



STUDENT DASHBOARD GUIDE

Salient Training

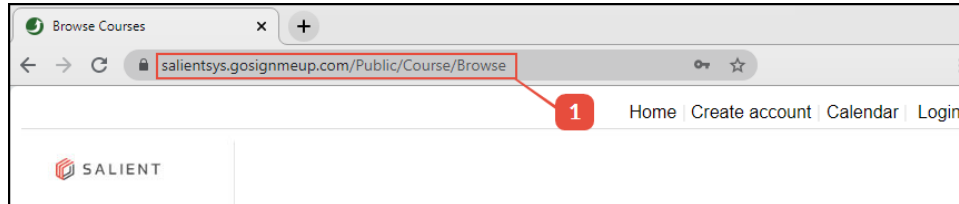


How to use the Salient Training Student Registration System

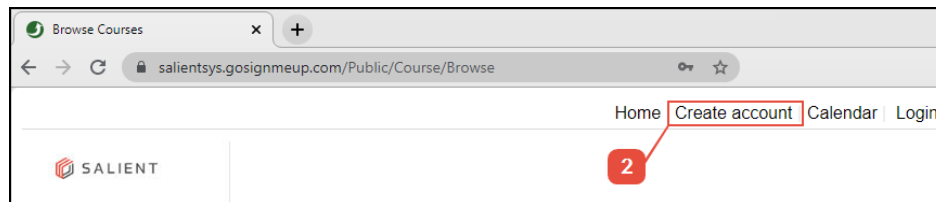
Managers wishing to register employees for CompleteView training must create an account for each employee they want to register, and use that employees information when creating an account. You will have an option of including your email to receive CC copies of confirmations, invoices, and certification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

Steps:

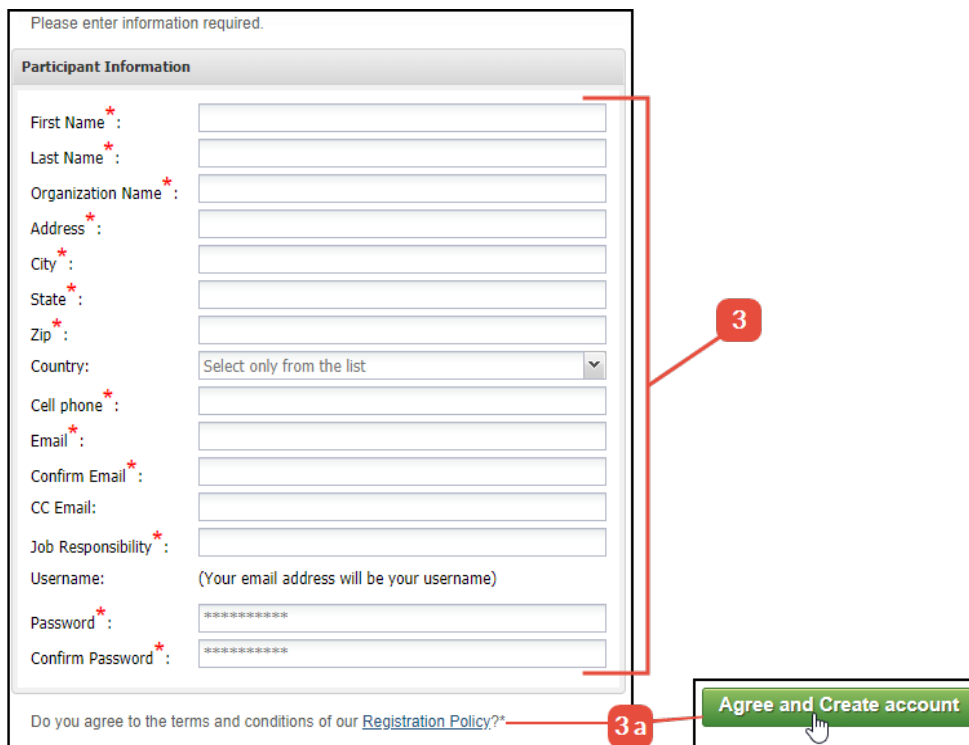
1. Make sure you are on our registration site at: <https://salientsys.gosignmeup.com/Public/Course/Browse>



