access Training Center

1. Log in to your instance of StrataJazz.
2. From the StrataJazz homepage, click  > **Training Center**.

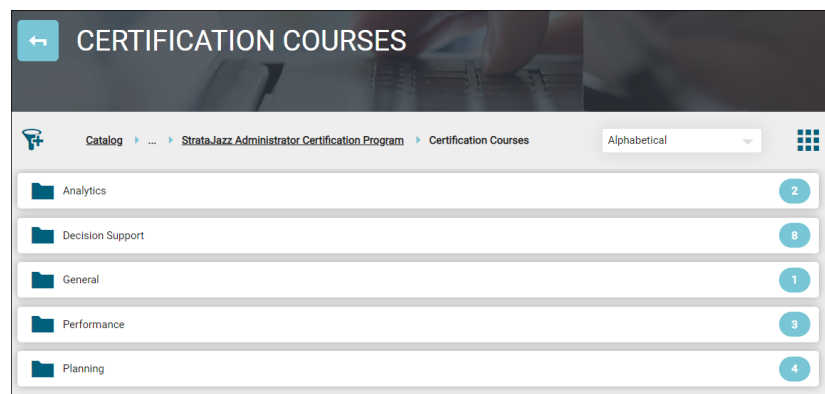
Navigate to Training Center via your organization's StrataJazz production database, not a sandbox environment. This will ensure class information is sent to your email and you receive credit for all class completions.

### Purchase the Certification Course

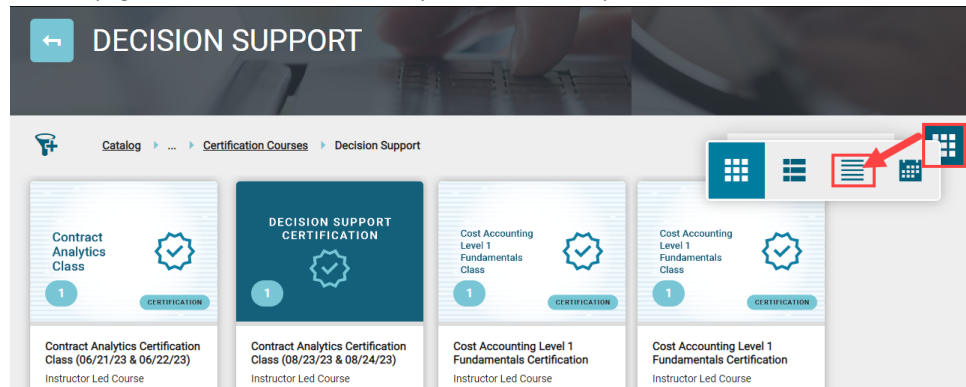
3. Once inside **Training Center**, click **Administrator Certification**.



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



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



- 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	Rating		
<a href="#">Contract Analytics Certification Class (06/21/23 &amp; 06/22/23)</a>	Instructor Led Course		\$375.00	
<a href="#">Contract Analytics Certification Class (08/23/23 &amp; 08/24/23)</a>	Instructor Led Course		\$375.00	
<a href="#">Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 &amp; 06/29/23)</a>	Instructor Led Course		\$375.00	
<a href="#">Cost Accounting Level 1 Fundamentals Certification Class (07/26/23 &amp; 07/27/23)</a>	Instructor Led Course		\$375.00	
<a href="#">Cost Accounting Level 1 Fundamentals Certification Class (09/27/23 &amp; 09/28/23)</a>	Instructor Led Course		\$375.00	

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

## Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 & 06/29/23)

Instructor Led Course

Course Content

Sessions

Select a session to proceed with your course purchase

In this class, you learn the fundamentals needed to be an effective and independent administrator of the Cost Accounting module of Decision Support.

My Session

No Sessions Enrolled Yet

Choose a live session to enroll in this course. Completion of a session is required for course completion.

