

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.

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• <u>Click here</u> for StrataJazz Certification dates, details, and pricing.

Once you have completed the registration process outlined in this guide, you will immediately receive a calendar hold containing the Zoom information for your selected session(s). If you do not receive this hold, confirm that you have chosen a session after completing your purchase. For assistance with this process, reach out to StateAcademy@stratedesicien.com

- purchase. For assistance with this process, reach out to <u>StrataAcademy@stratadecision.com</u>.
 - If you are purchasing on behalf of others, they will need to enroll in a specific session after entering their enrollment key.
 - Session registration closes 7 days before class. We encourage you to choose your session at the time of purchase, to ensure you're able to attend.
- 1. Log in to Strata Academy. If you are a StrataJazz user, log in at <u>auth-jazz.myabsorb.com</u>. If you are an Axiom user, log in at <u>stratadecision.myabsorb.com</u>. For more information on getting logged in, see the <u>Accessing Strata Academy</u> guide.
- 2. Select your platform in the Administrator Certification section.



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

atalog Customer Training StrataJazz Administrator Certification	Alphabetical
StrataJazz Analytics	1
StrataJazz Decision Support	3
StrataJazz Performance	1
StrataJazz Planning	3



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

Catalog > > StrataJazz Adminis	strator Certification 🔸 StrataJazz Plannir	ng	Alphabetical	- III
StrataJazz	Strata Jazz	StrataJazz		
29	6	3		
Capital Planning Fundamentals	OnePlan Budgeting	Strategic Planning Rolling		
Certification Curriculum	Fundamentals Certification Curriculum	Forecasting Fundamentals Curriculum		
\$375.00	\$375.00 😭	\$560.00 😭		
\$375.00 😭	\$375.00 😭	\$560.00		

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 Subtota	al di
Strete Jazz 🛞 OnePlan Budgeting Fundamentals Certification Curriculum	\$375.00	1 (2) \$375.0	00 📀
Coupon Code Apply		Purchase on be	half of others
		Subtotal	\$375.00
		Total	\$375.00
		Proceed 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



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the course. From your purcha	se confirmation page, click View Course.
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~	Key Name:	WmezPMhPXkvLKXEPfRZm
Ľ	URL:	https://auth-jazz.myabsorb.com/?keyname=WmezPMhPXkvLKXEPfRZm
۶	Key Name:	3pN6jnyINLdpG2ODY_P_
Ľ	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.

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OnePlan E	Budgeting Fundamentals Certification			<	: 🖈	
You must agree to t	he <u>Terms & Conditions</u> before you can access the course.			Con	tinue	
Course Content	Resources					

12. Click Choose Session.

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Instructor Led Training You 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 Bu		Fundamenta	ls Certifica	tion Class	< *	z Administrator Certification z OnePlan z Planning
OnePlan - Plan Editor	Course Content	Sessions					Class Schedule 🕨
OnePlan - Plan Configuration Instructor Lect You must complete	Upcoming Se	essions		≡	Tags Budgeting Ope	erating Budgeting	
OnePlan Budgeting Fundar	JUNE 2024 24 • Not Enrolled		udgeting Fundam - 1:00 PM (CD ⁻ _{Watson}		Strata Academy StrataJazz Administ StrataJazz OnePlan StrataJazz Planning		
OnePlan Budgeting Fundar		Enrol	l Attr	¢	Resources		

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>.