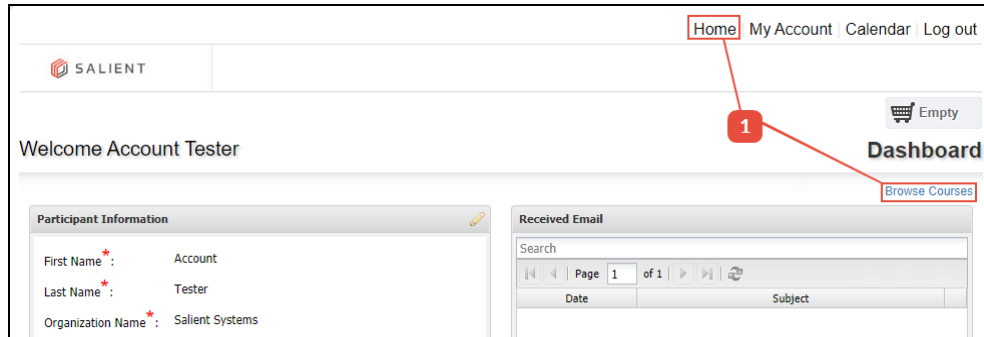
2. Create an account by selecting the "Create account" option from the top menu



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 a 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. A red box highlights the "Agree and Create account" button at the bottom right. A red circle with the number "3" points to the form area, and a red circle with "3a" points to the button. A red line connects the "3" circle to the "3a" circle. Below the button, there is a checkbox and text: "Do you agree to the terms and conditions of our [Registration Policy](#)?".

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
- Enter a term in the search bar
 - Select show all from the navigation menu to view all course offerings
 - Search for courses based on a range of dates
 - The calendar icon will show a calendar view of course

5d



NOTICE TO ALL INTEGRATORS: If your organization is not approved to sell and support Salient products, please contact training@salientsys.com before registering for a class.

MANAGERS PLEASE READ: If you are registering an employee for training, create an account using their information. Use this guide for instructions: [Manager Registration Guide](#)

To ensure a successful training, students must meet the minimum [Technical and Learning Environment Requirements](#) before registering.

If you need assistance to register for an account, see our [Student Registration Guide](#)

If you need assistance on how to use the Student Dashboard, see our [Student Dashboard Instructions](#).

5b

5a

Search

Empty

Welcome Account Tester

5c

Browse Courses

Show All

From

Until

Sort by: [Default](#) | Course name | Course start | Location | Course time | Course date

<p>+ CompleteView Recertification Lab</p> <p>+ CompleteView Virtual Certification ...</p>	<p>CompleteView Essentials Virtual Classroom Training, May 05-06, 2022, Starts:</p>	<p>CompleteView Essentials Virtual Classroom Training, May 12-13, 2022, Starts:</p>	<p>Capacitación De Esenciales CompleteView en Aula Virtual, Mayo, 19-20,</p>
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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

6a

6

From

Until

Sort by: [Default](#) | Course name | Course start | Location | Course time | Course date

<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</p> <p>Pricing: \$425.00</p> <p>Location: Virtual Classroom - Via Zoom Meeting</p> <p>Status: Closed</p> <p>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</p> <p>Pricing: \$425.00</p> <p>Location: Virtual Classroom - Via Zoom Meeting</p> <p>Status: 9 open seats left</p> <p>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 page with the following sections:

- a:** Social media links (LinkedIn, Facebook, Email, Print) and 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 in North America and a "View larger map" link.
- e:** Dates and Times: 05/05-05/06 8:00 AM - 5:00 PM Mountain Time. Registration closes: 5/4/2022.
- f:** Facilitator: Robert Randel. 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: Open 10 Open Seats Left, Wait List 0 Wait Spaces Available.
- i:** Course Prerequisite List table with columns "Course #" and "Name". Note: "No data available in table". Showing 0 to 0 of 0 entries. Buttons: Previous, Next.
- j:** Pricing: \$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 require an access code required as it is a Corporate Class. For more information regarding private corporate classes, contact us at training@salientsys.com

- h. Shows the course availability in terms of open seats and any waiting list
- i. Required prerequisite courses
- j. Pricing information for the selected course

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

Log in/ Create Account
 Review
 3 Payments
 4 Receipt & Confirmation

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



10

You must press the button below to complete registration.

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

Log in/ Create Account
 Review
 3 Payments
 4 Receipt & Confirmation

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





Pay now

-OR-

Pay later

> Pay with credit or debit card

Card number

/ Expiration date

CSC

What is this ?

Do Not use American Express

12. You have now registered for the course, and will be taken to the confirmation page. You can print the confirmation page for your records; In addition, if you included a CC email during your registration process, they will receive a copy of your registration

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.