

PURCHASING VIRTUAL TRAINING ENROLLMENT GUIDE

**JANUARY, 2017
FORCEPOINT TRAINING TEAM**

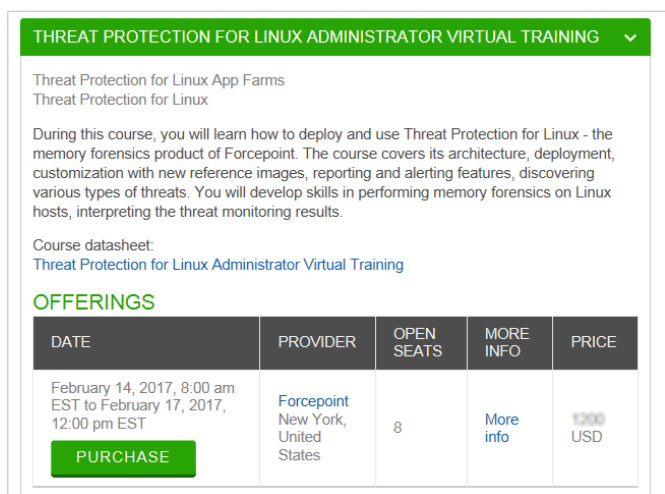
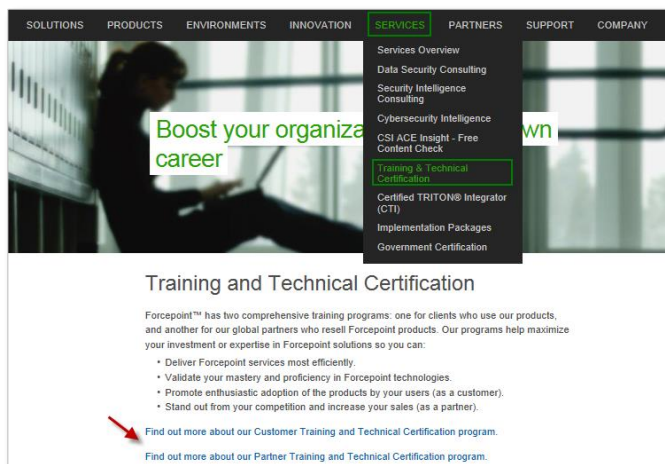


Purchasing Virtual Training Enrollment Guide

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 select 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



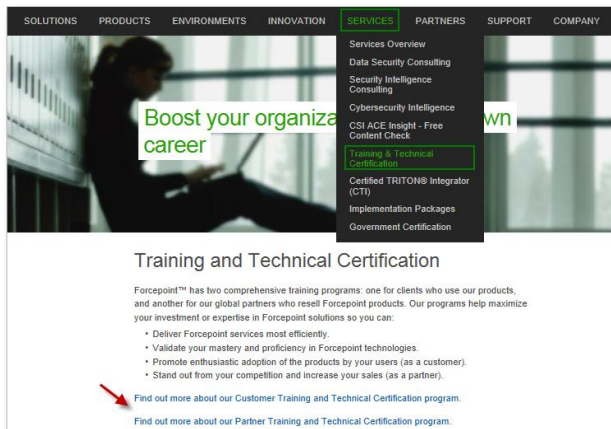
6. A Forcepoint Training Coordinator will contact the student(s) directly to complete the enrolment process and send important class information.
7. PO is required to be waitlisted for a specific class.

Note: Students submitting a purchase order **do not** 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.

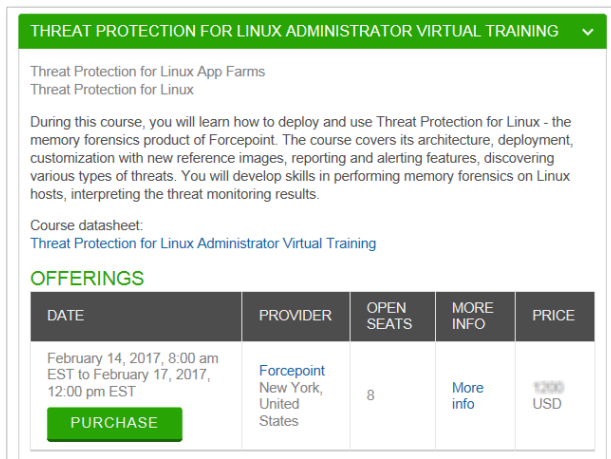
Credit Card Purchase

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**.

