MANAGER COURSE REGISTRATION GUIDE

Salient Training

How to use the Salient Training Student Registration System

Managers wishing to register employees for CompleteView training must create an account for each employee they want to register, and use that employees information when creating an account. You will have an option of including your email to receive CC copies of confirmations, invoices, and certification completion. Do not create an account with your information unless you are planning on attending the training yourself.
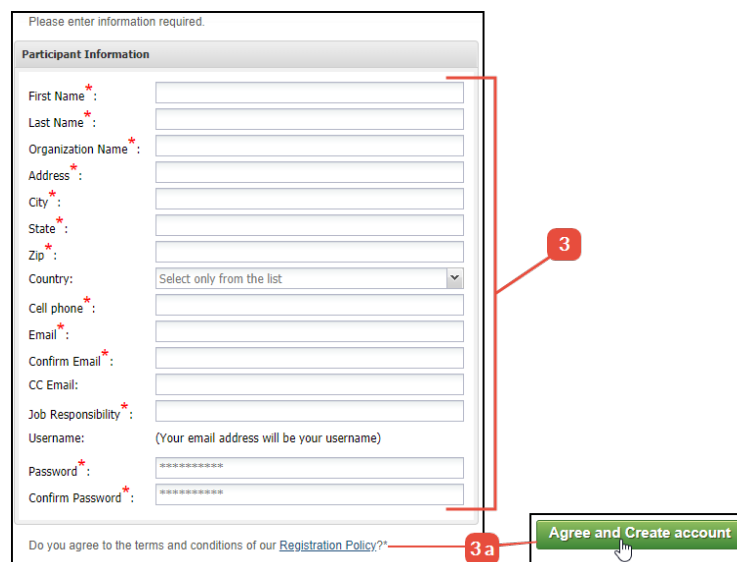
Steps:

1. Make sure you are on our registration site
at: https://salientsys.gosignmeup.com/Public/Course/Browse
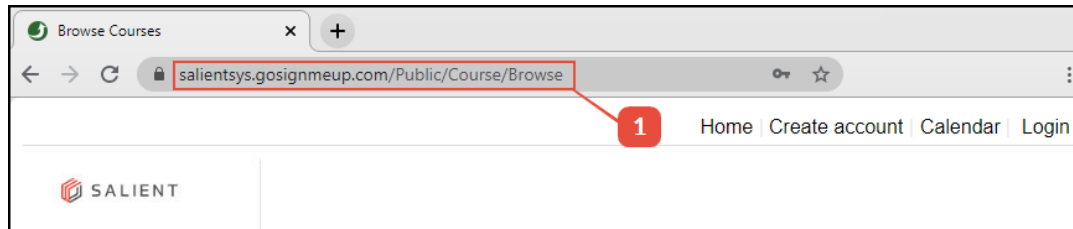
2. Create an account by selecting the "Create account" option from the top menu
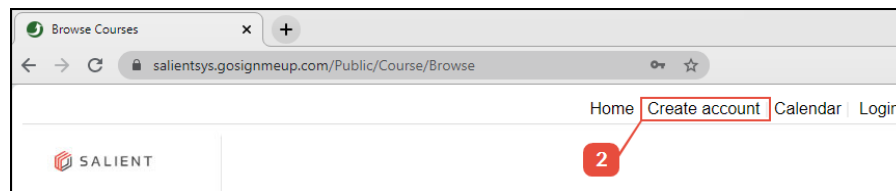
3. Enter in the information **for the employee** you want in the class. Use their name, their email, and create a password for them. Enter in your email in the CC blank, and you will receive registration and certification confirmations.
   a. Review our **Registration Policy**, then select "Agree and Create account

