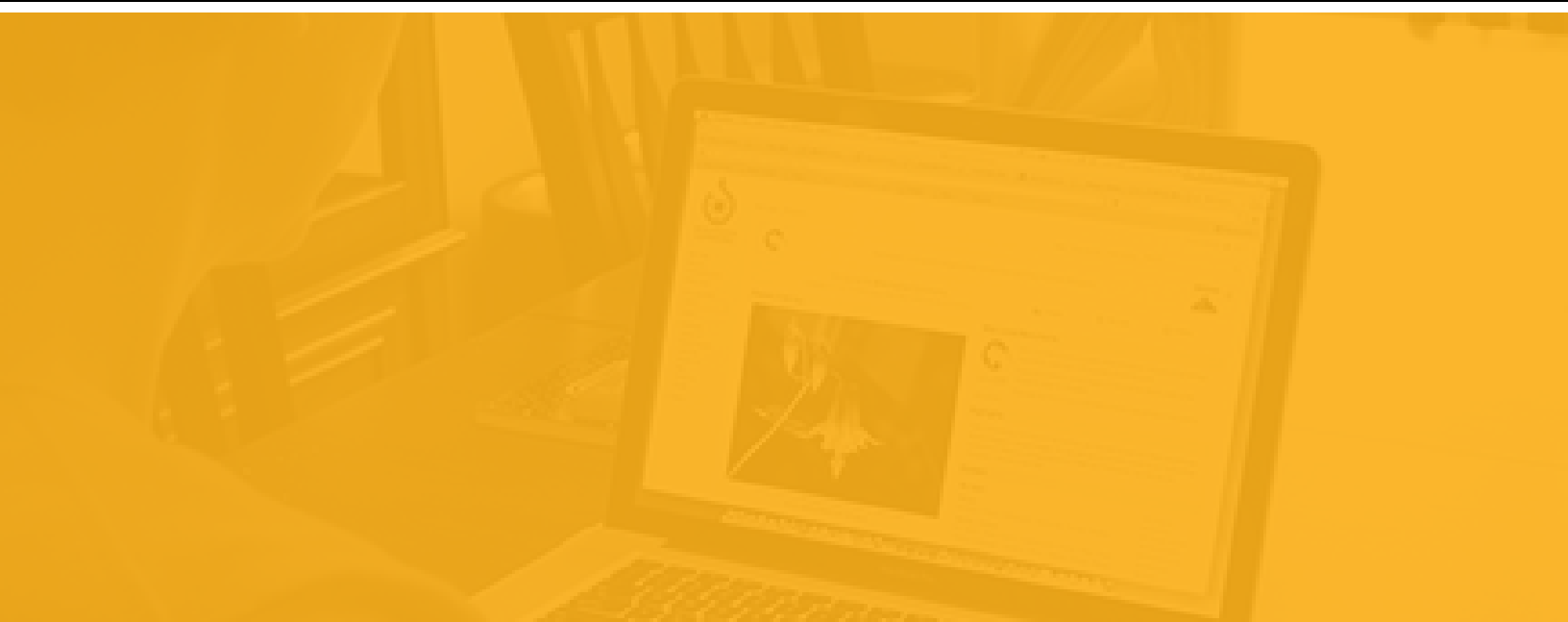


# ACADEMY | GETTING TRAINING | STARTED



## About this Document:

### Getting Started: Appian Training

#### Revision History:

Version	Description	Date
1	Initial Release	06/30/15

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# A SIGNING UP FOR A FORUM ACCOUNT

1. Go to [FORUM.APPIAN.COM](https://forum.applan.com)
2. Click [REGISTER AS A NEW USER](#)

AppianForum

Username

Password

Remember me on this computer

[Reset Your Password](#) [Register as a New User](#)

[Privacy Policy](#) | [Terms of Use](#) | Appian Forum © 2003-2015 Appian Corporation

3. Enter in your information
  - Select **PARTNER** for your account type
4. Click [REGISTER NOW](#)

In addition to helping you meet your business goals, we will provide the necessary software, technical assistance, sales assistance, and educational support needed to make each partnership a success

The Appian Forum community site provides online customer support, real-time collaboration and networking, and an ever-growing Knowledge Base of answers for common questions. The site is also a source of downloads for software, documentation, methodologies, and re-usable components. Appian Forum's simple social interface makes it easy to get support and tips from Appian employees and fellow users, watch live product webinars, register for training, view the latest software documentation, and more.