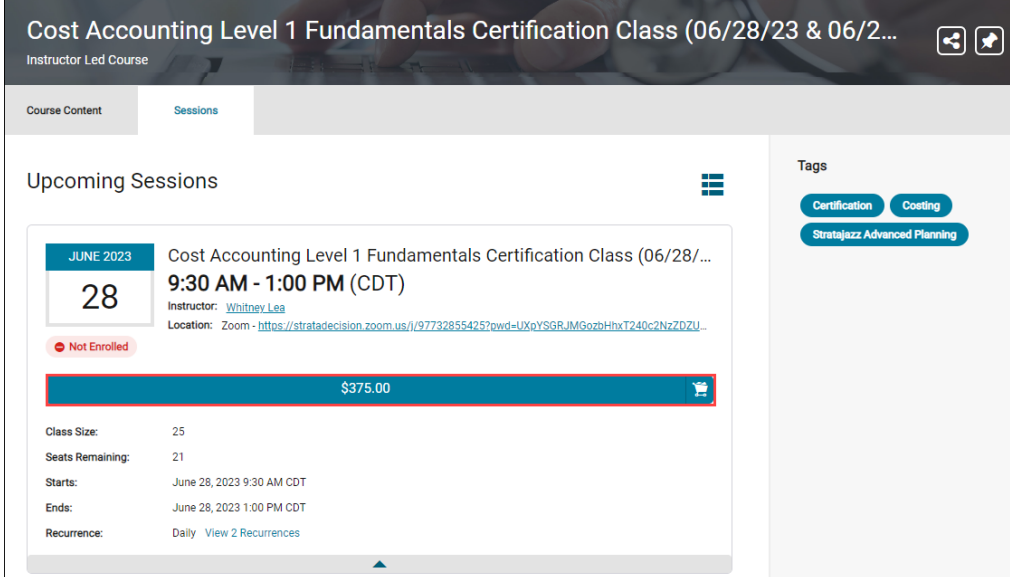
Choose Sessions

Tags

Certification Costing

Stratajazz Advanced Planning

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 Accounting Level 1 Fundamentals Certification Class (06/28/23 & 06/29/23)**  
Instructor Led Course

Course Content | Sessions

**Upcoming Sessions**

**JUNE 2023**  
**28**

**Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 & 06/29/23)**  
**9:30 AM - 1:00 PM (CDT)**  
Instructor: [Whitney Lea](#)  
Location: Zoom - <https://stratadecision.zoom.us/j/97732855425?pwd=UXpYSGRJMGozbHh7ZDZU...>

