



**CUSTOMER
TRAINING**



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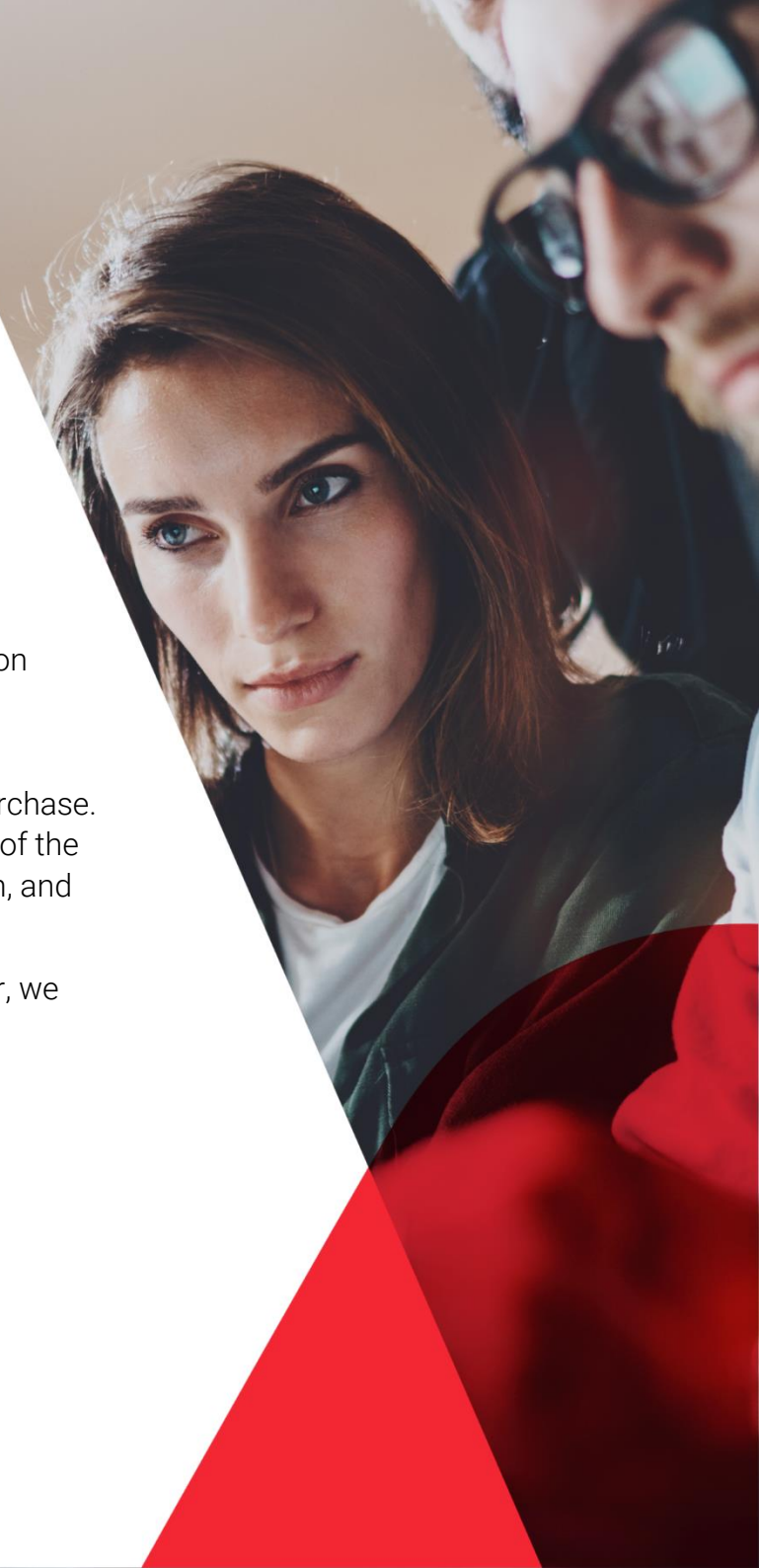
ABOUT TRAINING

Accruent Academy believes that helping your users understand our software's capabilities to quickly become proficient in the new systems is the key to your success. The success of a major software application deployment or upgrade has a direct correlation with the thoroughness of the training provided. Accruent Academy is the solution to add value to the digital transformation occurring in your organization and enable your users to get the most out of their Accruent software.

In this catalog, you will find all the essential information on how to train the users in your organization to become in-house experts, with technical knowledge to use, manage, and maintain your Lucernex solution.

