

Signing Up for Certification Courses

Enrolling in Courses

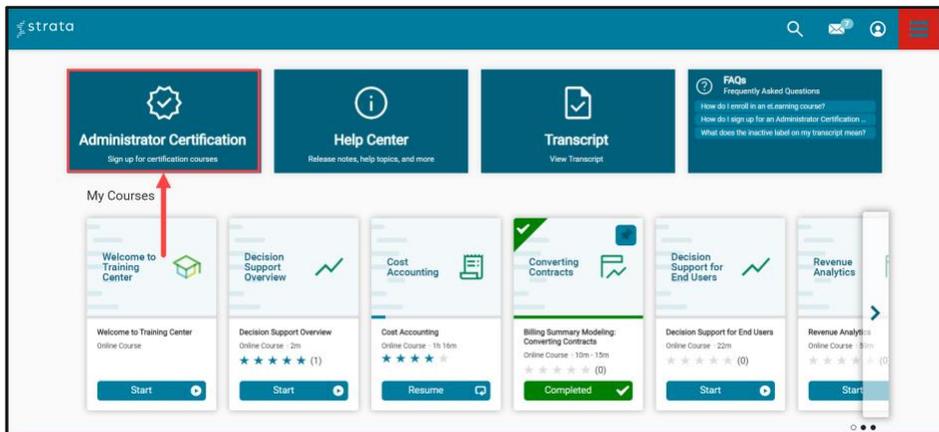
Access Training Center

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

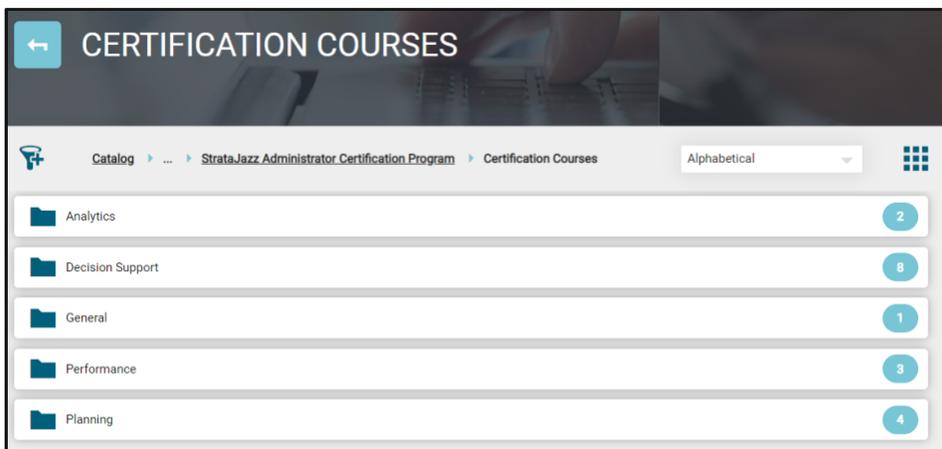
Navigate to Training Center via your organization's StrataJazz production database, not a sandbox environment. This will ensure class information is sent to your email and you receive credit for all class completions.

Purchase the Certification Course

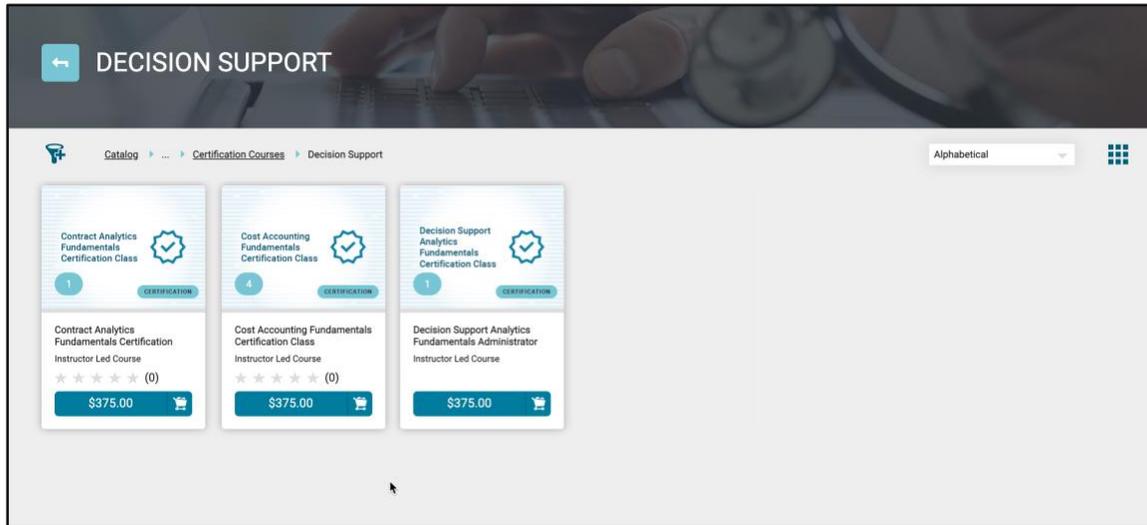
4. Once inside **Training Center**, click **Administrator Certification**.