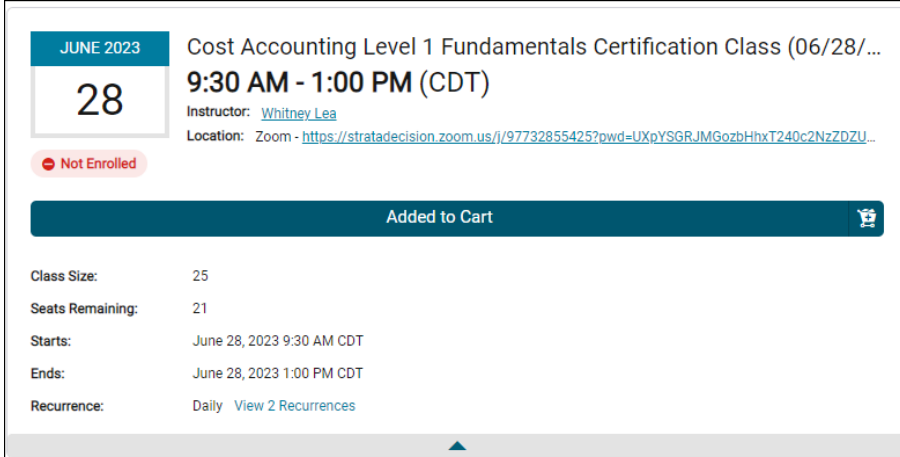
**Not Enrolled**

**\$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](#)

Tags: Certification, Costing, Stratajazz Advanced Planning

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



**JUNE 2023**  
**28**

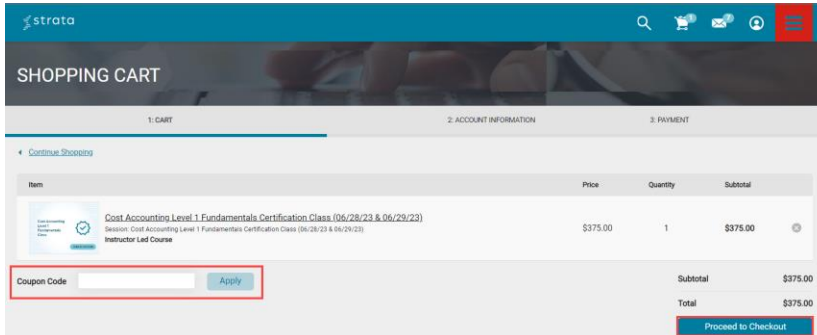
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10. From there, you'll be able to either enter a **Coupon Code** if you have been provided one or **Proceed to Checkout**.




**strata**

**SHOPPING CART**

1: CART | 2: ACCOUNT INFORMATION | 3: PAYMENT

[Continue Shopping](#)

Item	Price	Quantity	Subtotal
 <b>Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 &amp; 06/29/23)</b> <small>Session: Cost Accounting Level 1 Fundamentals Certification Class (06/28/23 &amp; 06/29/23)</small> <small>Instructor Led Course</small>	\$375.00	1	\$375.00

Coupon Code  [Apply](#)

Subtotal: \$375.00  
Total: \$375.00

[Proceed to Checkout](#)

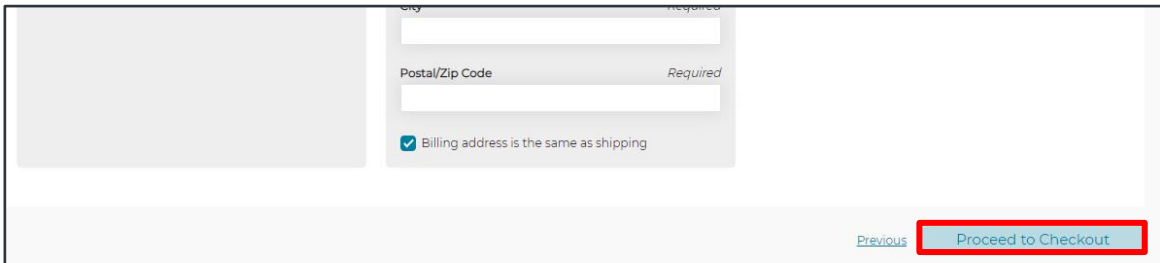
11. The next screen will confirm you're logged in as yourself. Click **Proceed to Checkout**.

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.

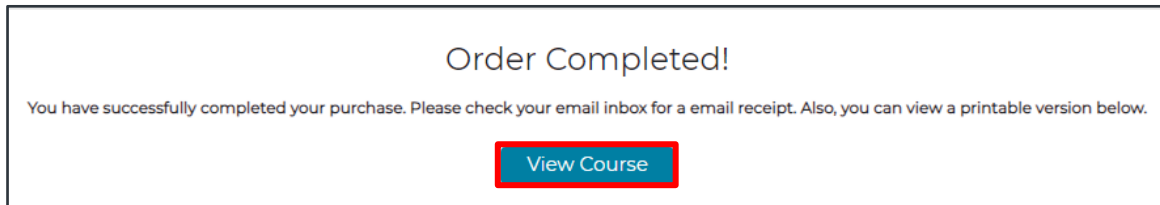
12. Next, fill out the required billing information. Once filled out, the **Proceed to Checkout** button will become clickable.

#### If Paying by Check

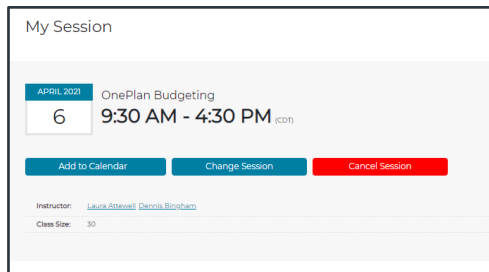
The "Cheque Payment" option can be used if you would prefer to be sent an invoice. This will arrive via email once you've completed registration. If you've selected this option, there will be a mandatory "Reference Number" field that must be filled out. If you don't have the actual check number handy, 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**



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](mailto:training@stratadecision.com)



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](mailto: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.

