

## 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](mailto: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](mailto: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

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

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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](mailto: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](mailto: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](mailto: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](mailto:learn@forcepoint.com) with the following information:

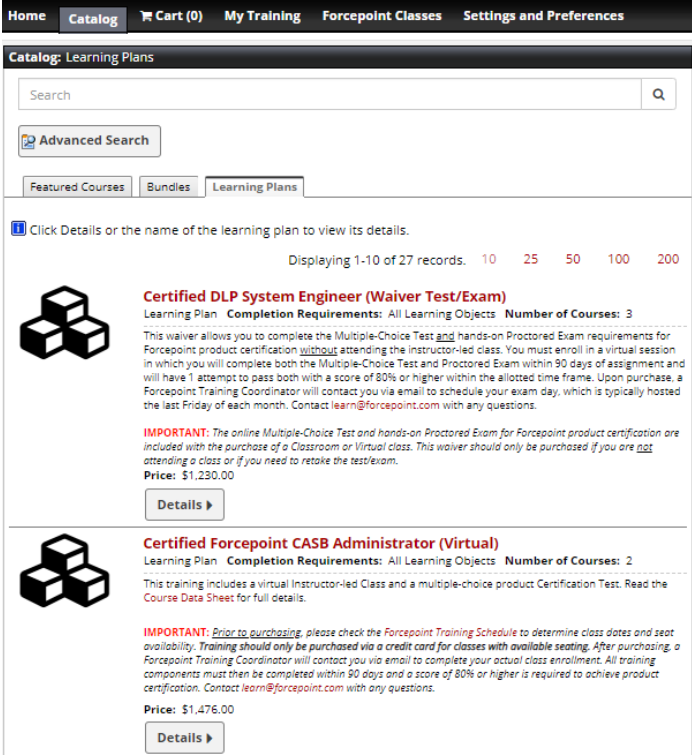
- Course Name
- Purchasing Company Name
- PO Number
- Learner Name(s)
- Learner email address(es)
- Learner phone number(s)

## 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](mailto: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.

<p>1. Login to the Forcepoint Partner Community Portal and follow the link to Forcepoint University.</p>	
<p>2. Once in Forcepoint University, select the <b>Catalog</b> tab and search for your desired training (on the <b>Learning Plans</b> tab).</p>	 <p>The screenshot shows the Forcepoint University Catalog: Learning Plans page. The navigation bar includes Home, Catalog, Cart (0), My Training, Forcepoint Classes, and Settings and Preferences. The main content area is titled 'Catalog: Learning Plans' and features a search bar, an 'Advanced Search' button, and tabs for 'Featured Courses', 'Bundles', and 'Learning Plans'. Below the tabs, there is a message: 'Click Details or the name of the learning plan to view its details.' and a pagination indicator: 'Displaying 1-10 of 27 records. 10 25 50 100 200'. Two learning plans are listed:</p> <ul style="list-style-type: none"><li><b>Certified DLP System Engineer (Waiver Test/Exam)</b> Learning Plan Completion Requirements: All Learning Objects Number of Courses: 3 This waiver allows you to complete the Multiple-Choice Test and hands-on Proctored Exam requirements for Forcepoint product certification without attending the instructor-led class. You must enroll in a virtual session in which you will complete both the Multiple-Choice Test and Proctored Exam within 90 days of assignment and will have 1 attempt to pass both with a score of 80% or higher within the allotted time frame. Upon purchase, a Forcepoint Training Coordinator will contact you via email to schedule your exam day, which is typically hosted the last Friday of each month. Contact <a href="mailto:learn@forcepoint.com">learn@forcepoint.com</a> with any questions. <b>IMPORTANT:</b> The online Multiple-Choice Test and hands-on Proctored Exam for Forcepoint product certification are included with the purchase of a Classroom or Virtual class. This waiver should only be purchased if you are not attending a class or if you need to retake the test/exam. Price: \$1,230.00 Details &gt;</li><li><b>Certified Forcepoint CASB Administrator (Virtual)</b> Learning Plan Completion Requirements: All Learning Objects Number of Courses: 2 This training includes a virtual Instructor-led Class and a multiple-choice product Certification Test. Read the Course Data Sheet for full details. <b>IMPORTANT:</b> 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 <a href="mailto:learn@forcepoint.com">learn@forcepoint.com</a> with any questions. Price: \$1,476.00 Details &gt;</li></ul>

