
MANAGER COURSE REGISTRATION GUIDE

Salient Training

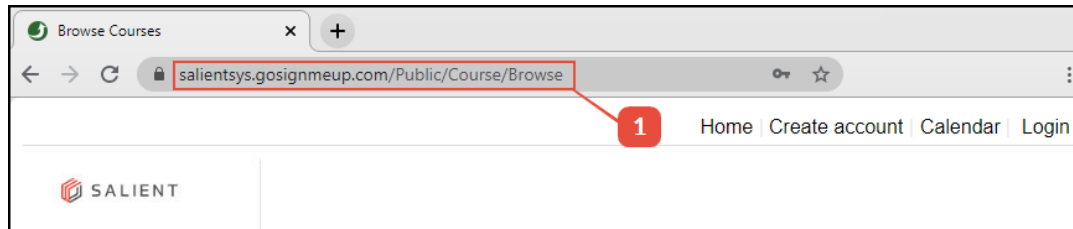


How to use the Salient Training Student Registration System

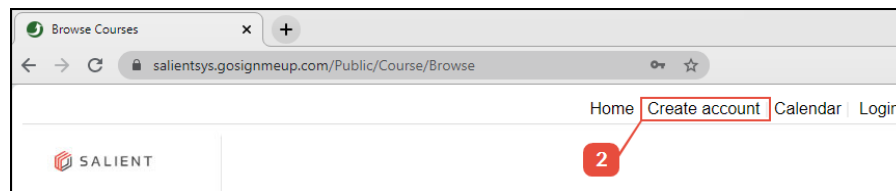
Managers wishing to register employees for CompleteView training must create an account for each employee they want to register, and use that employees information when creating an account. You will have an option of including your email to receive CC copies of confirmations, invoices, and certification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

Steps:

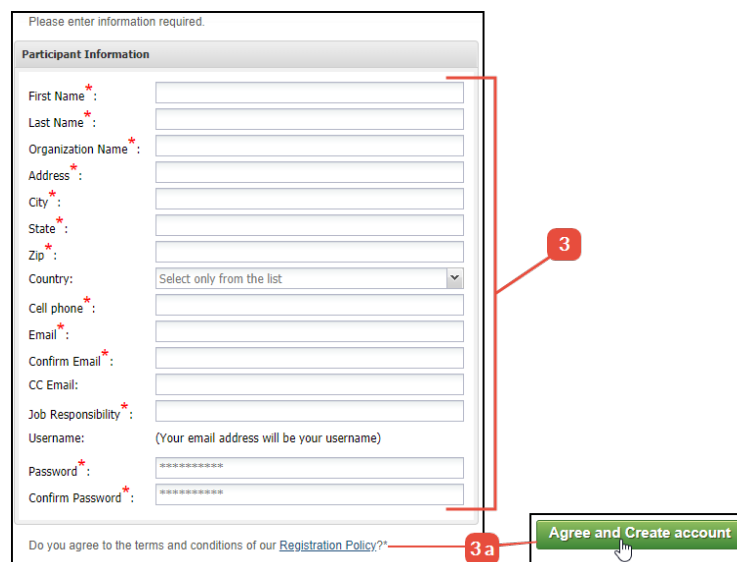
1. Make sure you are on our registration site
at: <https://salientsys.gosignmeup.com/Public/Course/Browse>



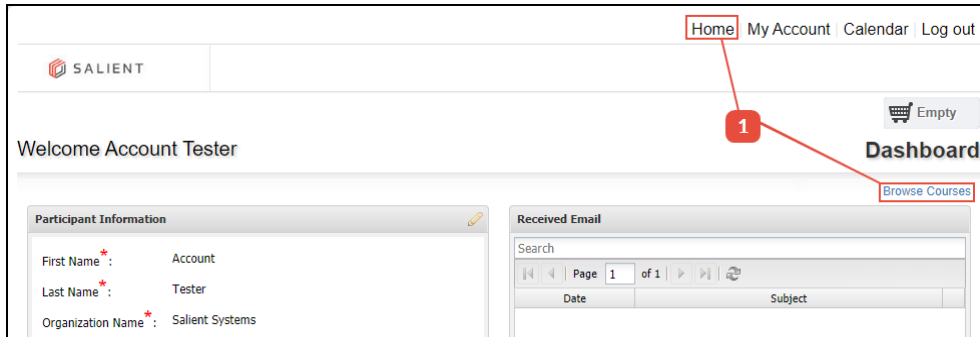
2. Create an account by selecting the "Create account" option from the top menu