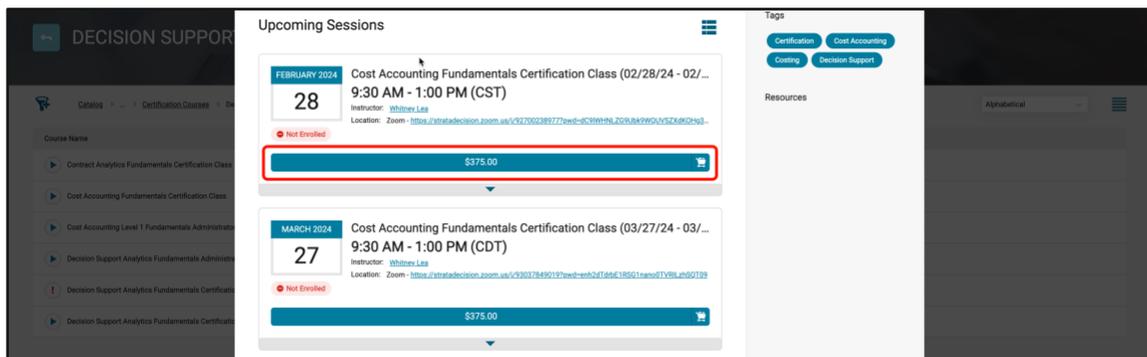
5. From the *Certification Courses* page, click the appropriate solution.



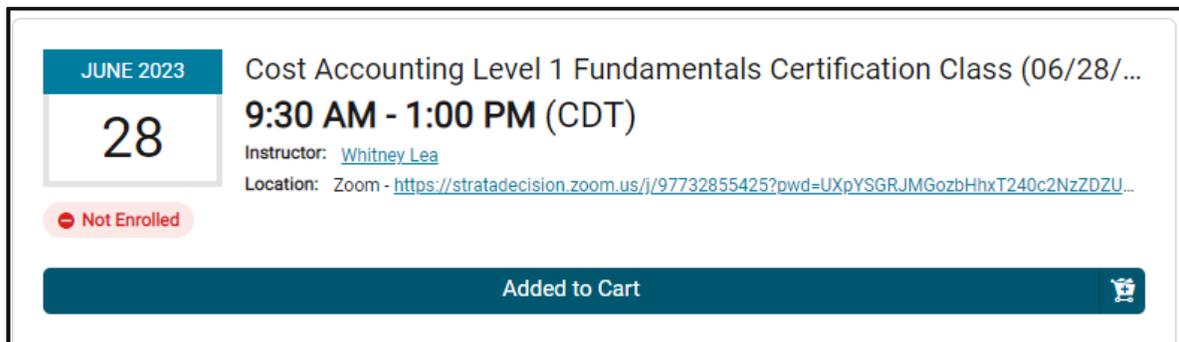
6. From the *solution* page, click on the blue button for the class you'd like to register for.



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.



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



- 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.



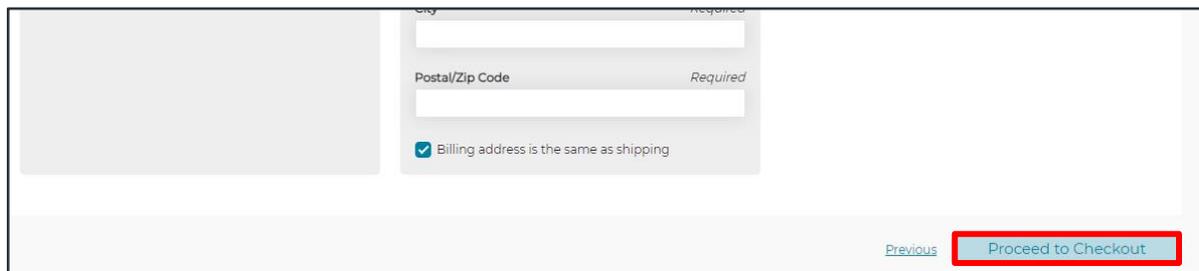
- The next screen will confirm you're logged in as yourself. Click **Proceed to Checkout**.

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.

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

If Paying by Check

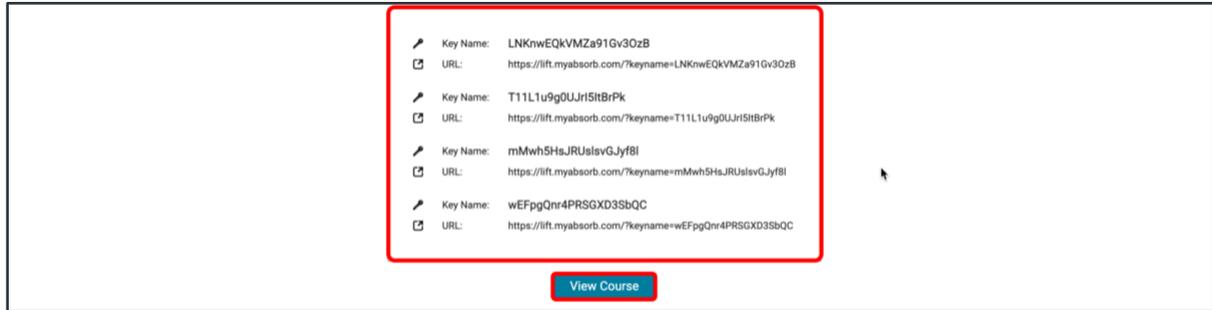
The "Cheque Payment" option can be used if you would prefer to be sent an invoice. This will arrive via email once you've completed registration. If you've selected this option, there will be a mandatory "Reference Number" field that must be filled out. If you don't have the actual check number handy,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



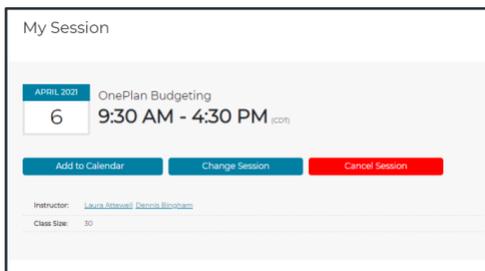
- Once the payment has been processed, you'll see a confirmation screen with your invoice. You'll have the option to print a copy.

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  > **Training Center**. From your purchase confirmation page, select **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



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 training@stratadecision.com.
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.