Accruent Academy delivers world-class training solutions standard with your Lucernex software purchase. Instead of purchasing separate training courses, a set of training licenses will be included as a part of the software product, increasing training access and leading to faster enablement, higher user adoption, and greater software ROI.

Whether you are new to Lucernex software, part of an implementation team, or an experienced user, we have continuous training that will benefit you and your organization.



DELIVERY FORMATS OF LEARNING

eLearning



Accruent's online learning environment – the Accruent Academy Learning Center – is web-based so you can access your training anywhere. Learners can register and connect from anywhere in the world to access their training content at any point in time.

All online training courses contain interactive eLearning modules to learn about the software, simulated exercises for real-time application practice, and knowledge checks to ensure content comprehension. Training completion information can be viewed and exported through reporting, by the assigned training coordinator.

INSTRUCTOR-LED TRAINING

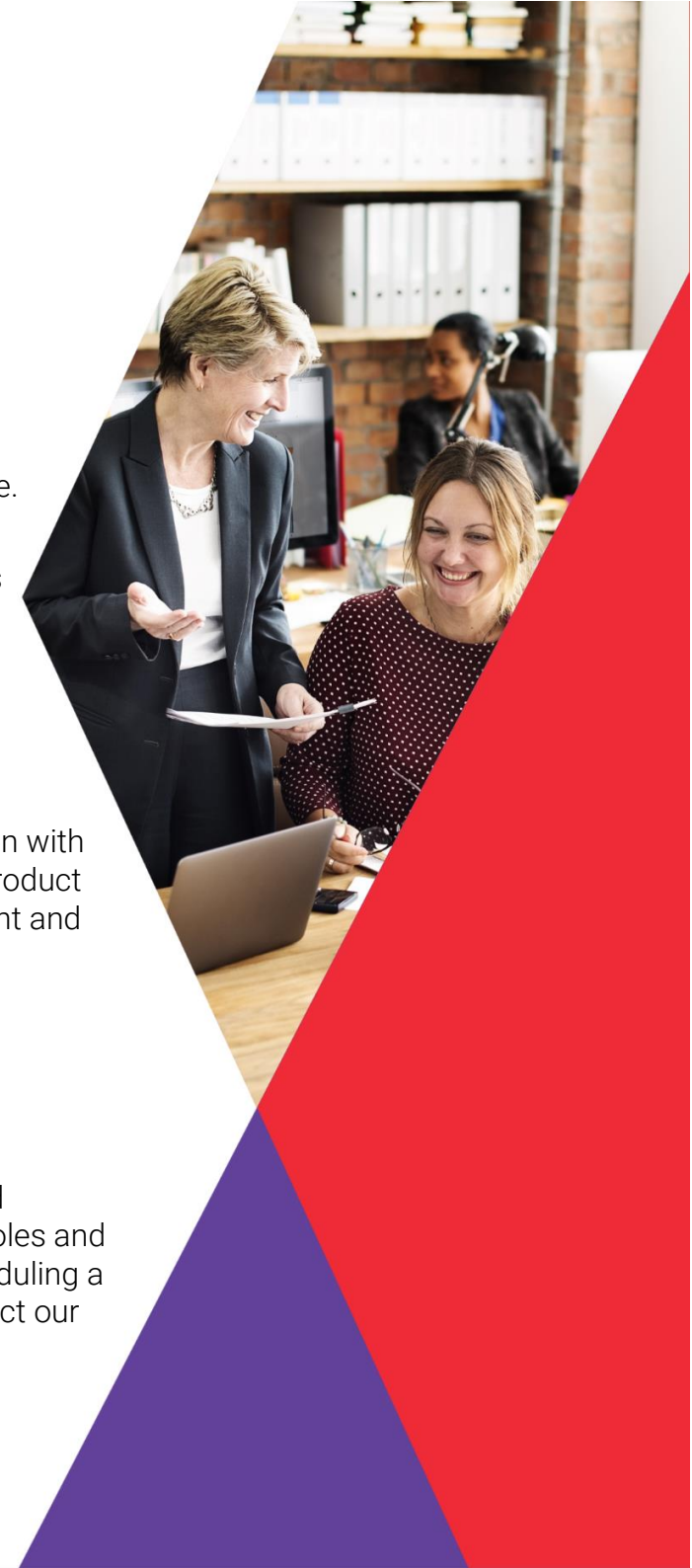


Virtual instructor-led courses are also offered to combine the benefits of live instruction with the flexibility of online learning. These courses are led by our highly skilled Lucernex Product Trainers. The classes allow for a maximum of 10 attendees to ensure high engagement and personal attention. In person sessions are also available at the customer's location.

