

## Training Registration Instructions

Are you interested in taking an Appian training course and need some help signing up? Here are the step-by-step instructions on how to register.

1. Sign into [Appian Community](#). If you do not have an account, click on the “**Register Now**” link towards the bottom of the page to create an account.
2. Navigate to the [Learn page](#) on Community and select the course you would like to register for. You can find a list of our course offerings [here](#).
3. Once you’ve selected the course you would like to register for, click on the “**Register**” button to start the enrollment process. (Please ensure that you are logged into your Community account in order to access this button).

The screenshot shows the Appian Community website interface. At the top, there is a navigation bar with links for DISCUSS, LEARN, SUCCESS, SUPPORT, DOCUMENTATION, APPMARKET, and PARTNERS. Below the navigation bar is a search bar with the placeholder text "I'm looking for...". The main content area displays the course details for "Appian Developer". The breadcrumb trail is "Home >> Learn >> Courses >> Sessions >> Appian Developer". The course title is "Appian Developer" with a subtitle "Appian Developer". The dates are "5 Dec 2022 to 9 Dec 2022" and the time zone is "Mountain Standard Time Zone (9AM-5PM)". A red arrow points from the breadcrumb trail to a blue "Register" button on the right side of the page. Below the "Register" button, there is a note: "Registration for this class is currently open to Appian Customers and Partners." At the bottom of the page, there are several tags: Americas, Instructor Led, Builder, North America, and Appian Developer.

4. Confirm your information is correct and add the country you’ll be attending your course in. Some details should automatically populate from your Community account. Input any additional students you wish to enroll on this page. Then select “**Continue to Payment**”.
5. Determine if you are part of an Appian Partner, a Customer organization or will be registering as an Independent Practitioner. If you are a Partner or a Customer, you will search for your organization in the “**CRM Account**” box. This step is not required for Independent Practitioners.
6. Select the applicable payment method.

- a. Credit Card: Select this option to pay via credit card and you will receive a separate email with the link to pay via credit card after your enrollment is approved.
  - b. Training Credits: Select this option if you have pre-paid for training via an order form.
  - c. Purchase Order: Select this option if you would like to submit a Purchase Order as the form of payment.
  - d. Partner Program: Select this option if your Partner organization receives free public training. If you are unsure if you receive free public training, please contact your partner executive.
7. Once your enrollment request is complete, you will receive an email confirming this request and your registration will be completed within 48 hours.

More information can be found on the [training FAQ](#) page or reach out to [training@appian.com](mailto:training@appian.com) for additional questions or concerns.