Signing Up for Certification Courses

Enrolling in Courses
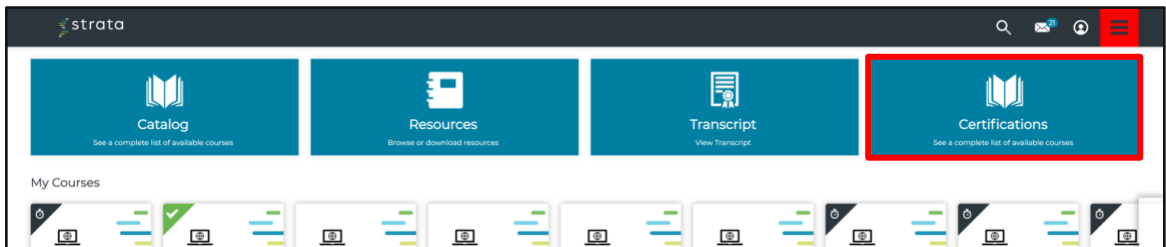
If you don't have access to Training Center, see the [Access Training Center](#) guide on the certification website.

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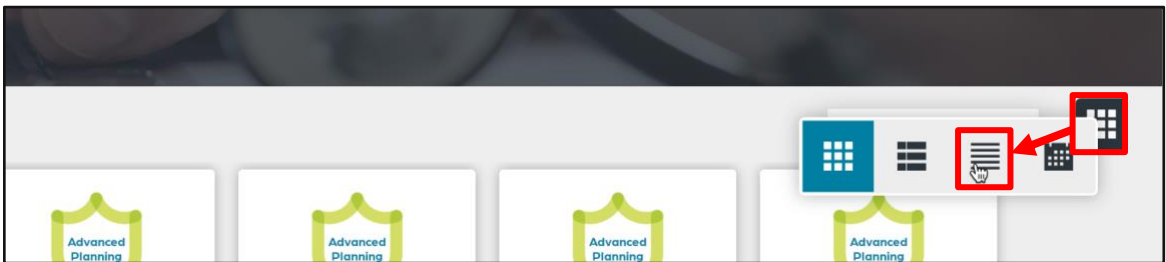
1. Log in to your instance of StrataJazz.
2. From the StrataJazz homepage, click [?] > **Training Center.**

