



# PURCHASING VIRTUAL TRAINING PARTNER ENROLLMENT GUIDE

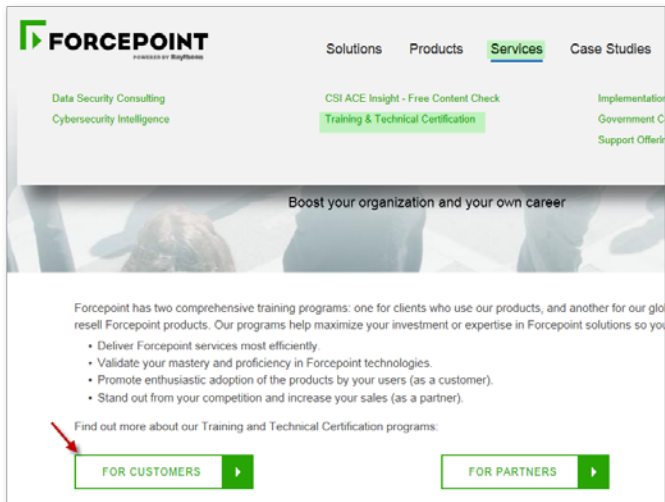
JANUARY 2018  
FORCEPOINT TRAINING TEAM

# Purchasing Virtual Training Enrollment Guide – for Partners

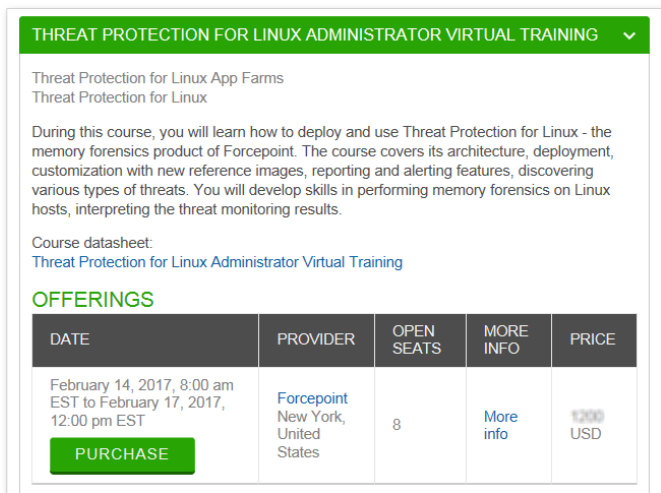
## Purchase Order

Students can purchase training delivered by Forcepoint through their regional **Forcepoint Distributor** or their own **company** using a Purchase Order (PO).

1. From the Forcepoint Corporate website students select the **Partner training page**



2. After reviewing course details and the class schedule, students send their contact information and desired class information to their company buyer.



3. The company buyer contacts a regional **Forcepoint Distributor** or their regional **Forcepoint Account Manager** to obtain a quote **6-4 weeks** before the class is scheduled to run. The entire purchase cycle could take 3-5 business days. If a specific class is required, please notify your sales representative and send the following information to [salestraining@forcepoint.com](mailto:salestraining@forcepoint.com).
4. Quote is provided to your company buyer.



- PO is submitted along with **required** class and student information. See example below.

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

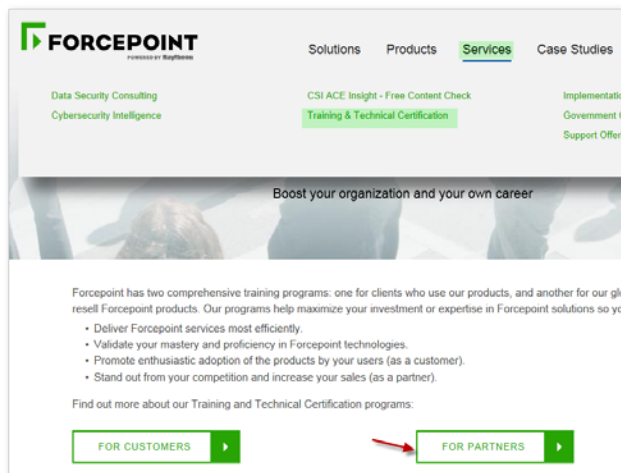
- Once the purchase order has been received and the order has been finalized, a Forcepoint Training Coordinator will contact the training contact or student(s) listed on the purchase order directly to complete the enrolment process and send important class information.
- PO is required to be waitlisted 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 confirm if their Partner Portal account is active or instruct them on how to register for a new one. **All Partners enter Forcepoint University through the [Partner Portal](#).**

## Credit Card Purchase

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

- Student selects [Partner](#) training from the Forcepoint corporate website.