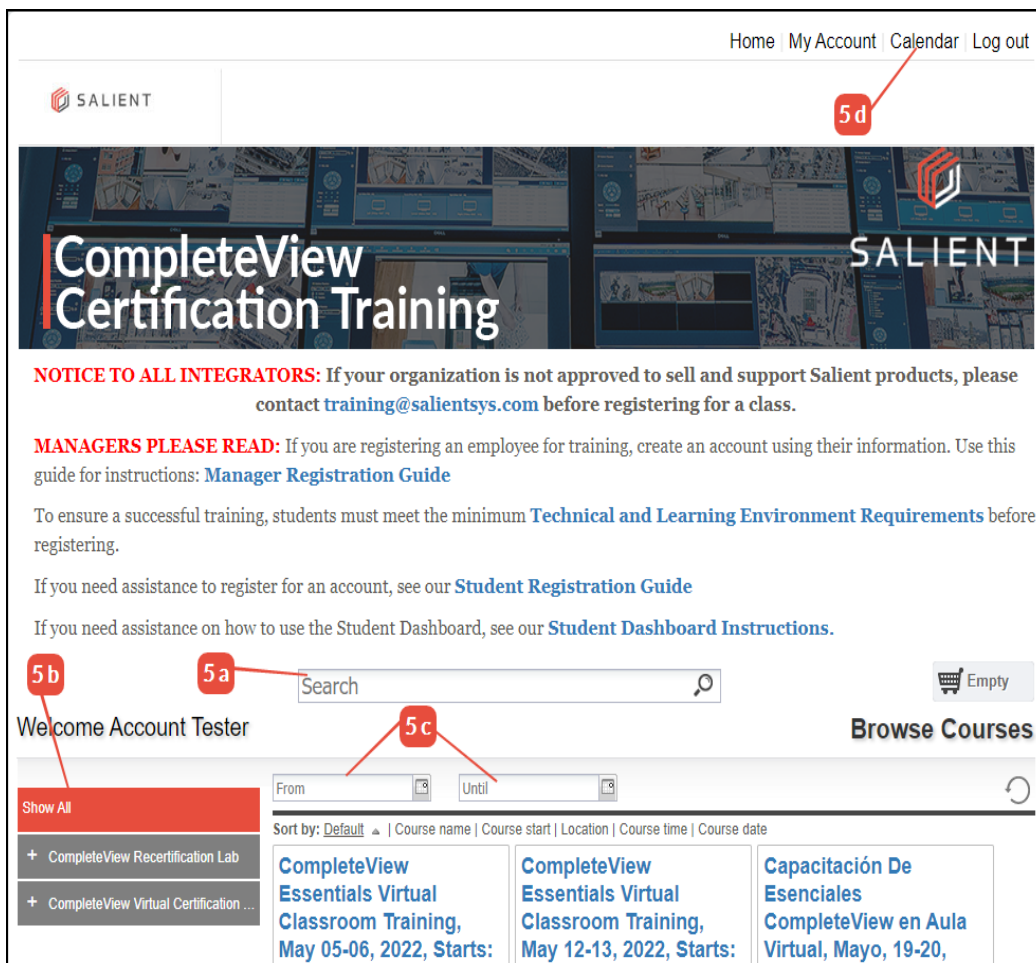
3. Enter in the information **for the employee** you want in the class. Use their name, their email, and create a password for them. Enter in your email in the CC blank, and you will receive registration and certification confirmations.
 - a. Review our **Registration Policy**, then select "Agree and Create account"

A screenshot of the registration form titled "Participant Information". The form contains several input fields: First Name, Last Name, Organization Name, Address, City, State, Zip, Country (a dropdown menu), Cell phone, Email, Confirm Email, CC Email, Job Responsibility, Username (with a note "(Your email address will be your username)"), Password, and Confirm Password. At the bottom of the form, there is a checkbox labeled "Do you agree to the terms and conditions of our [Registration Policy](#)?" and a green button labeled "Agree and Create account". A red circle containing the number "3" points to the form fields, and a red circle containing "3a" points to the checkbox. A hand cursor is shown over the "Agree and Create account" button.

