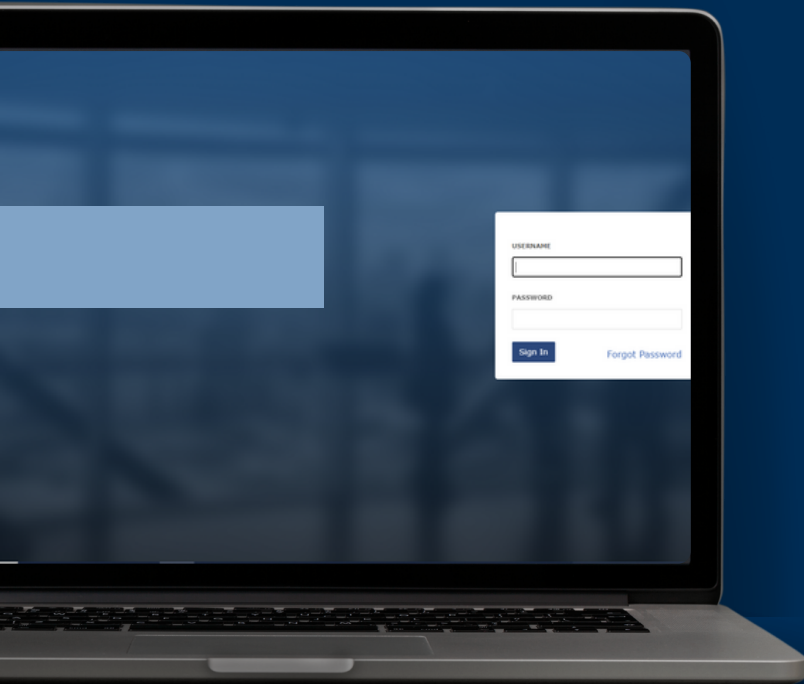# Unlock Your Potential with the SOFTWARE Certification Program
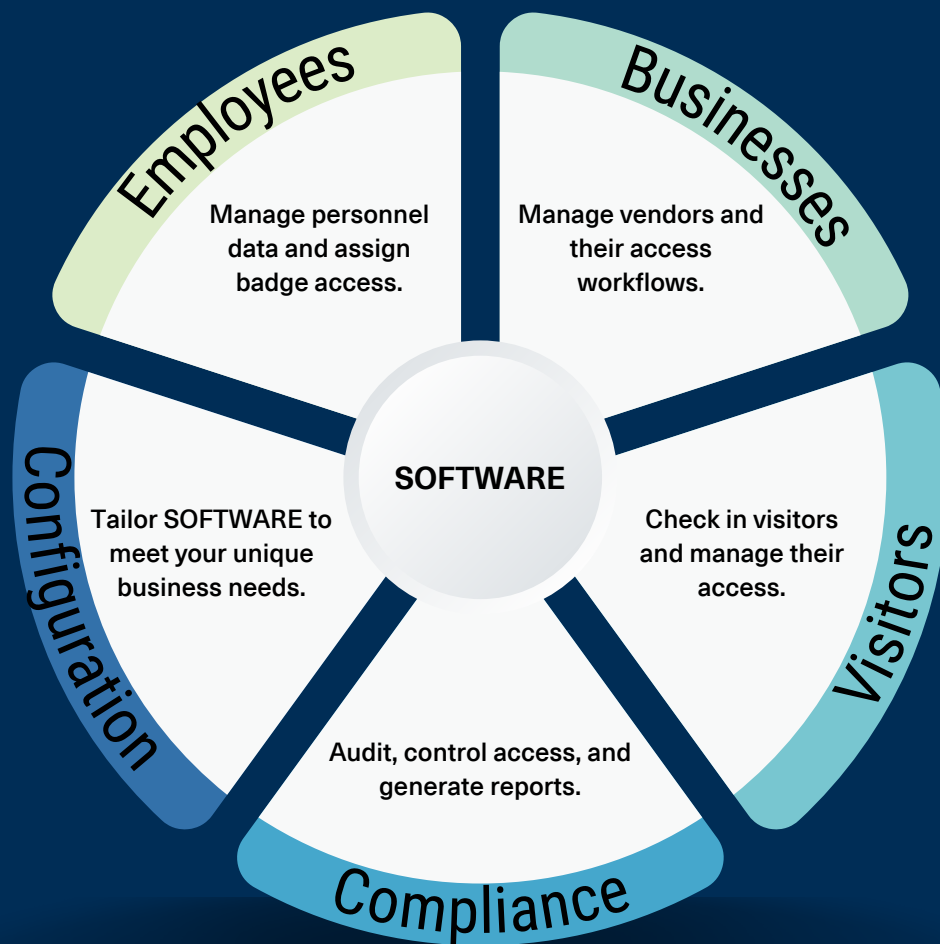
Want to master Physical Identity & Access Management software?
Let us teach you.

What You Will Learn

We offer a specialized certification program dedicated to the five key components that make up the Enterprise Organizational Administrator Role.

Employees
Manage personnel data and assign badge access.

Businesses
Manage vendors and their access workflows.

Configuration
Tailor SOFTWARE to meet your unique business needs.

SOFTWARE

Visitors
Check in visitors and manage their access.

Compliance
Audit, control access, and generate reports.

Your Learning Path

Unit 1
Configuration

- Navigate and configure SOFTWARE Settings
- Set-up Master Data
- Manage SOFTWARE, SMS, and Email notifications

Unit 2
Employees

- Create and manage user access to SOFTWARE
- Manage employee identities
- Manage facility access and badging

Unit 3
Businesses

- Create business profiles
- Delegate profile administration
- Manage business settings and workflows

Unit 4
Visitors

- Host a visit (Check-in and check-out)
- Manage your company Watchlist
- Manage approval tasks

Unit 5
Compliance

- Perform audits
- View standard reports
- Monitor system health

Choose How You Learn

Instructor Led

- Three days with an instructor
- Choose an in-person or virtual setting
- Up to eight participants
- Hands-on learning for practical application

Self Paced

- One year of access to the course
- Learn in our Learning Management System
- One user per log-in
- Access to five learning modules

SOFTWARE Certification Program FAQ

Who should attend?

Attending this training benefits a diverse range of professionals involved in IT, security, facility management, HR, compliance, risk management, and related fields. This course equips attendees with the necessary skills and knowledge to effectively manage identities and their associated access, streamline processes, and ensure regulatory compliance within their respective organizations.

What are the benefits of taking the class?

The SOFTWARE Certification Program emphasizes increased efficiency and productivity by teaching techniques to optimize workflows. Participants will be able to collaborate and network with instructors and peers, fostering valuable connections within the SOFTWARE community. Moreover, the class focuses on developing troubleshooting and problem-solving skills, enabling learners to tackle software-related challenges effectively.

What are the differences between instructor-led and self-paced?

Instructor-led and self-paced are two different approaches to learning. Instructor-led learning involves structured classroom or virtual classroom environments where learners receive guidance from an instructor. We encourage those new to SOFTWARE to opt for the instructor-led option. In contrast, self-paced learning allows individuals to learn at their convenience and progress through materials at their preferred speed. This option is perfect for those who would like a refresher in their SOFTWARE skills.

What is included in the courses?

This training program familiarizes attendees with SOFTWARE software features, interfaces, and functions. Learners will gain practical skills through hands-on exercises. Assessments will be included to ensure understanding. Attendees will have access to reference materials for ongoing support. Upon completion, students will receive a certification to validate their skills.