Upon Appian's receipt and approval of your registration, a password will be sent to the email address provided.

* First Name <input type="text"/>	* Last Name <input type="text"/>
* Title <input type="text"/>	* Email <input type="text"/>
* Phone <input type="text"/>	* Company <input type="text"/>
* Account Type <input type="text"/>	* Country <input type="text"/>

[Talk to Appiant!](#)

5. Check your email for Forum account credentials
  - The approval process can take up to 48 hours
  - Email [SUPPORT@APPIAN.COM](mailto:SUPPORT@APPIAN.COM) if you do not receive credentials after 48 hours
6. Click link in email to log in

## GOOD TO KNOW

Forum provides access to Appian's user community, documentation, and software downloads!

# DOWNLOADING APPIAN SOFTWARE



1. In Forum, **click** the **RECORDS** tab
2. **Click** **APPIAN SOFTWARE**

The screenshot shows the 'Records' tab in the Appian Forum. The 'Appian Software' link is highlighted in blue. Below it, there is a description: 'Download Appian software, hot fixes, and add-ons. Review release details and links to documentation and additional information about each release.'

3. **Select** the latest release

The screenshot shows the 'Appian Software' page. The latest release, version 7.9, is highlighted with a red box. The release information is as follows:

Version	Release Date	Hotfix Information
7.9	Released on 24 April 2015	Most recent hotfix package released on 15 June 2015
7.8	Released on 22 December 2014	Most recent hotfix package released on 15 June 2015 Supported until 31 January 2017

4. **Download** the appropriate installer for your environment
  - Download any available hotfix as well
5. **Follow** the Installation Guide
  - To complete an install, a license key is needed
  - **Request** a license key from Appian Technical Support: [SUPPORT@APPIAN.COM](mailto:SUPPORT@APPIAN.COM)

The screenshot shows the 'Appian Software' page for version 7.9. The '7.9' version is highlighted with a red box and a 'Follow' button. Below the version information, there is a list of links for documentation, installers, and add-ons.

**Records / Appian Software**  
**7.9** [Follow](#)

**Documentation**  
[Product Documentation](#)  
[Release Notes](#)  
[Installation Guide](#)  
[Migration Guide](#)  
[Product Webinar](#)

**Installers**  
[Windows Installer](#)  
[Linux Installer](#)

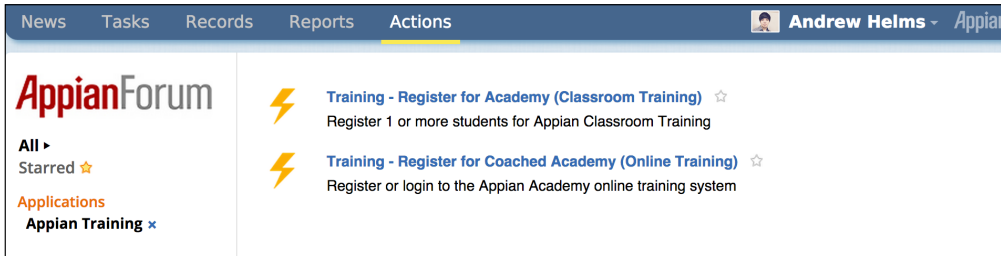
**Latest Hotfix**  
[Hotfix Package B](#)

**Add-ons**  
[Appian SharePoint 2013 Module](#)  
[Appian SharePoint Module Documentation](#)  
[Appian Common Objects Release 2 Artifacts](#)  
[Appian Common Objects Release 2 Rules and Constants](#)  
[Appian Common Objects Documentation](#)