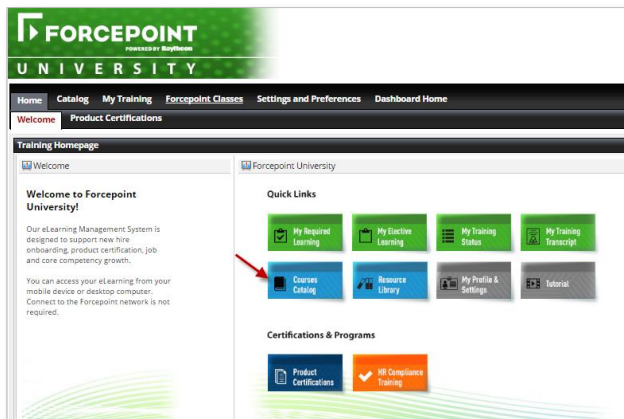


3. Partners will be required to login to their [Partner Portal](#) account to access their Forcepoint University training account and Customers will be prompted to [login](#) directly or [create](#) a new Forcepoint University user account.

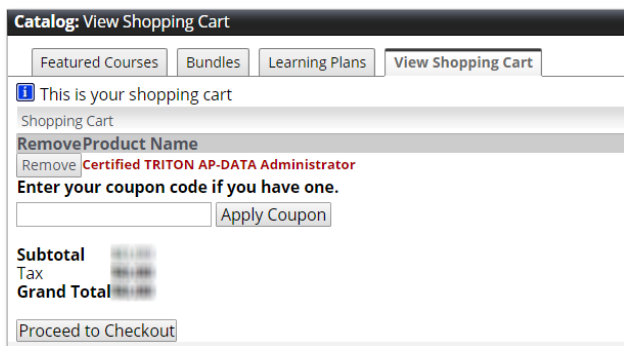
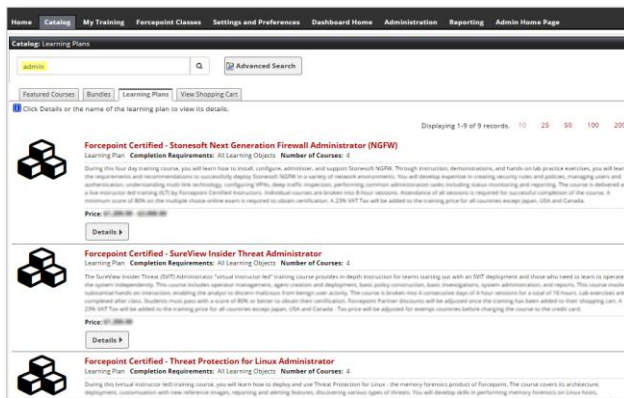
Note: If the student previously attended a FORCEPOINT (formerly Websense) training at an Authorized Training Center (ATC) and was issued a username and password, they can simply log in with the same credentials.



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.

Shopping Cart Checkout

Edit the necessary fields below and click **submit** at the bottom of the page to submit your information for payment.
* Denotes the field is required and must be filled in.

Billing Information:
The required fields below must be the same information that is associated with the credit card used for this payment.

* **First Name:**
* **Last Name:**
Company:
* **Address:**

* **City:**

* **Zip/Postal Code:**
* **Country:**
* **Telephone:**
Fax:

Payment Information:
Forcepoint University :

* **Credit Card Type:**
* **Credit Card Number:**
* **Expiration Date:**
* **Card Verification Number:**

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.

Hello [Adulfo Rodas](#),
Thank you for your order from FORCEPOINT University.

1. Upon receiving payment confirmation, you should return to your Forcepoint University homepage and select the recently purchased training from the My Elective Learning section.
2. A list of required courses will be displayed. Select the "Administrator Class" module.
3. Scroll down the page to see a list of available classes with open seats. Check the box and select "Enroll in This Class".
4. You will receive an email confirmation of your class enrollment. **Ebook** and Lab credentials will be emailed to you 48 hour before the start of class. Be sure to download your **ebook** and test your lab connection before class. Please review your order below and read the following important information.

If you have any questions about your order please contact us at salestraining@forcepoint.com and a representative will contact you within 24 hours.

Your Order #10000632 (placed on January 20, 2017)

Billing Information:	Payment Method:
Adulfo Rodas Information Forcepoint University Santiago, 7500000 Chile T: +562246000000	Credit Card Type: Visa Credit Card Number: xxxx-xxxx

Item	SKU	Qty	Subtotal
Certified TRITON AP-DATA Administrator	LPT_1388	1	\$100.00
		Subtotal	\$100.00
		Shipping & Handling	\$0.00
		Tax	\$0.00
		Grand Total	\$100.00



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 salestraining@forcepoint.com 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

FORCEPOINT

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salestraining@forcepoint.com

www.forcepoint.com



FORWARD WITHOUT FEAR

