

# Talent Webinar

Registration Steps



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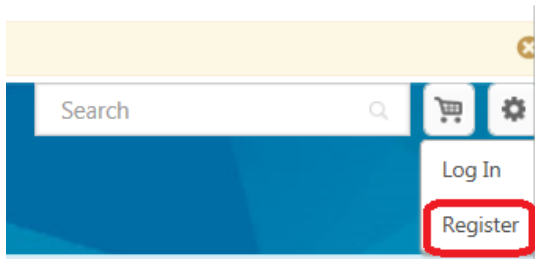
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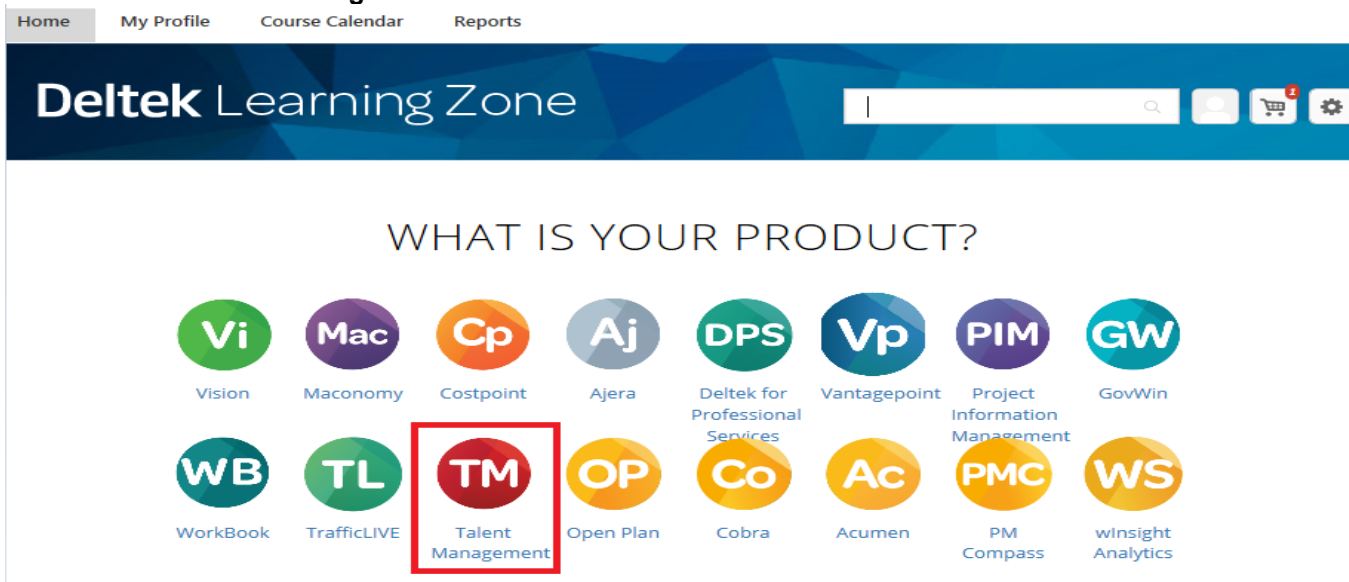
1. Log in using this link, <https://education.deltek.com>
2. From the upper right-hand side of the screen, please click on **Register**.



3. You will be routed to the registration page. Register to proceed.

A screenshot of the registration page titled 'Deltek Learning Zone'. It includes a header with the title and a sub-header '\* Required Field'. Below this is a message: 'If you already have an account with Deltek University, click here to log in: <http://deltek.csod.com>. Don't have an account? Create one below by entering the following information.' The form contains several input fields: '\* First Name:', '\* Last Name:', '\* Email Address:', 'User ID:', and '\* Company Name'. Below these are password requirements: '\* Passwords must contain both upper and lower case letters', '\* Passwords must contain alpha and numeric characters', '\* Passwords must be 8 - 20 characters', and '\* Passwords cannot have leading or trailing spaces'. There are also two password fields: '\* New password' and '\* Confirm password'. At the bottom, there are links for 'Already a user? Login here' and 'Return to Browsing? Click here', along with 'Cancel' and 'Log In' buttons.