**Appian 7.9 Feature Highlights**

# A REGISTER FOR CLASSROOM TRAINING

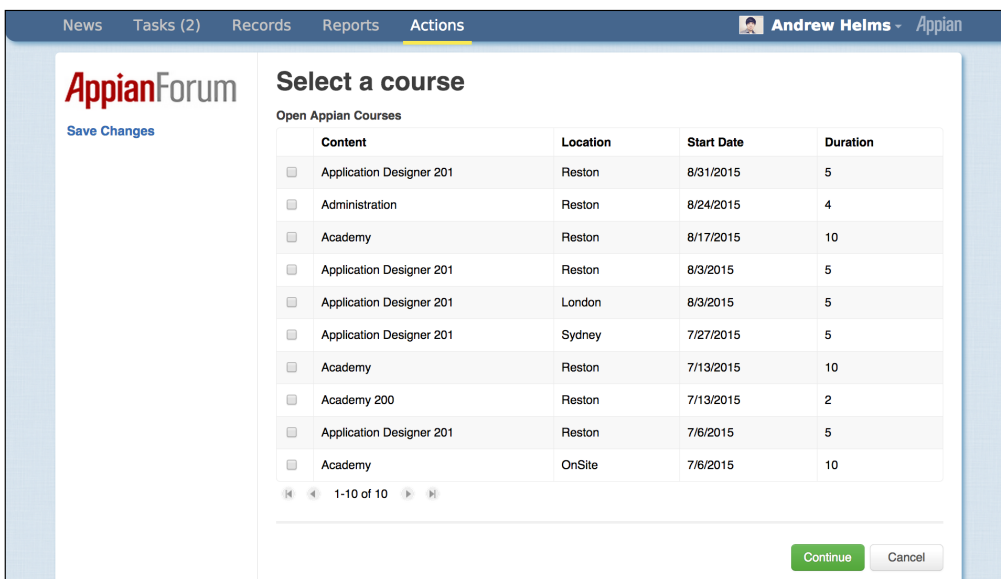
1. In Forum, click the **ACTIONS** tab
2. Click **TRAINING - REGISTER FOR ACADEMY (CLASSROOM TRAINING)**



The screenshot shows the Appian Forum interface with the 'Actions' tab selected. The user is identified as Andrew Helms. Two training options are listed:

- Training - Register for Academy (Classroom Training)**: Register 1 or more students for Appian Classroom Training.
- Training - Register for Coached Academy (Online Training)**: Register or login to the Appian Academy online training system.

3. Click **PROCEED TO REGISTRATION**
4. Select the course, then click **CONTINUE**

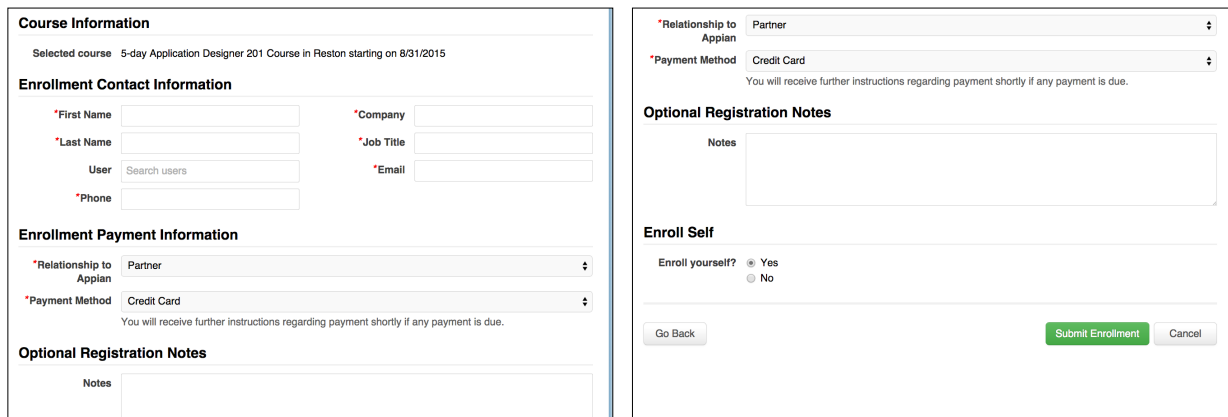


The screenshot shows the 'Select a course' page in Appian Forum. A table lists available courses with columns for Content, Location, Start Date, and Duration.

Content	Location	Start Date	Duration
<input type="checkbox"/> Application Designer 201	Reston	8/31/2015	5
<input type="checkbox"/> Administration	Reston	8/24/2015	4
<input type="checkbox"/> Academy	Reston	8/17/2015	10
<input type="checkbox"/> Application Designer 201	Reston	8/3/2015	5
<input type="checkbox"/> Application Designer 201	London	8/3/2015	5
<input type="checkbox"/> Application Designer 201	Sydney	7/27/2015	5
<input type="checkbox"/> Academy	Reston	7/13/2015	10
<input type="checkbox"/> Academy 200	Reston	7/13/2015	2
<input type="checkbox"/> Application Designer 201	Reston	7/6/2015	5
<input type="checkbox"/> Academy	OnSite	7/6/2015	10

Buttons for 'Continue' and 'Cancel' are visible at the bottom right.

