esri Australia

How-To Guide:

Enrolling

How to enrol into a course

- Sign in to the Esri Australia Learning Centre.
- If you are paying via credit card or need to request a Purchase Order, add the chosen session to your Cart.
- Click on '*Checkout*' and this will take you to a page to choose the option of credit card or Purchase Order.
- Make your selection and complete your details.
- If you pay via credit card, you will automatically be enrolled and will receive a confirmation of enrolment within five minutes. Please check your spam filter if you don't receive it.
- This email will be a meeting invite and will automatically block your calendar like a normal meeting invite. You will also see '*Joining*' details. This is where you can click to join the session on the day.
- If you are paying via Purchase Order, complete the details and wait for us to be in contact with you. We will provide a quote which you can use to raise an internal Purchase Requisition, or you can print the '*Checkout*' details instead.
- Once we receive a Purchase Order from you, we will finalise your enrolment.
    - Please note that this is a longer process and will take time to reconcile. Due to this, please be aware of the cut off for enrolment for the chosen session.
- If you want to pay via Learning and Services Units (LSUs), please reach out to your account manager or training@esriaustralia.com.au for assistance. This is unfortunately a manual process that needs to be conducted.

- If you would prefer to go through your account manager or other contacts within Esri Australia, please feel free to do so. They will reach out to the Esri Australia Training Team for assistance to finalise your enrolment.

How to find assistance

If you run into any issues or have any questions that have not been supported in this guide or the FAQs, you can find further assistance in the Help Centre of the Esri Australia Learning Centre.

Click on the three lines to open the navigation panel, click *'Help'*, and then *'Help Centre'*.

If you require further assistance, please reach out to training@esriaustralia.com.au.