

## Signing Up for Certification Courses

- See Accessing Strata Academy and Welcome to Strata Academy for additional details.
- <u>Click here</u> for Axiom Certification dates, details, and pricing.
- <u>Click here</u> for StrataJazz Certification dates, details, and pricing.
- 1. Log in to Strata Academy at <u>auth-jazz.myabsorb.com</u>
- 2. Select your platform in the Administrator Certification section.

Learn More: Register for Administrator Certification	
ē	
StrataJazz Register for Administrator Certification	Axiom Register for Administrator Certification

3. Click the appropriate folder. For Axiom, all certifications will show in the Axiom Administrator Certification folder.

Catalog   Customer Training   StrataJazz Administrator Certification	Alphabetical	
StrataJazz Analytics		
StrataJazz Decision Support		3
StrataJazz Performance		
StrataJazz Planning		3

4. Click the button with the price to add the certification to your cart.

StrataJazz 💞		
StrataJazz		
3		
Strategic Planning Rolling fication Forecasting Fundamentals		
Curriculum		
\$560.00		
) tif	ification Forecasting Fundamentals	ification Forecasting Fundamentals Curriculum

Once added, the button will show *Added to Cart*. A cart icon will also appear at the top of your window. Add additional classes to your cart or, to view your cart, click on *Added to Cart* or the cart icon.

5. In your cart, enter a Coupon Code if you have been provided one. If purchasing seats for others, select the *Purchase on behalf of others* check box and enter the quantity of seats. Click **Proceed** 



## to Checkout.

Continue Shopping			
Item	Price	Quantity Sub	ototal
StrotaJazz 🧼 OnePlan Budgeting Fundamentals Certification Curriculum	\$375.00	1 (2) \$3	75.00 😒
Coupon Code Apply		Purchase or	behalf of others
		Subtotal	\$375.00
		Total	\$375.00
		Proceed	i to Checkout

- 6. The next screen will confirm you're logged in as the correct user. Click **Proceed to Checkout**.
- 7. Next, fill out the required billing information. Once filled out, the **Proceed to Checkout** button will be available. Click **Proceed to Checkout**.
- 8. Select Credit Card as your payment method and click Proceed to Checkout.
- 9. Enter the appropriate information about your **Payment Method** and click **Submit Your Order** to complete your purchase.
- 10. Once the payment has been processed, you'll see a confirmation screen with your invoice. You'll have the option to print a copy. You'll also receive an email with your invoice, and enrollment keys, if applicable. If you purchased 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. From your purchase confirmation page, click **View Course**.

~	Key Name:	WmezPMhPXkvLKXEPfRZm
Ľ	URL:	https://auth-jazz.myabsorb.com/?keyname=WmezPMhPXkvLKXEPfRZm
۶	Key Name:	3pN6jnyINLdpG2ODY_P_
ß	URL:	https://auth-jazz.myabsorb.com/?keyname=3pN6jnyINLdpG20DY_P_
۶	Key Name:	BCsRmp7a4-787CAZURVQ
C	URL:	https://auth-jazz.myabsorb.com/?keyname=BCsRmp7a4-787CAZURVQ

11. Next, enroll in your preferred session. If you've registered for a StrataJazz certification, read and accept the terms and conditions.



≓ strata ≓ academy	୍ 🎦 🖾 🧕 🚍
OnePlan Budgeting Fundamentals Certification	
You must agree to the <u>Terms &amp; Conditions</u> before you can access the course.	Continue
Course Content Resources	

12. Click Choose Session.

Vou must complete 1 of the following course(s).	0 of 1 Course(s)
OnePlan Budgeting Fundamentals Certification Class     Instructor Led Course	Choose Session

13. Click **Enroll** for your preferred session. If you've purchased a certification package with multiple courses, repeat this process for each course to choose the sessions you plan to attend.

OnePlan - Overview OnePlan - My Budgets	OnePlan Budgeting Fundamentals Certification Cl	ass C Planing
OnePlan - Plan Editor	Course Content Sessions	Class Schedule 🕨
OnePlan - Plan Configuration     Instructor Led     You must complete		geting Operating Budgeting
OnePlan Budgeting Fundar	JUNE 2024         OnePlan Budgeting Fundamentals         Strain           24         9:30 AM - 1:00 PM (CDT)         Strain	ta Academy taJazz Administrator Certification taJazz OnePlan taJazz Planning
OnePlan Budgeting Funder	Enroll 🖕 🕀	irces

14. You're now enrolled! You'll be emailed a calendar invite for your class. Closer to the class date, your instructor will email you the class materials.

If you encounter any issues or need to change your session, email <u>strataacademy@stratadecision.com</u>.

For StrataJazz classes only, once you've completed the class, you'll automatically be enrolled in the project and test for your certification. You will have one month to complete these items.

If you have questions about purchasing Axiom Certification courses outside of our Certification packages, contact Bri Boutelle at <u>bboutelle@stratadecision.com</u> or <u>strataacademy@stratadecision.com</u>.