5. Enter enrollment details for the training participant
  - Under Relationship to Appian, select **PARTNER**
6. Click **SUBMIT ENROLLMENT**



The first screenshot shows the 'Course Information' and 'Enrollment Contact Information' sections. The selected course is '5-day Application Designer 201 Course in Reston starting on 8/31/2015'. The 'Enrollment Contact Information' section includes fields for First Name, Last Name, User, Phone, Company, Job Title, and Email. The 'Enrollment Payment Information' section shows 'Relationship to Appian' as 'Partner' and 'Payment Method' as 'Credit Card'. The 'Optional Registration Notes' section has a text area for notes.

The second screenshot shows the 'Optional Registration Notes' and 'Enroll Self' sections. The 'Enroll yourself?' section has radio buttons for 'Yes' and 'No'. Buttons for 'Go Back', 'Submit Enrollment', and 'Cancel' are visible at the bottom.

## GOOD TO KNOW

After registration, we send you a receipt and confirmation email.

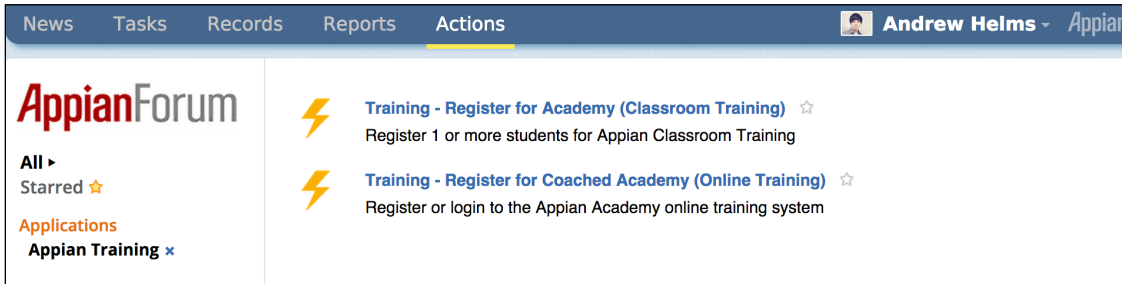
## TRAINING RESOURCE

Interested in onsite training?  
[Get a quote.](#)

