Purchasing Forcepoint Partner Training

Thank you for your interest in purchasing a seat in a Forcepoint virtual, in-classroom training or self-paced ‘e-learning’ training. As a valued partner, you always enjoy a 50% discount on any Forcepoint delivered training (except for e-learning.) For Forcepoint delivered courses, we support the purchase of a training seat or e-learning course either via Purchase Order (PO) or a credit card. Choose the link below based on the purchase method you wish to use.

When your purchase is complete, you will be contacted by one of our Training Coordinator team members, usually within 2-3 days of purchase. They will help facilitate your access to your e-learning or a specific course offering. Make sure to add learn@forcepoint.com to your contacts so that their emails will get through to you.

It is important to note that for Forcepoint virtual or in-classroom courses, your purchase provides you the right to an available seat in an upcoming course offering. However, you still have to complete the registration of your seat into a specific course offering. To do this the learn@forcepoint team will reach out to you, or you may contact them directly with your PO information at learn@forcepoint.com. The enrollment deadline for a virtual or classroom delivery is 3 business days prior to the scheduled start date.

Purchase via Purchase Order
Purchase via Credit Card
Purchase via Purchase Order

Please note, a PO number is required to be confirmed or waitlisted for a virtual or public classroom specific course offering.

1. Have your company buyer contact your Forcepoint Distributor, OR your Forcepoint Channel Account Manager to obtain a quote for the course you wish to attend.

2. The quote will be provided to your company buyer or contact.

3. Your buyer will issue a PO to Forcepoint. Please note that the maximum discount for partners cannot exceed 50% (as a combination of disti, reseller, and discretionary discount). Please ensure that the following information is submitted by the Sales representative with the order:
   - Learner Name(s)
   - Learner email address(es)
   - Learner phone number(s)

4. **For virtual or in-classroom training purchases only**: When your sales order is complete in the Forcepoint system, you will be contacted by one of our Training Coordinator team members, usually within 2-3 days of purchase. They will help facilitate your seat access to a specific course offering. Make sure to add learn@forcepoint.com to your contacts so that their emails will get through to you.

   If you are looking to obtain a seat in a specific upcoming course offering, which has available seats at the time the PO is issued, please immediately contact the training coordinator team at learn@forcepoint.com with the information below and they will work with you to get your seat immediately reserved for that course offering:
   - Course Name
   - Class Date
   - Purchasing Company Name
   - PO Number
   - Learner Name(s)
   - Learner email address(es)
   - Learner phone number(s)

5. **For e-learning training purchases only**: When your purchase is complete, you will be contacted by one of our Training Coordinator team members, usually within 2-3 days of purchase. They will help facilitate your access to the e-learning class. To help expedite this process, ensure the learner information is provided on the purchase order. Make sure to add learn@forcepoint.com to your contacts so that their emails will get through to you.
If you are anxious to get access to your e-learning course, you can always contact a Training Coordinator at learn@forcepoint.com with the following information:

- Course Name
- Purchasing Company Name
- PO Number
- Learner Name(s)
- Learner email address(es)
- Learner phone number(s)
Purchase via Credit Card

Please note, a completed credit card transaction is required to be confirmed or waitlisted for a virtual or public classroom specific course offering.

Students can purchase training directly with Forcepoint using a Visa, Mastercard or Discover credit card using our e-commerce portal from within Forcepoint University. Your 50% partner discount will be automatically applied to your order if you are listed as a partner in Forcepoint Systems. Follow the steps below to complete your purchase.

REGARDING VAT TAX – if you live in a country that levies a VAT tax, you will be charged VAT on your training purchase by default. If your company has a VAT tax exemption please email learn@forcepoint.com with your name, your email address, your company name and your VAT exemption ID PRIOR to purchasing your course. The Training Coordinators will add the VAT exemption to your company’s information, and inform you when that is complete. Only then should you purchase your course via credit card.

1. Login to the Forcepoint Partner Community Portal and follow the link to Forcepoint University.

2. Once in Forcepoint University, select the Catalog tab and search for your desired training (on the Learning Plans tab).
**NOTE**: Prior to purchasing training via a credit card, you must read/acknowledge the “Forcepoint Training Policy Agreement”.

**3. IMPORTANT**: You must complete any listed prerequisites (in yellow banner) prior to being able to purchase your selected item. Click the prerequisite item (for example “Forcepoint Training Policy Agreement”).

Enroll in the prerequisite.

Launch the prerequisite.

Click Begin.
After at the bottom of the Forcepoint Training Policy Agreement, acknowledge the terms/conditions by selecting Yes and clicking Submit. Lastly, Exit and Close the test/agreement.

4. You are returned to the course Catalog. Search and select your desired training (on the Learning Plans tab). Read the course details carefully - if you have any questions, please email learn@forcepoint.com prior to clicking Add To Cart.

IMPORTANT: Prior to purchasing, please check the Forcepoint Training Schedule to determine class dates and seat availability. Training should only be purchased via a credit card for classes with available seating. After purchasing, a Forcepoint Training Coordinator will contact you via email to complete your actual class enrollment. All training components must then be completed within 90 days and a score of 80% or higher is required to achieve product certification. Contact learn@forcepoint.com with any questions.

Completion Requirement: Must complete all courses in order
Prerequisite Courses: Forcepoint Training Policy Agreement
Additional Information: CF-CASB Admin (V-CASBADM-PP) - Pricing reflects Partner discount.
Assignment Terms: Due in 90 days; Pre-reminders: 7 days(3), 30 days(3); Post-reminders: 2 days(3), 7 days(3)
5. Click **Checkout**.

**NOTE:** You may have to scroll to the right to see the Checkout button.

6. Enter your information and click **Verify Payment Method**.
7. Click **Complete Purchase**.

8. **For virtual or in-classroom training purchases only**: When your credit card order is complete in the Forcepoint system, you will be contacted by one of our Training Coordinator team members, usually within 2-3 days of purchase. They will help facilitate your seat access to a specific course offering. Make sure to add learn@forcepoint.com to your contacts so that their emails will get through to you. If you are looking to obtain a seat in a specific upcoming course offering, which has available seats at the time your credit card is charged, please immediately contact the Training Coordinator team at learn@forcepoint.com with the information below and they will work with you to get your seat immediately reserved for that course offering:
   - Course Name
   - Class Date
   - Purchasing Company Name
   - Credit Card purchase date
   - Learner Name(s)
   - Learner email address(es)
   - Learner phone number(s)

9. **For e-learning training purchases only**: When your purchase is complete, you will be contacted by one of our Training Coordinator team members usually within 2-3 days of purchase. They will help facilitate your access to your e-learning class. To help expedite this process, ensure the learner information is provided on the purchase order. Make sure to add learn@forcepoint.com to your contacts so that their emails will get through to you. If you are anxious to get access to your e-learning course, you can always contact a Training Coordinator at learn@forcepoint.com with the following information:
   - Course Name
   - Purchasing Company Name
   - Credit Card purchase date
   - Learner Name(s)
   - Learner email address(es)
   - Learner phone number(s)