# FORCEPOINT
POWERED BY Raytheon

# PURCHASING VIRTUAL TRAINING
## PARTNER GUIDE

**DECEMBER, 2016**
**FORCEPOINT TRAINING TEAM**

# Purchasing Virtual Training
## Partner Guide

There are two ways for Forcepoint partners to purchase seats in a virtual training course:
1. Purchase via purchase order
   - Method used to purchase seats for one or more individuals
2. Purchase now via credit card
   - Method used to purchase seats for yourself

## (Method 1) Purchase Order

The Forcepoint partner contacts their Forcepoint sales representative and submits a purchase order, along with the contact information of the students. A Forcepoint Training Administrator will send the students instructions on how to enroll in class session with open seats.

> *Note: Partners access Forcepoint University from their Partner Portal home page.*

## (Method 2) Credit Card

Partners can purchase training for themselves using a (VISA, Master Card or Discover) credit card through the Forcepoint University Catalog. Purchasing a seat in a virtual training course is accomplished in four phases:

1. Phase 1 – Login to Forcepoint University
2. Phase 2 – Identify the course
3. Phase 3 – Purchase a seat the course
4. Phase 4 – Enroll in a course offering

### Phase 1 – Log in to Forcepoint University

***Step 1:*** *Log in to [Forcepoint University](#)*

Partners will login to their unique Partner Portal Account to access Forcepoint University. If the account has become inactive or they do not have an account, Partners can request re-activation (by emailing [Partner@forcepoint.com](mailto:Partner@forcepoint.com)).

> *Note: New accounts will take **24 hours** to appear in Forcepoint University*

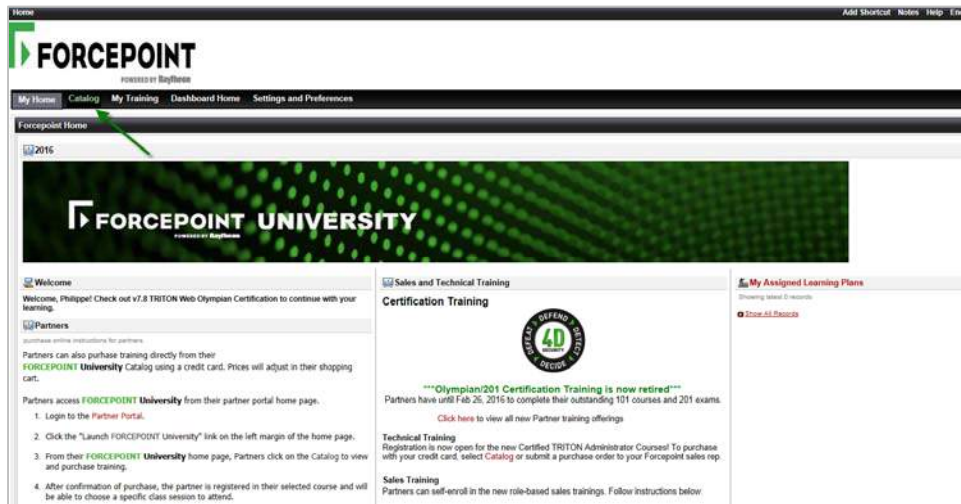**Step 2:** *Launch Forcepoint University*

## Phase 2 – Identify the course

***Step 1:*** *Select **Catalog** to view a list of available training courses*

> ***Note:*** *All training courses are bundled with the **Forcepoint Terms and Conditions Agreement**. Students will read the document and select **agree** or **not agree**.*

> ***Students who do not agree with the agreement cannot attend class.***



***Step 2:*** *Click on the course title to view the course details, duration and pricing*

## Phase 3 – Purchase a seat the course

***Step 1:*** *Select **Add to Cart** to purchase the course*



***Step 2:*** *Review items in the shopping cart*

The **View Shopping Cart** window displays the courses in the Partner's shopping cart and amount of each course. To purchase more courses, simply select the **Catalog** tab to return to the list of Administrator virtual courses.

> ***Note:*** *The partner 50% discount will be reflected once a course is added to the shopping cart*

**Step 3:** *Checkout*

When ready to purchase, select the **Proceed to Checkout** button. If a course was ordered by Purchase Order or the partner has been granted a "special discount" a coupon code will be provided and inserted before checkout.



If the total Grant Total is more than $0.00, the Partner must input their corporate credit card information and click **Submit**"



The purchase will be processed by the secure payment merchant (PayPal) and a confirmation receipt will be emailed to the Partner.

Hello [redacted]

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 #100000580** (placed on December 19, 2016)

| Billing Information: | Payment Method: |
|---|---|
| [redacted] | No Payment Information Required |

| Item | Sku | Qty | Subtotal |
|---|---|---|---|
| **Certified TRITON AP-DATA Administrator** | LPT_1388 | 1 | $1,200.00 |
| | | Subtotal | $1,200.00 |
| | | Tax | $0.00 |
| | | **Grand Total** | **$1,200.00** |

## Phase 4 – Enroll in a course offering

***Step 1:*** *Follow steps in email to enroll*

A second email will be sent to the Partner 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.

> *Note: Partners will be able to access their newly purchased training course in the "My Self-Enrolled Learning" section on their Forcepoint University home page.*

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