

PURCHASING VIRTUAL TRAINING ENROLLMENT GUIDE

JANUARY, 2017 FORCEPOINT TRAINING TEAM

Purchasing Virtual Training Enrollment Guide

Purchase Order

Students can purchase training delivered by Forcepoint through their regional **Forcepoint Reseller** using a Purchase Order (PO).

- 1. From the Forcepoint Corporate website students selects the Partner or Customer training page
- 2. Students send their contact information and desired class information to their company buyer.



- 3. The company buyer contacts a regional Forcepoint Reseller to obtain a quote at least **2 weeks** before the course registration deadline.
- 4. Quote is provided to the company buyer (process could take up to 5 business days).
- 5. PO is submitted along with *required* class and student information. See example below.

Course Name	AP-WEB Admin
Class Date	March 3-7, 2019
Company Name	Top Company
Student Contact information	Sue Davis, sdavis@topcompany.com
Student Phone number	560-333-7676

- 6. A Forcepoint Training Coordinator will contact the student(s) directly to complete the enrolment process and send important class information.
- 7. PO is required to be waitlisted for a specific class.

Note: Students submitting a purchase order <u>do not</u> need to request a new user account before their purchase order has been processed and confirmed. Forcepoint will contact the student and activate their new user account.

Credit Card Purchase

Students can purchase training for themselves using a (VISA, Master Card or Discover) credit card.

1. Student selects Partner or Customer training from the Forcepoint corporate website.



2. Student selects a course and class date under the Virtual training section. Click on PURCHASE.



3. Partners will be required to login to their <u>Partner Portal</u> account to access their Forcepoint University training account and Customers will be prompted to <u>login</u> directly or <u>create</u> a new Forcepoint University user account.

Note: If the student previously attended a FORCEPOINT (formerly Websense) training at an Authorized Training Center (ATC) and was issued a username and password, they can simply log in with the same credentials.

4. Once logged in, the student can browse the catalog and select a virtual training course.



5. Click on the training title and add the course to the eshopping cart.



6. Provide billing and credit card information to process payment.

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- 7. Payment is processed and the student is automatically enrolled in their chosen course.
- 8. Student is emailed a payment confirmation. Step by step instructions how to enroll in a class are included in this confirmation.

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Thank you for your order from FORCEPOINT Unive	ersity.		
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2. A list of required courses will be displayed. Sele	ect the "Administrator Clas	s" module.	
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- 9. In Forcepoint University My Training section, the student can view their purchased training under My Elective Learning. The student will select the class course to enroll in a specific class date and time.
- 10. Three days before class, an email confirmation will be sent to the customer by <u>salestraining@forcepoint.com</u> with step-by-step instructions on how to enroll in a particular course offering, download the ebooks for the class and how to join the virtual course offering via Adobe Connect.

Should you need any further assistance, please contact salestraining@forcepoint.com

TECHNICAL READINESS & TRAINING

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