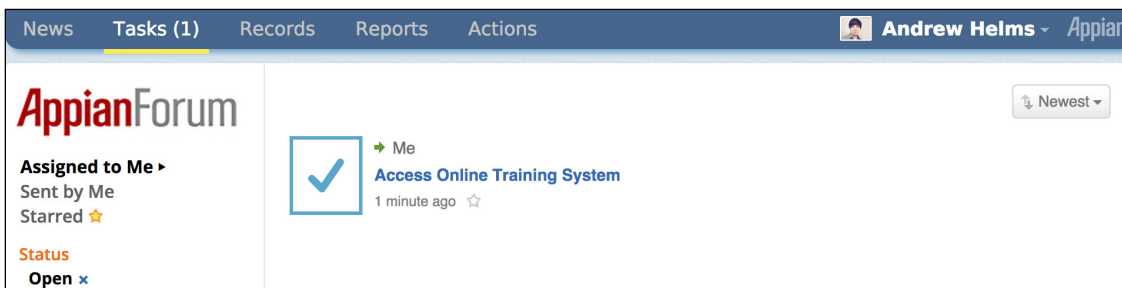
# REGISTER FOR ONLINE TRAINING



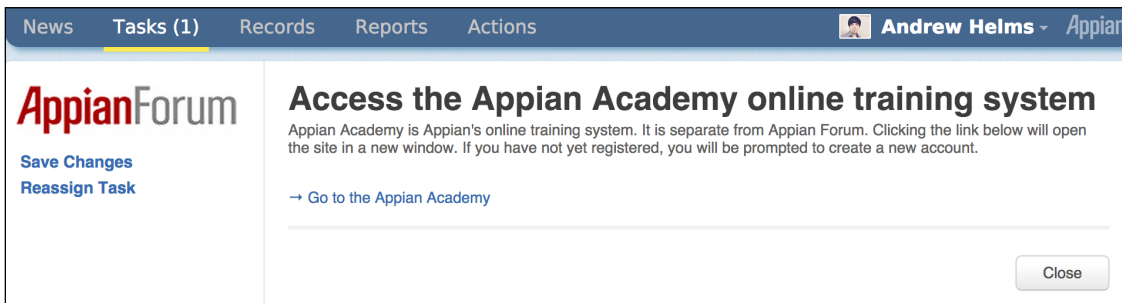
1. In Forum, **click** the **ACTIONS** tab
2. **Click** **TRAINING - REGISTER FOR ACADEMY (CLASSROOM TRAINING)**



3. **Click** the **TASKS** tab, then **open** the new task



4. **Click** **GO TO THE APPIAN ACADEMY**



5. **Fill out** the registrant details
  - Use a professional, work-related email (no personal email accounts)
6. **Submit** the form

## TRAINING RESOURCES

Want to learn more about our courses?  
[View our course catalog.](#)

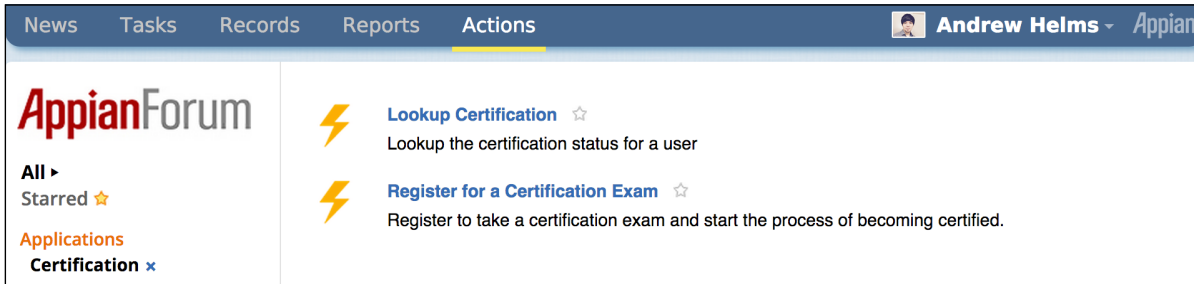
Questions?  
[View Training FAQs.](#)

## GOOD TO KNOW

Your Coached Academy account will be live within a few hours of registering.

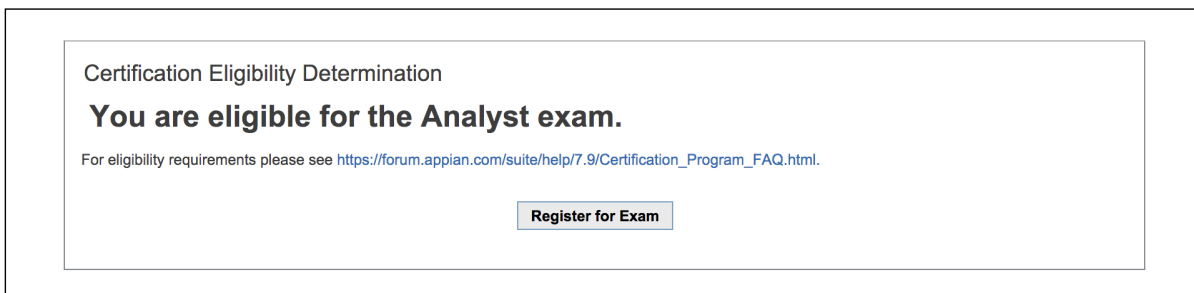
# A REGISTER FOR A CERTIFICATION

1. In Forum, **click** the **ACTIONS** tab
2. **Click REGISTER FOR A CERTIFICATION EXAM**
  - The system will tell you which of the following certifications you're eligible for
    - Analyst: 50 minutes, 50 questions, 70% to pass
    - Designer: 60 minutes, 90 questions, 70% to pass
    - Lead Designer: 28 days, 5 essay questions, 1 project, 70% to pass