4. Once the employee account is created, you will see the student dashboard; Selecting either **Browse Courses** or **Home** will allow you to select the course you wish to register your employee for
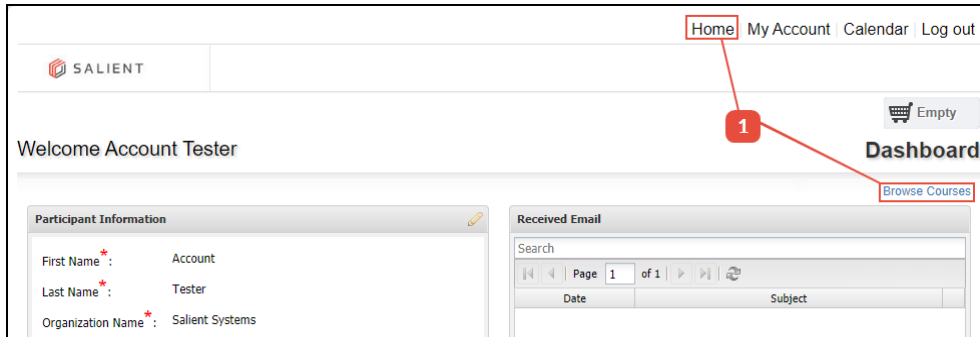
5. From the Course Home page, you have the ability to search for and filter/view courses in several ways
   a. Enter a term in the search bar
   b. Select show all from the navigation menu to view all course offerings
   c. Search for courses based on a range of dates
   d. The calendar icon will show a calendar view of course
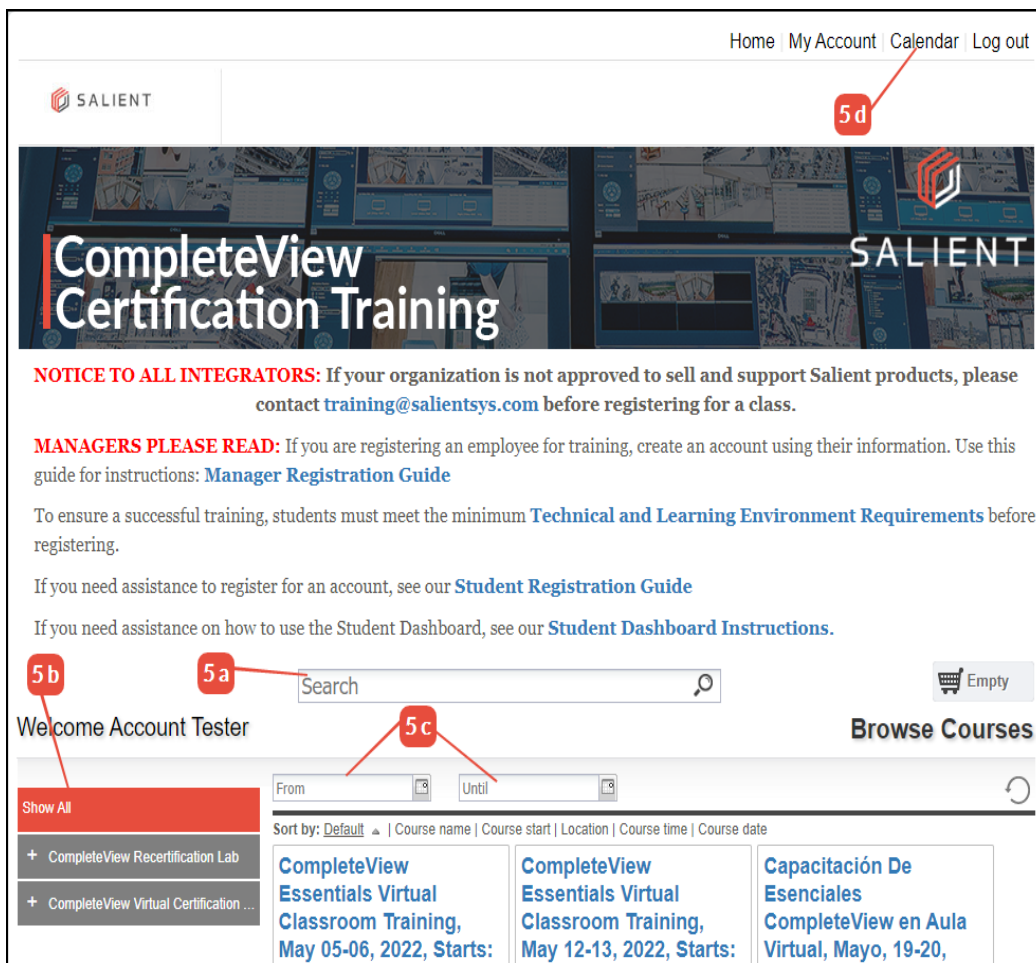
6. Once you find the course you are looking for you can add it to your cart by selecting "Add to cart"
   a. Selecting the course name will show the course information page

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7. The course information page has the following sections

a. Social media links along with the Course Number and the name of the course
b. A brief description of the course
c. The contact information for the instructor
d. The location of the class (this is only used for our non-remote options)
e. The dates and times that the course starts for each session
f. Additional information about your instructor
g. Easily add your course to the cart for checkout

Notice: Some courses may have an access code required. For more information, contact us at training@salientsys.com

h. Shows the course availability in terms of open seats and any waiting list
i. Required prerequisites for the course
j. Any pricing information for the course will be displayed

8. You now have the following options:
   a. Select the cart to see the courses you have added
   b. Select 'Checkout' to go straight to the checkout screen

9. Once in the checkout, please answer any of the required questions/pre-requisites, and make sure your course selections are correct before you proceed
   a. **If you have a coupon for the course, enter it in the provided blank, and select 'Apply coupon'**
   b. Select Proceed to Next Step

10. On the payment screen, enter in your billing information, and select Continue to enter in your credit card payment information

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11. On the payment screen, select your payment type, and enter in the appropriate information

12. You have now registered your employee for the course, and will be taken to the confirmation page. You can print this page for your records; In addition, the employee will receive a confirmation email to the address you registered them with.

IMPORTANT

You must relay the login information to your employee. The login information is their email address and the password you created for them during registration. Your employee will need this information during the class.

The following terms and conditions are applicible to all courses provided by Salient Training.

Course Requirements: Our training courses have additional requirements for all participants. Training participants must have TeamViewer installed and working and two (2) computer monitors available. No refunds will be given if you register for a course and do not meet all course requirements.

No-Shows: Students who do not attend their registered class and do not give written notice by email to training@salientsys.com of their pending absence before the start of the class in which they were registered will forfeit their registration fee

Refunds: All courses are non-refundable. If your course registration is canceled for any reason, you will receive a credit for any registration fees already paid, which may be used to re-register or reschedule your course. This credit will expire 90 days from the date of cancellation of the initial course. No-shows will not be treated as a cancellation and will not be eligible for the rescheduling credit.

Rescheduling: You may reschedule a course one time at least three business days in advance for no additional fee. A $50 administrative fee will be automatically assessed for each additional reschedule or for reschedule requests received less than three business days in advance. Send your rescheduling request to training@salientsys.com.

Substitution: Salient Systems Training will accept an alternate student from the same organization as a substitute for the registered student in place of cancellation. The substitution must be requested no later than 12:00 PM Central Time, one (1) business day before the start date of the class. Send a request for substitution to training@salientsys.com.