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

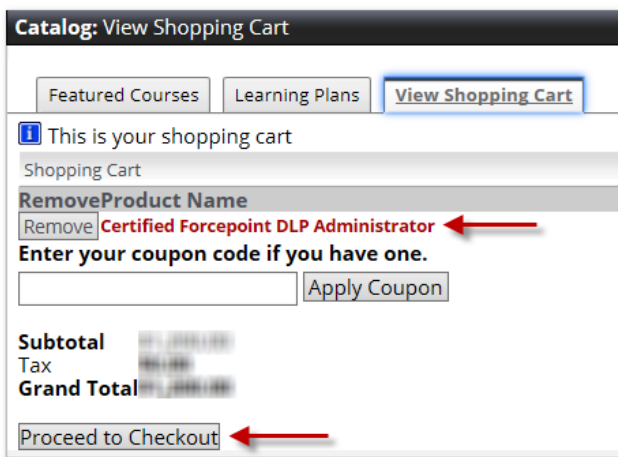
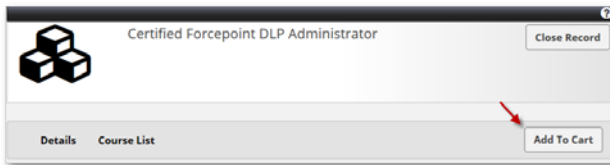
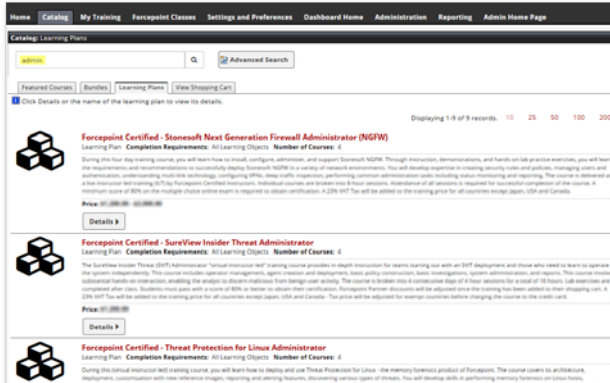
DATE	PROVIDER	OPEN SEATS	PURCHASE	PRICE
February 6, 2018, 3:00 am EST to February 9, 2018, 7:00 am EST	Forcepoint United States	7	<a href="#">PURCHASE INFO</a> <a href="#">PURCHASE</a>	USD
February 13, 2018, 9:00 am EST to February 16, 2018, 1:00 pm EST	Forcepoint United States	4	<a href="#">PURCHASE INFO</a> <a href="#">PURCHASE</a>	USD



- Partners will be prompted to [login](#) to the Partner Portal or create a new user account. New user accounts will take up to 24 hours to authenticate in Forcepoint University. Partners launch and enter Forcepoint University from their Partner Portal homepage.
- Once logged in, the student can browse the catalog and select a virtual training course.



- To select a course to purchase, click on the training title and add the course to the shopping cart.



6. Provide company name and the credit card billing address and account 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. Once payment is processed, the Learning Plan is automatically assigned to student's transcript.
8. Student is emailed a payment confirmation along with step by step instructions on **how to enroll in a class**. Student must select the class module, self-enroll into a class with an open seats, no less than 90 days from date of purchase.

**Hello** [Adelle Resler](#),  
 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 #10000632 (placed on January 20, 2017)**

Billing Information:		Payment Method:	
Adelle Resler 10100000 10100000 10100000 10100000 10100000 10100000		Credit Card Type: Visa Credit Card Number: xxxx-xxxx	

Item	SKU	Qty	Subtotal
Certified TRITON AP-DATA Administrator	LPT_1388	1	800.00
		Subtotal	800.00
		Shipping & Handling	80.00
		Tax	20.00
		<b>Grand Total</b>	<b>\$900.00</b>



9. Once the class enrolment is completed, student will receive enrolment confirmation sent directly from the system.
10. In Forcepoint University - **My Training** main menu, 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.
11. Three days before the start of class, a reminder email from [salestraining@forcepoint.com](mailto:salestraining@forcepoint.com) will be sent to the student with step-by-step instructions on how to join the virtual class via Adobe Connect. The student will also receive an email from our online ebook vendor with their unique license code and download instructions. Hands-on virtual labs will be provided by the instructor during the first session. Students who are 30 minutes late or do not attend the 1<sup>st</sup> session will be dropped.
12. Please review our [training policies](#) for cancellations and refunds.

Should you need any further assistance, please contact [salestraining@forcepoint.com](mailto:salestraining@forcepoint.com)

## TECHNICAL READINESS & TRAINING

### FORCEPOINT

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

[www.forcepoint.com](http://www.forcepoint.com)



PROTECTING THE HUMAN POINT