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

From [] Until []

Sort by: Default | Course name | Course start | Location | Course time | Course da

<p>CompleteView Essentials Virtual Classroom Training, May 05-06, 2022, Starts: 8:00 AM (Mountain)</p> <p>CompleteView certification training is a comprehensive, hands-on instruction designed to teach the server and client... More</p> <p>Dates: 05/05-05/06 8:00 AM - 5:00 PM Mountain Time Pricing: \$425.00 Location: Virutal Classroom - Via Zoom Meeting Status: Closed Class size: 10 seats</p> <p>Closed Enrollment</p>	<p>CompleteView Essentials Virtual Classroom Training, May 12-13, 2022, Starts: 8:00 AM (Eastern)</p> <p>CompleteView certification training is a comprehensive, hands-on instruction designed to teach the server and client... More</p> <p>Dates: 05/12-05/13 8:00 AM - 5:00 PM Eastern Time Pricing: \$425.00 Location: Virutal Classroom - Via Zoom Meeting Status: 9 open seats left Class size: 10 seats</p> <p>Add to cart</p>
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7. The course information page has the following sections

The screenshot shows a course registration page with the following sections:

- a:** Social media icons (LinkedIn, Facebook, Email, Print) and the course title: "CompleteView Essentials Virtual Classroom Training, May 05-06, 2022, Starts: 8:00 AM (Mountain)".
- b:** Course description: "CompleteView 20/20 certification training is a comprehensive, hands-on instruction designed to teach the server and client configuration. Each student will employ a CompleteView 20/20 licensed laptop to install CompleteView 20/20 Enterprise software. Students will learn how to configure the server, clients, and to properly use all client tools. Practical exams covering the server configuration and client configuration will be administered. Training requires two days and upon successfully passing the exams the student will receive Salient certification."
- c:** Contact information: "Robert Randel, training@salientsys.com / 512-617-4893".
- d:** Location map showing a world map with a red dot indicating the location. Text below the map: "Virtual Classroom - Via Zoom Meeting".
- e:** Dates and Times: "05/05-05/06 8:00 AM - 5:00 PM Mountain Time, Registration closes: 5/4/2022".
- f:** Facilitator information: "Robert Randel" with a photo and bio: "My experience in the security industry began in 1990 installing cameras and working in loss prevention. I transitioned to law enforcement for a time and then became the head of web design and ...".
- g:** "Add to cart" button and "Access Code:" field with a "Verify" button.
- h:** Availability information: "Open 10 Open Seats Left, Wait List 0 Wait Spaces Available".
- i:** Course Prerequisite List table with columns "Course #" and "Name". It shows "No data available in table" and "Showing 0 to 0 of 0 entries".
- j:** Pricing information: "\$425.00 -".

- 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

Welcome Account Tester

Progress: 1. Log in/ Create Account (✓), 2. Review (✓), 3. Payments (3), 4. Receipt & Confirmation (4)

Payment Amount:

Credit Card Billing Information

First Name Last Name

Email Address

Card Holder Address Line 1

Card Holder Address Line 2 (Optional)

Card Holder City

State Card Holder Zip No. United States

VISA MasterCard DISCOVER NETWORK

10 You must press the button below to complete registration.

Continue

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

Progress: 1. Log in/ Create Account (✓), 2. Review (✓), 3. Payments (✓), 4. Receipt & Confirmation (4)

> Pay with PayPal - The faster, safer way to pay

Pay now CHECK OUT WITH PayPal

-OR-

Pay later U.S. customers only PayPal CREDIT

> Pay with credit or debit card

Card number

Expiration date /

CSC What is this ?

Do Not use American Express

Pay Now

Go Back

- 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 applicable 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.