

(1) On-Demand Subscription - Purchasing and Activation Instructions

Training subscriptions can be purchased by credit card or purchase order. See below for purchasing instructions.

A Dell/EMC account is required in order to consume RSA training. To create an account, go to <https://education.dellemc.com/>

Please note – Users must create their account using a corporate email address associated to the purchase order.

Purchase Order	Credit Card
<ol style="list-style-type: none"> Contact your RSA Sales Representative for assistance obtaining a quote for the RSA Subscription you would like to purchase Once your purchase order has been processed, reach out to RSA University by submitting a web form request here https://rsa.secure.force.com/contactrsauniversity/ and provide the following information: <ul style="list-style-type: none"> Name and email of user receiving the activated subscription Purchase Order or Sales Order # for Subscription <p>An RSA University training coordinator will let you know as soon as the subscription has been activated on your account</p>	<ol style="list-style-type: none"> Either from this information sheet or the RSA University website - https://community.rsa.com/community/training, click on the on-demand product subscription you would like to purchase You will be prompted to login to your Dell/EMC account Click Add to Cart Click Go to Cart Click Check Out Now Select Credit Card and then Continue Enter your credit card information then click Submit Review and confirm your order Print your order confirmation <p>Your subscription will need to be activated on your account under the 'My Training' tab on your education portal</p>

(2) Registering for On-Demand Training with a Subscription

Registration is easy. Once you have activated your subscription, you can self-register for RSA University on-demand training here - <https://community.rsa.com/community/training>. Simply browse our website for the on-demand courses you are interested in and proceed to check out. You will be asked for a payment method at checkout, please select Subscription. Once you have successfully registered, go to the 'My Account' drop down located at the top right side of your Dell/EMC account and click 'My Training'. Click 'Launch' to access your training.

(3) Request an RSA Certification Exam Voucher

Included in each subscription is one (1) voucher for the appropriate level certification. Visit our website for more information on the RSA Certification Program - <https://community.rsa.com/community/training/certification>.

To request your voucher, submit an RSA University Support web form request here - <https://rsa.secure.force.com/contactrsauniversity/> and include the below information:

- Request For: **Certification Exams**
- Request Options: **Certifications**
- RSA Product: **Select Related Product**
- Subject: **Voucher Request**

- Description: **Please include your subscription order # or SO/PO # if possible. (An active subscription must be confirmed in order to receive a voucher)**

(4) Transferring a subscription

Transferring a subscription from Person A to Person B when training **has not** been consumed:

- A transfer can only be done **once** during the term of the subscription
- A transfer can only occur within the first 6 months of activation
 - The expiration date of the subscription belonging to Person A will carry over to Person B regardless of the time remaining on Person A with NO EXCEPTIONS - example: if Person A's subscription expires on 1st September 2019 the expiration date carries over to Person B so their subscription also expires on 1st September 2019

Transferring a subscription from Person A to Person B when training **has** been consumed:

- A transfer will only be allowed if the original owner has left the company or was reassigned
- A transfer can only be done **once** during the term of the subscription
- A transfer can only occur within the first 6 months of activation
- A transfer can only occur if **less than 50%** of the value (\$) of the subscription has been consumed using the subscription
- The expiration date of the subscription belonging to Person A will carry over to Person B regardless of the time remaining on Person A with NO EXCEPTIONS - example: if Person A's subscription expires on 1st September 2019 the expiration date carries over to Person B so their subscription also expires on 1st September 2019

Please submit an RSA University Support web form request if you need additional assistance - <https://rsa.secure.force.com/contactrsauniversity/>