

How to Access Training Center

Overview

To access eLearning and certification courses, you'll need access to Training Center. If Training Center is not available under the 🙆 menu when you log into StrataJazz, follow the steps below in order to give yourself security. If you're not able to give yourself security, reach out to your StrataJazz Admin.

Gaining Access to Training Center

1. Click 🕸 > Security Center > Users

	C	?	¢	÷	strata Analyt	ics	Decision Support	Planning Performa	ance
Administrator					Users	U	SERS	Current over	
Data Center					Role Assignments	*	Filter	First Name	Last Name Filter
Security Center	ו				System Objects	1	dabbey rabrams	Dianna Robert	Abbey Abrams
System Center					Logs	3	dachee apadmin	Dan	Achee
				_	PHI Log Extracts	5	capadmin ccicostleader	Capital	Administrator

- 2. Find or search for your name.
- 3. Double-click on your name.

🚽 strata Ana	lytic		Decision Sup	oport	Planning P	erformar	nce					
Security Cente	r											
<pre></pre>		User	Management	System /	Access Curre	nt Users						
Users		U	SERS								🕀 Add 🗹	Edit 😑 Disable
User Groups			Username		First Name		Last Name	LDAP	Last Login	Email		
Role Assignments		2	Filter	-	Filter		anderson	Filter	Filter	Filter		
		1	manderson		Michelle		Anderson	false	08/29/2017 3:02:04 P			
System Objects		2	panderson		Power		Anderson	false	08/29/2017 3:02:43 P			
Logs		3	tanderson		Tiffany		Anderson	false	08/29/2017 3:03:29 P			
-		4	psanderson		Phyllis		Sanderson	false	08/29/2017 3:02:50 P			
Automation												

4. From the window that appears, ensure the toggle is on **Groups** and click **Add**.

Edit	User						8
* Use	ername:	manderson]
* Firs	st Name:	Michelle					
* Las	st Name:	Anderson					
Emai	il Address:						
New	Password: 🖒						٩
Conf	irm Password:						٩
Disal	bled:						
Gr	oups Roles						
					Add	Copy From	Remove
	Assigned Group	p	License	Inherited Groups			
Filter		Filter	Filter				
	Capital - Basic I	User	Capital Planning	None			

5. Click on GEN-Training Certification, (or GEN-eLearning if giving your end users access) then click Select.



Add	l Group		8
	Group		
7	Filter		
28	GEN - Role Administrator		
29	GEN - StrataSphere Benchmarking User		
30	GEN - Support Administrator		
31	GEN - Support Center User		
32	GEN - Training Certification		
33	GEN - User Administrator		
34	MR - Local Administrator		
35	MR - Power User		
36	MR - System Administrator		
		Cancel	Select

6. Click Save.

7. Confirm that you have access to Training Center by logging out and back in, then clicking the 👩 menu.



Having Trouble?

- Assign yourself Training Center security in your organization's database. Do not attempt the steps above in a training environment.
- If after you have given yourself security, you click Training Center and receive an error message, you should email training@stratadecision.com in order activate Training Center for your organization.