

Signing Up for Certification Courses

Enrolling in Courses

*If you don't have access to Training Center, see the <u>Access Training Center</u> guide on the certification website.

Access Training Center

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

Purchase the Certification Course

3. Once inside Training Center, click the Certifications tile.



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

Advanced Planning	Advanced Planning	Advanced Planning	Advanced Planning	

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

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Course Name	Type Rating		
Ad Hoc Reporter (DS) Certification Class (11/h6/21)	Instructor Led Course	\$375.00	
Ad Hoc Reporter (DS) Certification Class (M/J23)	Instructor Led Course	\$375.00	
Ad Hoc Reporter (FP) Certification Class (10/5/21)	Instructor Led Course	\$375.00	
AP Capital Planning Lewil Fundamentals Cettification Class (1)8/20)	Instructor Led Course	\$375.00	



6. In the window that pops up, select the session by clicking the blue button with the price.

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CERTIFICATION	Ad Hoc Reporter (DS) Certification Class (11/16/21)		
🛱 Catalog + - + Catalogton + Control			Alphabetical
Course Name	Select a session to proceed with your course purchase	g ()	
At Hoc Reporter (DS) Certification Class (IV/6/2	In this class, you learn the functionality needed to create and maintain Ad Hoc Reporter, in addition to confidently supporting ther reporting uses in your organization. In addition to Ad Hoc Reporter, we also review building executive dishboard. There are		\$375.00
Ad Hoc Reporter (DS) Certification Class (8/3/2)	umer registrar group ung version registrations in a autonom to dri nov. registrar version version banking servicione darandomoto in met a let the different of history for all of local parter. The learning objects are on the same for both classes, however, the report we build in class is solution servicific vas are versionere to take aither one.		\$375.00
Ad Hoc Reporter (FIV) Certification Class (P0/5/2	÷		\$375.00
AP Capital Planning Lavel 1 Fundamentals Cert	Session(s)		\$375.00
AP Capital Planning Level 1 Fundamentals Cert	Adding Department (DD) Contificuation Class (DD) (D)		\$375.00
AP Management Reporting Level 1 Fundament	NCVEMBER 202 Ad Hoc Reporter (DS) Certification Class (11/16/21) 3:30 AM - 4:30 PM (CST)		5575.00
AP ChePian Budgeting Certification Class (RM	Instructor: Dennis Bincham Location: Zoom Meeting - <u>https://ktraitadecision.zoom.us/</u>		\$375.00
AP ChePlan Budgeting Certification Class (7/2)	\$375.00		\$375.00
AP Strategic Planning Level 1 Rolling Forecast	Class Size: 30		\$750.00
	Seats Remaining: 29		
DS Analytics Cartification Class (\$/77/21)	Starts: November 16, 2021 9:30 AM CST		\$375.00
DE Contract Analytics Certification Class (8/24)	Endis November 16, 2021 4:30 PM CST		\$375.00
OS Costing Level TFundamentals Certification			\$375.00

7. Once added to your cart, you'll notice the button change to "Added to Cart". Click this button again.

16	9:30 AM - 4:30 PM (CST) Instructor: <u>Dennis Bingham</u> Location: Zoom Meeting - <u>https://stratadecision.zoom.us/</u>
	•
	Added to Cart
Class Size:	30
Class Size: Seats Remaining:	

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

Item	Price	Quantity	Subtotal	
Ever TEST AD OnePlan Budgeting – Fundamentals Certification - Copy	\$375.00	1	\$375.00	٥
Coupon Code Apply		Subtota	I	\$375.00
		Total		\$375.00
		Pr	oceed to Chec	kout

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



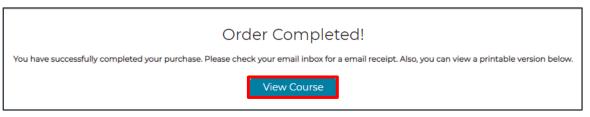
10. Next, fill out the required billing information. Once filled out, the Proceed to Checkout button will become clickable.

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**

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

11. 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.**



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



- 13. 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 <u>training@stratadecision.com</u>.
- 14. 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.