4. Once done, you will be automatically logged in and directed to the Deltek Learning zone home page where you can select **"Talent Management"**.



5. Once prompted to the next page, please use the search bar. In this sample, we will search for "Talent Webinar".

**Deltek Learning Zone** Talent Webinar

### HOW DO YOU WANT TO LEARN?

Filter your learning options according to how you get work done or job function. You can also opt to see everything available.


LEARN BY WORKFLOW    LEARN BY ROLE    SHOW ME EVERYTHING

6. The next page will show you the list of webinars.

Talent Webinar    Search

Refine search

#### Training results (2)

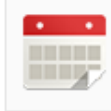
 **Performance Appraisals – Year 2 and Beyond Talent Webinar**  
Event | DELTEK UNIVERSITY | \$595.00 ★★★★★ (0)  
Please register for Performance Appraisals – Year 2 and Beyond at: <https://attendee.gotowebinar.com/register/5251198662578667523> After registering, you will receive a confirmation email containing information about joining the webinar. Brought to you by GoToWebinar® Webinars Made Easy®


7. From the list, simply click on the name of the webinar that you'd like to enroll in.

Talent Webinar    Search

Refine search

#### Training results (2)

 **Performance Appraisals – Year 2 and Beyond Talent Webinar**  
Event | DELTEK UNIVERSITY | \$595.00 ★★★★★ (0)  
Please register for Performance Appraisals – Year 2 and Beyond at: <https://attendee.gotowebinar.com/register/5251198662578667523> After registering, you will receive a confirmation email containing information about joining the webinar. Brought to you by GoToWebinar® Webinars Made Easy®

 **Talent Series: What's New in 15.0 Release - Virtual Live class**  
Event | Deltek University VIC | \$100.00 \$0.00 ★★★★★ (0)

8. Then you will be presented the list of available webinars. Please check the **date** before clicking the “Add to Cart” button.

9. Then you'll be prompted to the Checkout page. Please note:
- If you have a **discount/coupon code**, enter it on the appropriate box then click “Apply” before completing the checkout.
  - If you **DON'T** have a **discount/coupon code**, please click on the “Proceed to Checkout” button.

10. You will be directed to the Payment Steps page where you need to select “Credit Card” on the dropdown of the payment method.

11. On the next screen, please enter your card details. Please double check your information then click “Next” once done.

### Step 1 - Payment Options ▾

Select Place Order to complete the purchasing process.  
For additional assistance, contact Deltek University at [DeltekUniversity@deltek.com](mailto:DeltekUniversity@deltek.com), or call 1-800-456-2009, ext. 3.

✓ Payment
○ Review
○ Confirmation

#### Payment Method

Credit Card ▾

#### Credit Card Information

AMERICAN EXPRESS
MICROSOFT
VISA

CARD NUMBER

EXPIRY DATE   CVV CODE

#### Billing Address

Your billing information should appear as it does on your credit card statement.

\* Required Field

Email

First Name  Last Name

Address Line 1  Address Line 2

City  Country

State/Province  Zip Code

Back Next

12. You'll be presented with the review order page. Click “Place Order” once done.

### Step 2 - Review Options ▾

✓ Payment
✓ Review
○ Confirmation

Title	Quantity & Price	Subtotal
Ajera Financial Workshop	1 x \$1,395.00	\$1,395.00
Subtotal:		\$1,395.00
<b>Total:</b>		<b>\$1,395.00</b>

Back Place Order



13. Complete the check out process on the Confirmation Page.

***IMPORTANT:***

If you are unable to attend the scheduled date of training or if you needed to reschedule, you would need to withdraw from the course you are currently registered to. Please take note of Deltek's refund policy below:

**100% for withdrawal 7 days prior to session start date**

**50% for withdrawal 1 day prior to session start date**