

# Signing Up for Certification Courses

## **Enrolling in Courses**

## **Access Training Center**

- 1. Log in to your instance of the StrataJazz platform.
- 2. From the StrataJazz homepage, click or > Training Center. This will also activate your profile if it's your first time in.
- 3. Once activated, you can go directly to <u>stratadecision.myabsorb.com</u>, or continue through the o menu.

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**

4. Once inside Training Center, click Administrator Certification.

Administrator Certifica Sign up for certification courses	tion Hel Release notes	i p Center , help topics, and more	Transcript View Transcript	PAGE Frequently Asked ( How do I early of port of an an data How do I sign of port on an Adi What does the inactive labe	luestions ing course? instator Certification on my transcript mean?
My Courses	Distainin Diverview Deterion flagent Overview Date Course : 2% * * * * * * (1)	Cost Accounting Ont Accounting Onter Consume 11 Min * * * *	Converting Contracts	Decision Support for End Users Other Course 22m () Start	Revenue Analytics Ostine Course State * * * *

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

Ţ	CERTIFICATION COURSES		
<b>F</b>	Catalog    StrataJazz Administrator Certification Program   Certification Courses	Alphabetical	- 11
	Analytics		2
	Decision Support		8
	General		1
	Performance		3
	Planning		4





6. From the *solution* page, click on the blue button for the class you'd like to register for.

7. In the class window, click the blue button for the session you'd like to register for. You will receive a notification that the class has been added to your cart.

- DECISION SUPPOR	Upcoming Sessions	Tags Certification Cost Accounting	
Galator + _ + Centroston.Courses + De Cause Name	FEBRUARY 2024         Cost Accounting Fundamentals Certification Class (02/28/24 - 02/           28         9:30 AM - 1:00 PM (CST)           Wettyrdire:         Wettyrdire:           0 Not thread         Standard American Standard Control (Standard	Costing Decision Support	Aphaterical
Contract Analytics Fundamentals Certification Class	\$375.00		
Cost Accounting Fundamentals Certification Class     Cost Accounting Level 1 Fundamentals Administration	MARCH 2024 Cost Accounting Fundamentals Certification Class (03/27/24 - 03/		
Decision Bupport Analytics Fundamentals Administry     Decision Support Analytics Fundamentals Certification	PSJ0 AM - 1:00 PM (CD1) Instructor: Where Las Location: Where Las Location: Zoon-Inflas/Instructionics.zoon.ua/V3007M50192esd-esh24T66E18501esee8TV98.ub50T09      Not Envelide		
Decision Support Analytics Fundamentals Certification	\$375.00		

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

JUNE 2023	Cost Accounting Level 1 Fundamentals Certification Class (06/28/
28 • Not Enrolled	9:30 AM - 1:00 PM (CDT) Instructor: Whitney Lea Location: Zoom - https://stratadecision.zoom.us/j/97732855425?pwd=UXpYSGRJMGozbHhxT240c2NzZDZU
	Added to Cart



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

### If Purchasing Seats for Others

Select the Purchase on behalf of others check box. Once selected, you can update the quantity of seats.

1: CART	2: ACCOUNT INFORMATION			3: PAYMENT		
Continue Shopeing						
Item			Price	Quantity	Subtotal	
Sessen: Cost Accounting Level 1 Fundamentals Administrator Certification Class Sessen: Cost Accounting Level 1 Fundamentals Administrator Certification Class (1/11/24 L27/ Instructor Led Course	s (1/31/24 & 2/1/24) 24		\$375.00	2 🔇	\$375.00	0
Coupon Code Apply				Purc	nase on behalf of	others
				Subtotal		\$375.00
				Total		\$375.00
		•		F	roceed to Check	out

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

It's important to confirm you are logged in as yourself, so you 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.

11. 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** 

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

12. Once the payment has been processed, you'll see a confirmation screen with your invoice. You'll have the option to print a copy.

#### If You Purchased Seats for Others

If you purchased multiple seats for others in your organization, send one unique enrollment key and link to each person to complete registration. This will allow them to enroll in the course. Each user must have an active Training Center profile for this to work. They can activate their profile from the StrataJazz homepage, by clicking <a> Training</a> Center. From your purchase confirmation page, select View Course.



	Key Name: URL: Key Name: URL:	LNKnwEQkVMZa91Gv3Oz8 https://iift.myabsorb.com/?keyname=LNKnwEQkVMZa91Gv3Oz8 T11L1u9g0UJrf5itBrPk https://iift.myabsorb.com/?keyname=T11L1u9g0UJrf5itBrPk	
/ C	Key Name: URL:	mMwh5HsJRUsIsvGJyf8I https://lift.myabsorb.com/?keyname=mMwh5HsJRUsIsvGJyf8I	
<b>/</b>	Key Name: URL:	wEFpgQnr4PRSGXD3SbQC https://lift.myabsorb.com/?keyname=wEFpgQnr4PRSGXD3SbQC	
		View Course	

13. From the purchase confirmation page, you'll find the info about your upcoming class. To change your session, please email training@stratadecision.com

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APRIL 202	OnePlan Bu	dgeting		
6	9.30 AN			
Add	9.50 AN	Change Session	Cancel Session	
6 Add Instructor:	to Calendar	Change Session	Cancel Session	

- 14. 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>.
- 15. 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.

