



# 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*



**FORCEPOINT**  
POWERED BY RAYBEN

My Account Resources News & Blogs

SOLUTIONS PRODUCTS ENVIRONMENTS INNOVATION SERVICES PARTNERS SUPPORT COMPANY

## Forcepoint™ Global Partner Program

Providing your customers with the best web, email, data and mobile security solutions can be more profitable and hassle-free than ever, thanks to the Forcepoint Global Partner Program. With a full complement of tools, resources and support, this program makes it easier to do business with us, identify customer opportunities, and sell and support Forcepoint solutions.

Please take a moment to learn about the benefits and resources available. You'll see why Forcepoint should be your preferred partner for security solutions.

**KEY BENEFITS INCLUDE:**

- Access to world-class security insights and expertise.
- Discounts based on value-add and deal registration.
- Sales and technical training.
- Sales and marketing tools to enable business growth.

**ENROLL IN THE FORCEPOINT GLOBAL PARTNER PROGRAM:**

- Americas/Japan
- CALA
- EMEA
- APAC

**PARTNER LOGIN**  
Your username is your corporate email address with .wbsn at the end (e.g., john.doe@company.com.wbsn)

Username:

Password:

**LOGIN**

[Forgot your password?](#)  
[Need a login?](#)

Contact Us Free Trials & Demos Careers Case Studies

## Step 2: Launch Forcepoint University

**FORCEPOINT**

Home Sales Marketing Content Leads MDF Activities Opportunities Subscriptions Documents Workspaces Cases Email Subscriptions Articles Next Generation Firewall Quotes

Welcome  
Alex Van den Akker  
My Company Profile  
My Profile  
My Contact Information  
Channel Manager: Mark Hollander

Dashboard  
Calendar

Recent Items  
Amst Europe Comm VA  
Alex Van den Akker  
92620329

Search  
Search All  
Go  
Advanced Search...

Forcepoint Resources (Portal)  
Customer Support Site  
Services SKU Selector

Welcome to Forcepoint University  
Launch Forcepoint University

## Global Partner Program

EMPOWER. INNOVATE. GROW.

**NOTICE** MDF T&Cs changing beginning January 2017

### Channel Webcast

## CHANNEL WEBCAST – Q4'16

Download the presentation here >>

### CHANNEL TECHNICAL WEBCAST

Watch the webcast here >>

**New Forcepoint™ Partner Playbook Now Available**

Our new Forcepoint Partner Playbook is a one-stop shop for information on our Forcepoint Partner Program. Download the playbook in your preferred language now for details on partner benefits, how to navigate through the Partner Portal, deal registration, training, marketing tools, and more:

**Quick Links**

**Next Generation Firewall (NGFW)**  
NGFW Questionnaire  
Guidelines: NGFW Quotes

**Deal Registration**  
Submission  
Guidelines  
Deal Registration Family

**Web Content Syndication**  
Overview guide  
Application form

**Forcepoint Logos**  
Partner Program Logos

**Partner Training Information**  
Find out more

**Battle Cards**  
Find out more

**Contacts**  
Marketing  
MDF  
Pricing/Deal Registration  
Partner Program

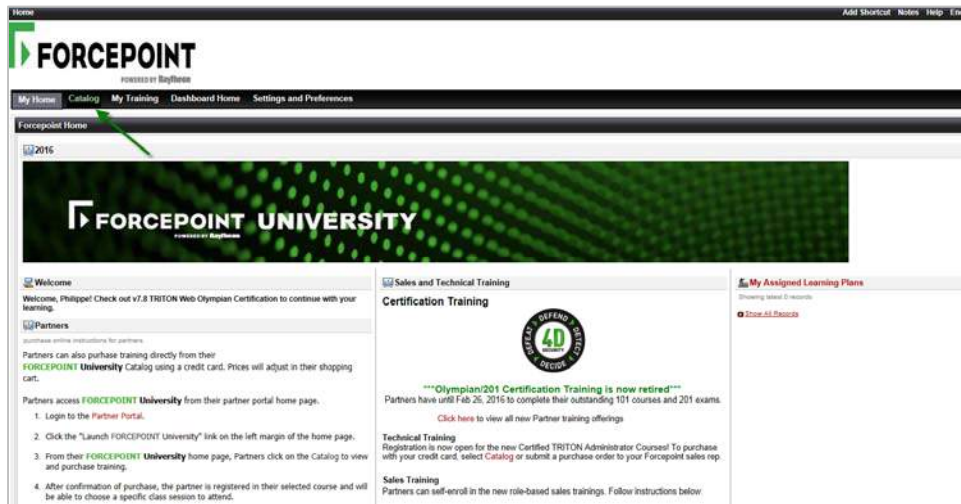


## Phase 2 – Identify the course

**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.

Course Catalog: View Shopping Cart

Bundles View Shopping Cart

This is your shopping cart

Remove	Product Name	Unit Price	Subtotal
Remove	Certified TRITON AP-WEB Administrator	\$1,200.00	\$1,200.00

Enter your coupon code if you have one.  
PROMO1 Apply Coupon Cancel Coupon

Subtotal \$1,200.00

Discount	\$1,200.00
Grand Total	\$0.00

Proceed to Checkout

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

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:

submit

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



**Hello Site Administrator**  
 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](mailto:salestraining@forcepoint.com) and a representative will contact you within 24 hours.

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

Billing Information:	Payment Method:
Billing Name: Billing Address: Billing Phone: Billing Email:	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
<b>Grand Total</b>			<b>\$1,200.00</b>

**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](mailto: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](mailto:salestraining@forcepoint.com)