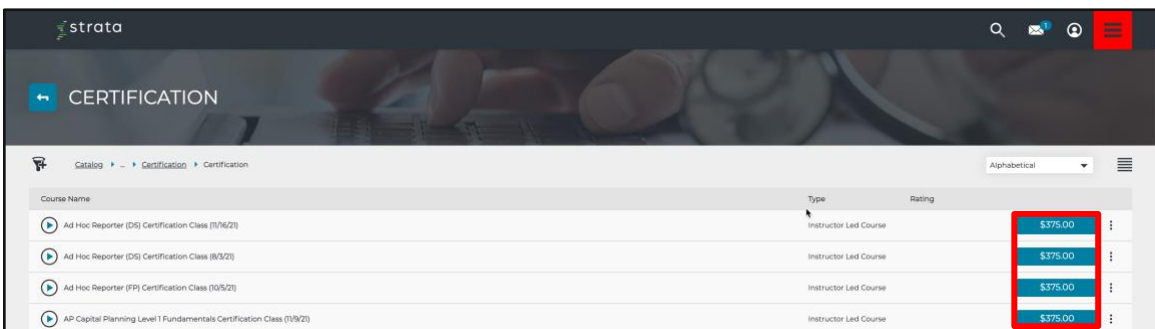### Purchase the Certification Course

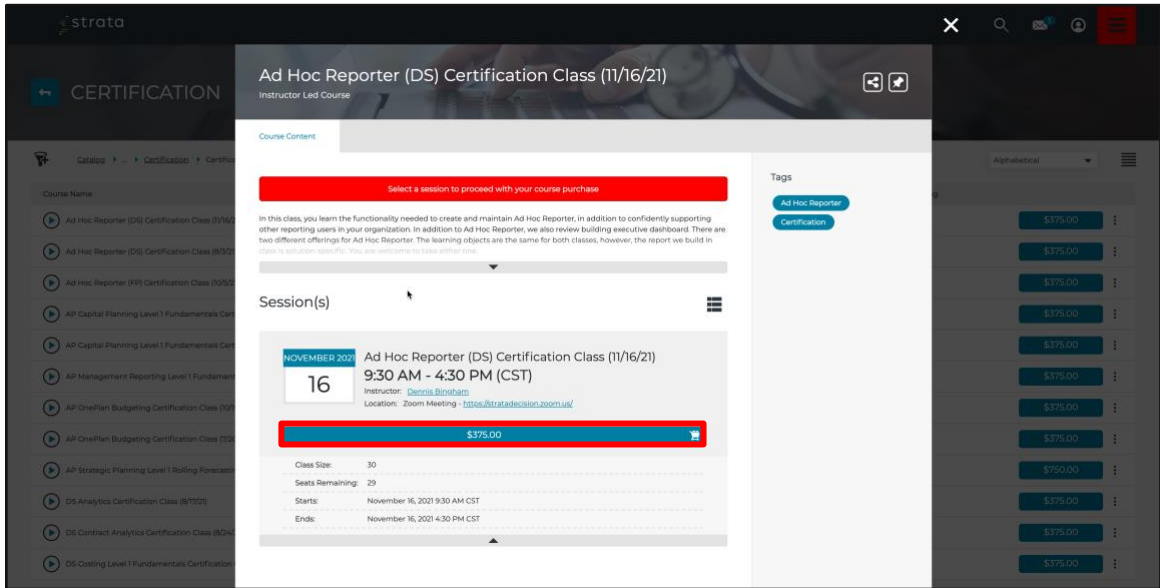3. Once inside **Training Center**, click the **Certifications** tile.

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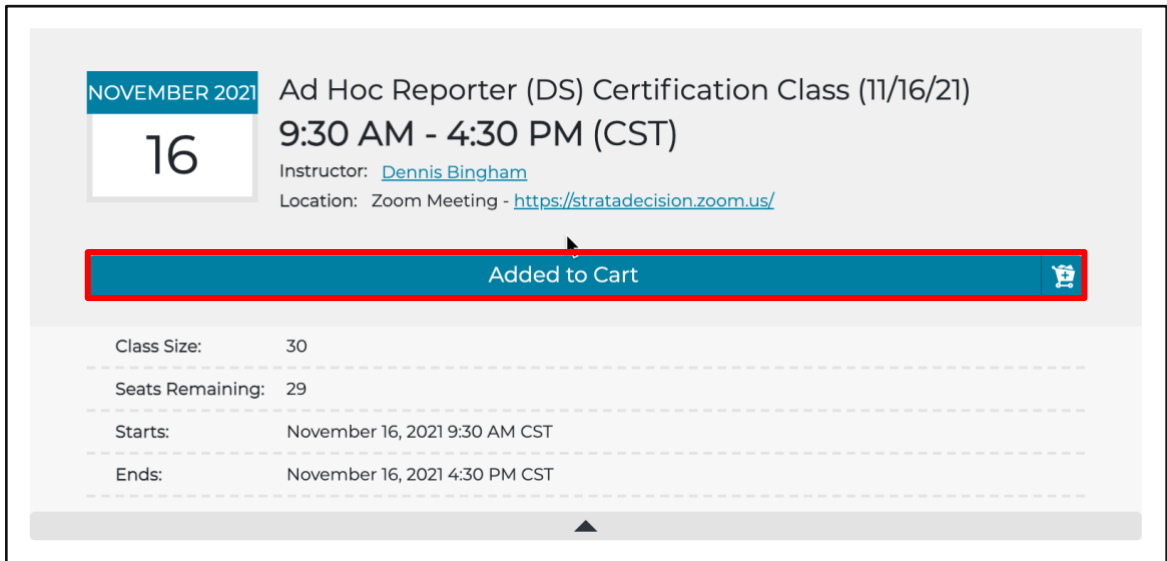