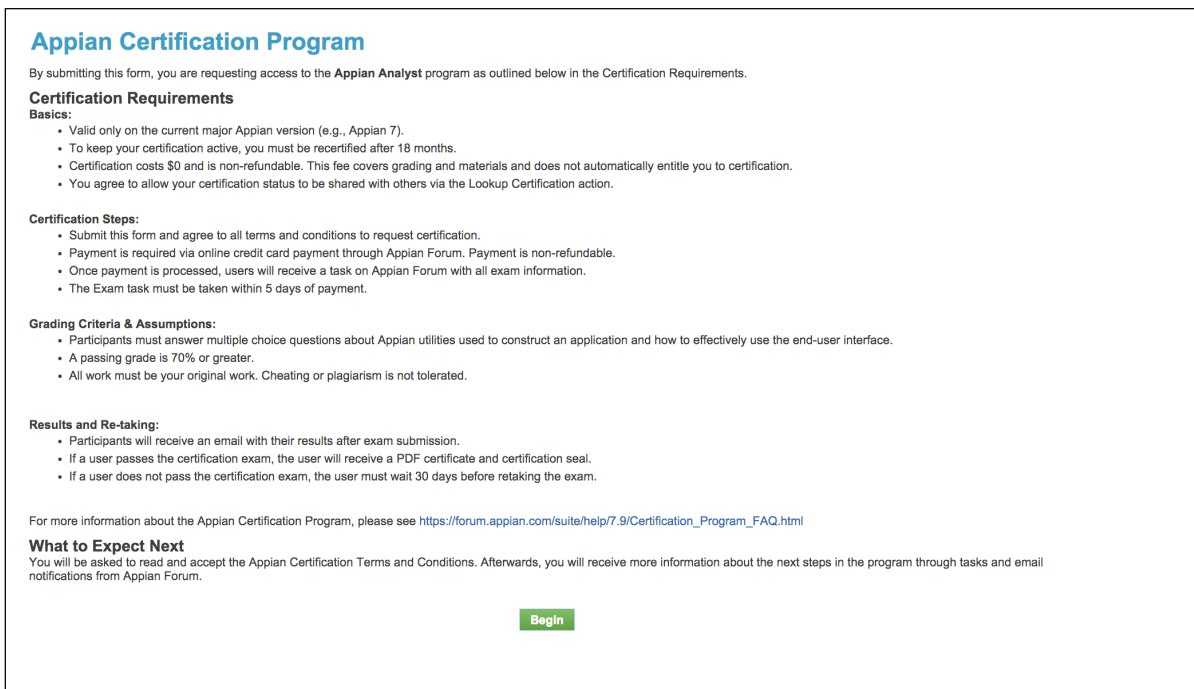
The screenshot shows the Appian Forum interface. At the top, there are navigation tabs: News, Tasks, Records, Reports, and Actions (which is highlighted). The user's name, Andrew Helms, and the Appian logo are visible in the top right. On the left, there is a sidebar with 'AppianForum' logo, 'All ▸', 'Starred ☆', 'Applications', and 'Certification x'. The main content area shows two options under the 'Actions' tab, both with a lightning bolt icon and a star icon: 'Lookup Certification ☆' with the description 'Lookup the certification status for a user', and 'Register for a Certification Exam ☆' with the description 'Register to take a certification exam and start the process of becoming certified.'

3. **Click REGISTER FOR EXAM** beneath the certification you want to take
  - If the certification has a fee, the next screen will collect the payment



The screenshot shows a 'Certification Eligibility Determination' screen. It features a large heading 'You are eligible for the Analyst exam.' Below this, there is a link: 'For eligibility requirements please see [https://forum.appian.com/suite/help/7.9/Certification\\_Program\\_FAQ.html](https://forum.appian.com/suite/help/7.9/Certification_Program_FAQ.html).' At the bottom center, there is a button labeled 'Register for Exam'.

4. **Read** the instructions carefully, then **click BEGIN**



The screenshot shows the 'Appian Certification Program' registration form. It starts with the title 'Appian Certification Program' and a sub-heading 'By submitting this form, you are requesting access to the Appian Analyst program as outlined below in the Certification Requirements.' The form is divided into several sections: 'Certification Requirements Basics:' with bullet points about validity, recertification, cost, and sharing; 'Certification Steps:' with bullet points about submission, payment, and exam timing; 'Grading Criteria & Assumptions:' with bullet points about question types, passing grade, and original work; and 'Results and Re-taking:' with bullet points about email notifications and retaking rules. At the bottom, there is a link to the FAQ and a 'Begin' button.