**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**.

Home Catalog Cart (0) My Training Forcepoint Classes Settings and Preferences

Certified Forcepoint CASB Administrator (Virtual) Close Record

**Warning: Requires Prerequisites**  
 The following prerequisites must be completed before any courses in this learning plan can be accessed:  
 Courses: [Forcepoint Training Policy Agreement](#)

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Home Catalog Cart (0) My Training Forcepoint Classes Settings and Preferences

Forcepoint Training Policy Agreement Close Record

Enroll

**Details**

**Course Name:** Forcepoint Training Policy Agreement  
**Status:** Active  
**Description:** Prior to participating in any Forcepoint training activity, you must read and acknowledge the Forcepoint Training Policy Agreement by answering "Yes" to a single test question. Click **Enroll/Launch** and to complete the Forcepoint Training Policy Agreement, after which you will be able to purchase/register for your desired Forcepoint training activity.  
**Delivery Type:** User Defined Task  
**Course Code:** TLS-FP Training Policy Agreement  
**Vendor:** Forcepoint  
**Cost to Learner:** \$0.00

**Activities**

**To access a learning activity, select the activity name and click Launch or Open.**

Prior to participating in any Forcepoint training activity, you must read and acknowledge the Forcepoint Training Policy Agreement by answering "Yes" to a single test question. Click **Enroll/Launch** and to complete the Forcepoint Training Policy Agreement, after which you will be able to purchase/register for your desired Forcepoint training activity.

Activity Name	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
Forcepoint Training Policy Agreement	Actual Test	N/A	Not Attempted	N/A	N/A	N/A	<span>Launch</span>

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.

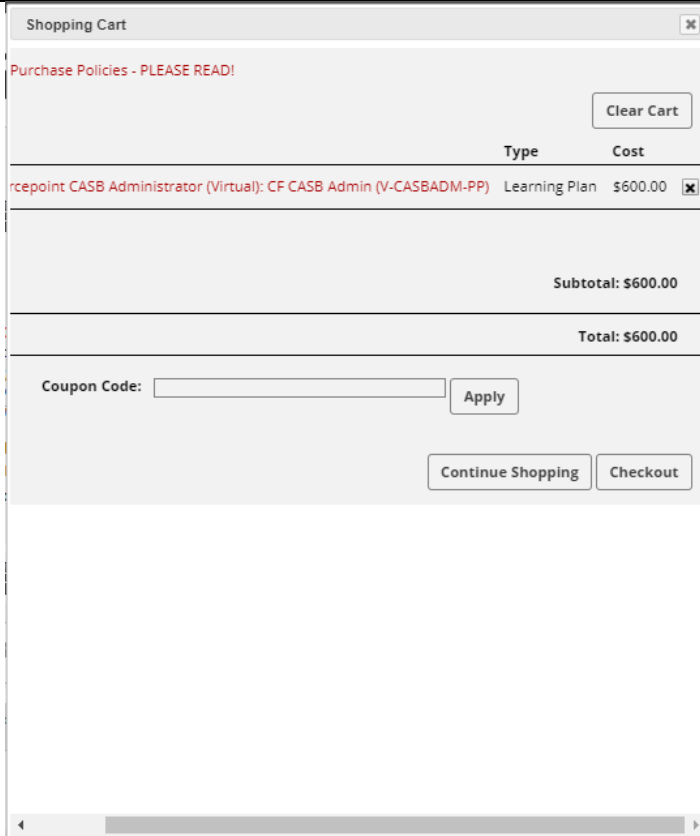
4. You are returned to the course Catalog. Search and select your desired training (on the **Learning Plans** tab). Read the course details carefully - if you have any questions, please email [learn@forcepoint.com](mailto:learn@forcepoint.com) prior to clicking **Add To Cart**.