5. Select the certification you'd like to sign up for by clicking the corresponding blue button.
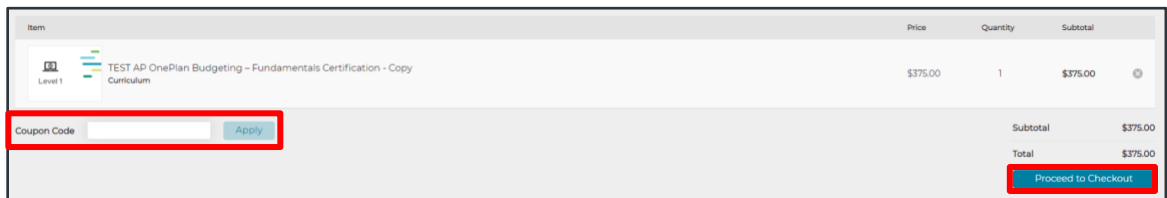
6. In the window that pops up, select the session by clicking the blue button with the price.

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

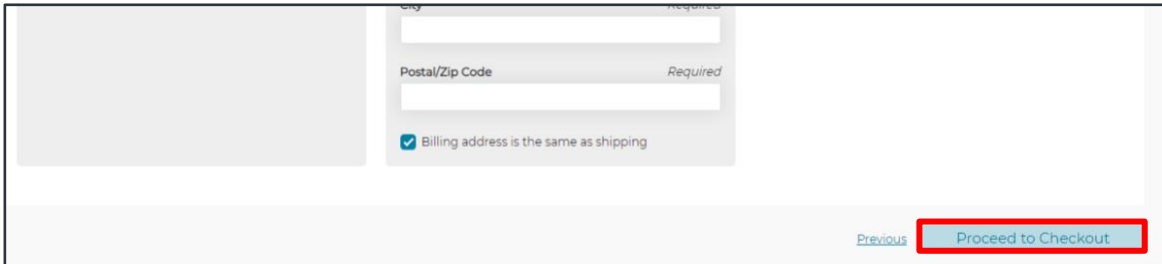8. From there, you'll be able to either enter a **Coupon Code** if you have been provided one or **Proceed to Checkout.**

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**
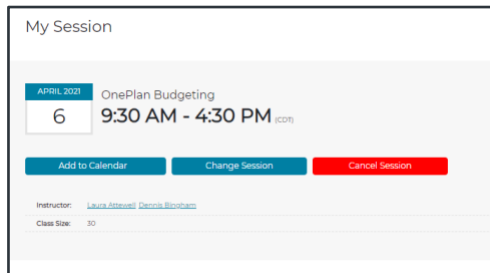

11. Once the payment has been processed, you'll see a confirmation screen with your invoice. You'll have the option to print a copy. From your purchase confirmation page, select **View Course.**
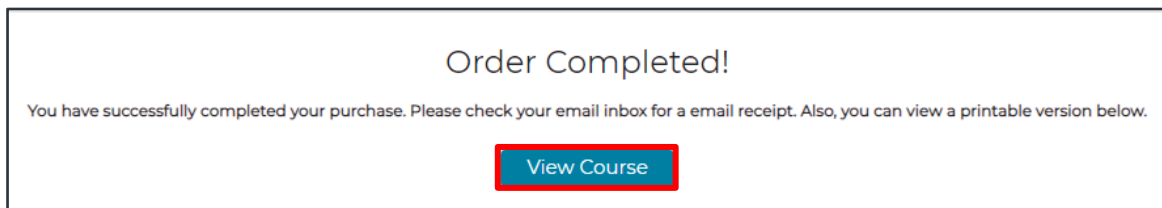
12. From there, you'll find the info about your upcoming class. To change your session, please email training@stratadecision.com

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 training@stratadecision.com.

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.