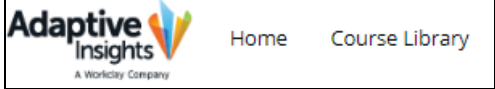


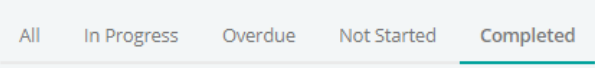
Frequently Asked Questions

As a learner:


New Term	Replaces Old Term
Training Center	NetExam
Online Training	eLearning Library
Personal Training Environment	Training Instance
Team Leader	Group Admin
Learning Path	Courses, Classes
Training	eLearning

What is the URL to login to the Training Center?	https://adaptiveinsightstraining.litmos.com/account/Login
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Where can I see all the available training?	<p>Click Home or Course Library at the top left of the screen.</p> 
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Where can I see a list of all the training that I have completed?	<p>All completed trainings, including those transferred from NetExam, are located under the Completed link on the homepage. As you finish other content, those learning paths or courses also move to Completed.</p> 
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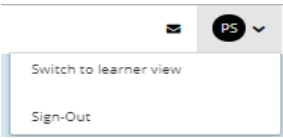
Can I download a copy of the training guides?	Yes. All training guides can be viewed and downloaded using the Additional References link in each of the Learning Paths.
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Are there any materials to help me train budget contributors and users?	<p>Yes. Click the Course Library link. Download the Quick Reference Guide for Budget Contributors.</p> 
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<p>What is a personal training environment? How do I get access?</p> <p>How long may I use my training environment?</p>	<p>A personal training environment is an Adaptive instance and required to complete the hands-on exercises.</p> <p>Some, not all, learning paths include a course, Start Here: Request your personal training environment. Open the course and follow the instructions to request the specific environment. Note: it can take up to 8 business hours (PST) to receive the email with your login information.</p> <p>You have access to each environment for 30 days.</p> <p>If your instance has expired but you require additional time to complete the training, you may request a new environment. Please note that the new environment will not contain any of the hands-on exercise that you had previously completed.</p>
<p>I am working on the hands-on exercises, but my personal training environment is missing files. What should I do?</p>	<p>Each learning path requires a separate training environment. You are probably working in a different training environment than the one specified.</p> <p>Confirm you have requested and received the login for the training environment in the learning path you are actively trying to complete.</p>
<p>Can I request CPE credits for this training?</p>	<p>CPEs will be available for self-paced classes by the end of 2018. Look for updates in the News section.</p>
<p>When will you have virtual or classroom style classes?</p>	<p>We are currently planning a new schedule of virtual and classroom events for 2019. Look for updates in the News section of the Training Center.</p>
<p>How can I learn more about getting product certified?</p>	<p>Download the quick reference guide in the News section on the homepage for the program and details.</p> <p>For Product Certification information: CLICK HERE</p>

<p>Will any of my completed training in NetExam apply to the new product certification?</p>	<p>If the completed training in NetExam is equivalent to the new course in the Training Center, then yes, you will receive credit. Much of the content has been revised or is new, so you will be required to complete additional courses and exams.</p>
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As a Team Leader:

<p>My training links do not launch in the Training Center?</p>	<p>If you are a Team Leader, then you are probably in the Team Leader view. Use the drop-down menu in the upper right corner, and switch to learner view to see and launch your own training.</p> 
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<p>How can I delete users?</p>	<p>Team Leaders do not have the ability to delete users. Contact training@adaptiveinsights.com for assistance.</p>
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<p>How do I assign training/learning paths to my users?</p>	<p>Team Leaders do not have the ability to assign training. All required learning paths and courses are automatically assigned and available to users upon login.</p>
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<p>How do I add new users?</p>	<p>Email your new users letting them know that they have access to the Training Center. Include this link: https://adaptiveinsightstraining.litmos.com/self-signup/ and the unique company code for the Training Center.</p> <p>For your unique company code, refer to the email with the subject line: "You Are A Team Leader: Adaptive Insights Training Center."</p> <p>Once at the Training Center, your users will be prompted to set up their password and then be directed to their pre-assigned training.</p>
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