The screenshot shows a web interface titled "Test" with the subtitle "Forcepoint Training Policy Agreement". Under the "Introduction" section, there is a blue information icon followed by text: "This is a linear test. You will not be able to skip a question or return to a question. When you have completed the test, the system will display your final score. You must score at least 100% to pass the test. There is no limit for the number of times you may attempt to take the test." Below this, it states "Bookmarking is not enabled for this test. Therefore, this test must be completed in one sitting. The following options are available for each question." and lists two options: "> Click Cancel to submit all questions answered and end the test. Questions not answered count against your score." and "> Click Submit to submit your answer for that question and move to the next question." At the bottom right of the introduction section are "Begin" and "Cancel" buttons. Below the introduction is a question: "Do you acknowledge/agree to the terms in the above Forcepoint Training Policy Agreement?" with the instruction "Choose an answer:" and two radio button options: "Yes" and "No". At the bottom right of this section are "Cancel" and "Submit" buttons.

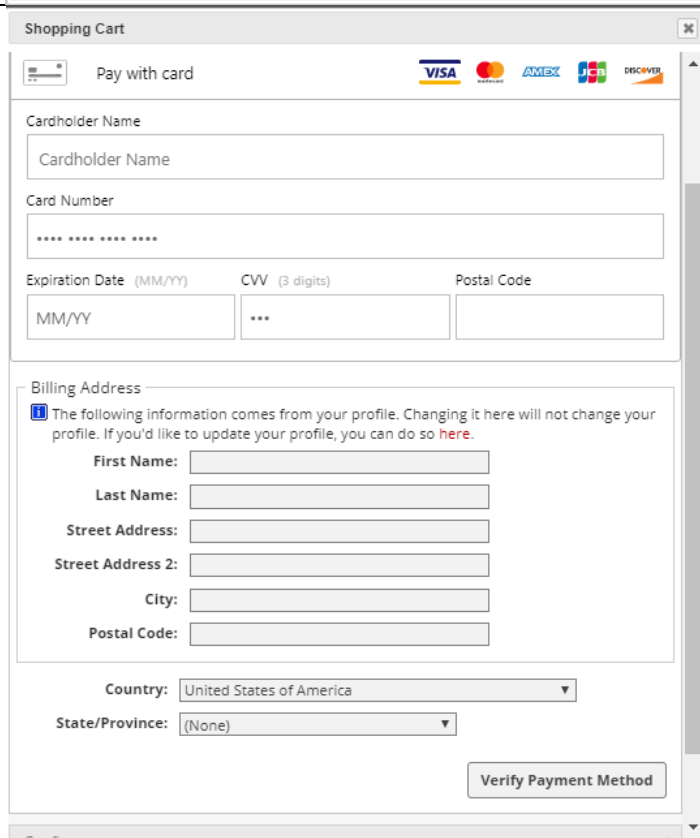
The screenshot shows a course listing for "Certified Forcepoint CASB Administrator (Virtual)". It features a logo of three stacked cubes and a "Close Record" button. Below the course title is an "Add To Cart" button. A "Details" section is expanded, showing the following information: "Name: Certified Forcepoint CASB Administrator (Virtual)", "Description: This training includes a virtual Instructor-led Class and a multiple-choice product Certification Test. Read the [Course Data Sheet](#) for full details.", "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](mailto: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.", and "Assignment Terms: Due in 90 day(s) ; Pre-reminders: 7 day(s), 30 day(s); Post-reminders: 2 day(s), 7 day(s)".

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.**

Shopping Cart

Payment

Confirm

**Credit Card Number:** xx99 (MasterCard)

**Billing Address:** TEST eCommerce  
10900-A Stonelake Blvd.  
Quarry Oaks 1, Ste. 350  
Austin, TX  
US

**Total Price:** \$1.00

**Items:** • Certified Forcepoint Threat Protection for Linux Administrator (Virtual):  
CF TPL Adm (V-TPLADM-RP) - \$1.00

Make Changes Complete Purchase

Complete

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- 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](mailto:learn@forcepoint.com) to your contacts so that their emails will get through to you.

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- Course Name
- Purchasing Company Name
- Credit Card purchase date
- Learner Name(s)
- Learner email address(es)
- Learner phone number(s)