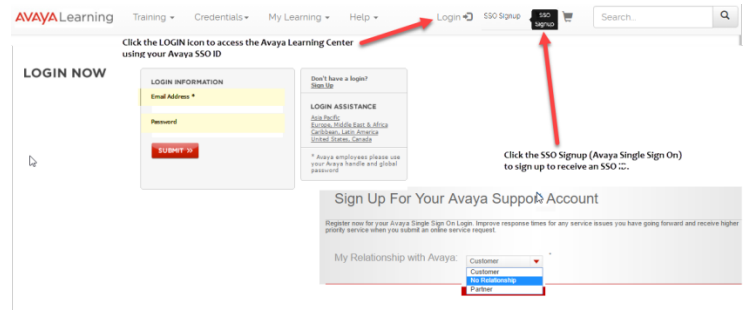


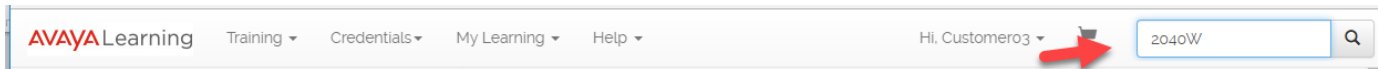
QUICK REFERENCE GUIDE: ENROLLING INTO 2040W AND 7016W

Step One: Access the Avaya Learning Center (www.avaya-learning.com) and sign in with your Avaya SSO ID and password.

If you do not have an Avaya SSO ID, please follow the instructions on the SSO page using 'No Relationship' if you are not an existing Avaya Customer / Partner (see screen shot) or contact the [Avaya Learning Helpdesk](#) for assistance in requesting an Avaya SSO.



Step Two: Search for offer code, 2040W, by entering the offer code into the upper right search field. Click the magnifying glass icon after entering the offer code. You will need to search for each offer separately.

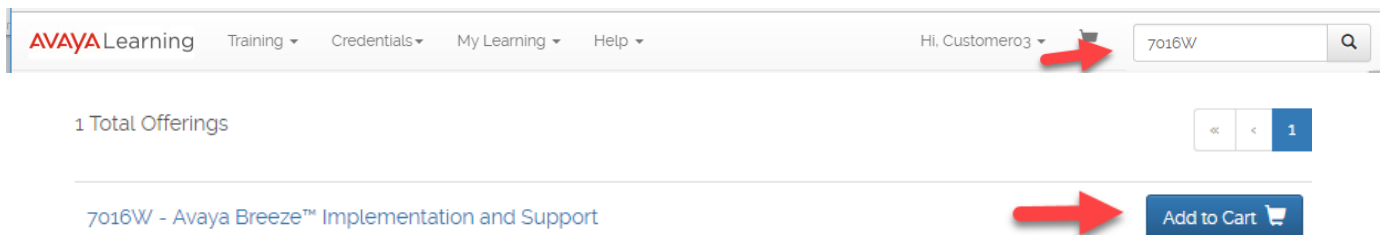


Step Three: To add the offer to your cart, select the **ADD TO CART ICON** as indicated in the screen shot below.

NOTE: If you would like to view additional information about the offer, click on the offer title. When you are ready, click on the cart on the right side of your screen and the offer will be added to your cart.



Step Four: To add the 7016W offer to your cart, repeat steps TWO and THREE above.



Step Five: Once the offers have been added to your shopping cart and you are ready to enroll into the offers, click the **SHOPPING CART** icon by your name on the upper right menu bar.



Step Six: From the shopping cart order screen, select the **CHECK OUT** icon on the bottom left.

Ordered Items

	Quantity	Amount	Total
2040W - Avaya Breeze™ Client SDK for Android - Presence Customer03 Learning	1	GBP 48.00	GBP 48.00
7016W - Avaya Breeze™ Implementation and Support Customer03 Learning	1	GBP 144.00	GBP 144.00
Total:			GBP 192.00



Step Seven: From the **SELECT PAYMENT** drop down menu, select **PURCHASE ORDER** as the payment method.

On the **SET PAYMENT DETAILS** pop up window, enter the promotion code, **AVAYA HACK**, into the field. Select **SAVE** when complete. You do not need to upload anything at this time.

NOTE: the above promotional code is only available for use by those individuals who officially registered at the Avaya Hackathon event and will only valid for those who sign up for these courses before the 7th May 2017. After this timeline any course reigstration will be chargeable.

The screenshot shows the 'Set Payment Details' form. At the top, there is a table of 'Ordered Items' with columns for Quantity, Amount, and Total. Below this is the 'Payments' section. A dropdown menu for 'Select Payment Type' is open, showing 'Purchase Order' selected. A text field for 'Reference / P.O. number' contains 'Avaya Hack'. A 'Save' button is highlighted. Red arrows and numbers 1-4 provide instructions: 1. Select Purchase Order; 2. Fill out the payment details window; 3. Type in the promotion code into the field: Avaya Hack; 4. Save the information.

Ordered Items	Quantity	Amount	Total
2040W - Avaya Breeze™ Client SDK for Android - Presence Customer03 Learning	1	GBP 48.00	GBP 48.00
7016W - Avaya Breeze™ Implementation and Support Customer03 Learning	1	GBP 144.00	GBP 144.00
Total:			GBP 192.00

Payments

Select Payment Type: **Purchase Order**

Reference / P.O. number: Avaya Hack

Upload Purchase Order PDF file: Choose File (No file chosen)

Buttons: Cancel, Save, Clear Payment

Step Eight: Once the promotional code (payment) has been applied, click the **PLACE ORDER** button at the bottom of the payments screen.

The screenshot shows the 'Payments' table with columns for Payment Method and Amount Paid. A 'Place Order' button is visible at the bottom right.

Payments	Payment Method	Amount Paid
2040W - Avaya Breeze™ Client SDK for Android - Presence	Purchase Order	GBP 48.00
7016W - Avaya Breeze™ Implementation and Support	Purchase Order	GBP 144.00
Total Paid:		GBP 192.00

Place Order

Step Nine: Once the order has been placed, you will see a confirmation screen indicating that you are enrolled and your order number.

Shopping Cart

Home / Shopping Cart

You are enrolled and your order has been completed. Order #641356

Step Ten: The final step is to select **MY LEARNING >> CURRENT COURSES** from the main menu.

You should see one or both offers under **RECENT TRANSACTION** on the left side of the screen. Click the **down arrow** to the left of the offer title for the offer you want to start first. Then click the **PLAY** button to begin your training.

The screenshot shows the 'Recent Transactions' page. It lists two transactions: '7016W Avaya Breeze™ Implementation and Support' and '2040W Avaya Breeze™ Client SDK for Android - Presence'. The second transaction is selected. Below it, the 'Offering Details' section shows the purchase date and time. The 'Courses' section lists the course details and enrollment date. A 'Play' button is visible at the bottom right. Red arrows point to the down arrows next to the transaction titles and the Play button.

Recent Transactions

7016W Avaya Breeze™ Implementation and Support

2040W Avaya Breeze™ Client SDK for Android - Presence

Offering Details

Purchased on: 2017/03/28 07:05 pm BST +01:00

Courses

2040W
Avaya Breeze™ Client SDK for Android - Presence

Enrolled on: 2017/03/28
Web Based Course

Play

A new window or tab will open up with your training content.

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