CUSTOM-BUILT TRAINING



Accruent has its own training department with highly experienced Product Trainers and eLearning Developers. We offer custom training courses tailored to the different user roles and unique business processes in your organization. Our team begins this process by scheduling a meeting with you to ensure we are aware of and meet any training needs. Please contact our team if you would like to know more about our custom-built training possibilities.



STANDARD TRAINING BY ROLE – INCLUDED

Accruent Academy provides standard Lucernex training courses included with your software contract. These standard training courses are organized into Learning Paths by user role, so users can focus their learning on the courses that are most applicable to their position. The following Learning Paths are defined for Lease and Lifecycle users. More detailed information on all courses is provided in subsequent sections.

Course	Format	Role			
		Lease End User	Lease Support Contact	Lifecycle End User	Lifecycle Support Contact
Introduction	eLearning	R	R	R	R
Lease Principles	eLearning	R	R		
Report Builder	eLearning	O	R	O	R
Equipment Contracts	eLearning	O	O		
Lease Configuration	eLearning		R		
Lifecycle Principles	eLearning			R	R
Lifecycle Configuration	eLearning				R
Lifecycle Bidding	eLearning			O	O
Data Dictionary Admin	eLearning		O		O
Data Dictionary End-User	eLearning	O		O	
Real Estate Transaction Management (RETM)	eLearning	O	O		
Lease Support Contact Exam	eLearning		R		
Lifecycle Support Contact Exam	eLearning				R
Spreadsheet Imports Microlearning	eLearning	O	O	O	O
Foreign Key Fields MicroLearning	eLearning	O	O	O	O
Conditional Fields MicroLearning	eLearning	O	O	O	O
Advanced Layouts MicroLearning	eLearning	O	O	O	O

R = Required course for base knowledge of Lucernex O = Optional course for additional Lucernex functionality

AVAILABLE ADD-ON TRAINING BY ROLE

Accruent Academy also offers additional training courses for purchase via Accruent Academy or Statement of Work (SOW). More detailed information on all courses is provided in subsequent sections.

Course	Format	Role			
		Lease End User	Lease Support Contact	Lifecycle End User	Lifecycle Support Contact
Equipment Contracts - Advanced	Virtual Instructor Led	x	x		
Report Builder – Advanced	Virtual Instructor Led	x	x	x	x
Lease Workshop	Virtual Instructor Led	x	x		
Lifecycle Workshop	Virtual Instructor Led			x	x

LUCERNEX STANDARD TRAINING COURSES – ALL USERS

Accruent Academy offers the following standard training courses for all Lucernex users, included with the software contract.

LUCERNEX INTRODUCTION

Length

25 min

Training Type

eLearning modules

Course Overview

The Lucernex Introduction training will guide Lucernex users through the concepts of Lucernex as a full lifecycle solution. It includes a short overview to review the different modules available for Lifecycle and Lease customers. The training explains the components of each module and demonstrates their uses.

Course Objectives

- Identify the different modules available for Lifecycle and Lease customers
- Explain the components of each module and demonstrate their uses
- Explain basic entity navigation, entity search, and User Dashboard configuration

Key Tasks: Interpreting what each module is used for, explaining how records are related in Lucernex, searching for records, customizing your User Dashboard

Course Topics

- Lucernex Overview
- Entity Overview
- Basic Navigation
- Dashboard and Configuration

Course Audience

- All Lucernex users

LUCERNEX REPORT BUILDING

Length

2 Hours

Training Type

eLearning modules

Course Overview

The Lucernex Report Building training is for Lucernex users to have a better understanding of the reporting tool and database tables. This course is intended for those users that are familiar with the software and actively need to create reports. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Identify database table relationships in terms of report building
- Explain the different types of reports supported by Lucernex
- Demonstrate how to create reports from a template or from a blank slate.

Key Tasks: Finding reports in the system, explaining the different standard report options, interpreting the Report Builder interface, organizing reports, and managing security privileges

Course Topics

- Report Navigation
- Understanding Tables
 - Lowest-Level Table Reporting
 - Foreign Key Fields
- Report Builder Interface
- Report Basics
 - Report Types
 - View Types
 - Report Building
 - Global Report Templates
- Report Administration
 - Dashboard Reports
 - Scheduled Jobs
 - Security Settings

Course Audience

- All Lucernex Users

LUCERNEX DATA DICTIONARY END-USER

Length

15 minutes

Training Type

eLearning module

Course Overview

The Data Dictionary End-User training provides end-users an overview of the Data Dictionary feature. This training will explain how to access the data dictionary and use it to better understand data relationships throughout Lucernex.

Course Objectives

- Explain how to access the Data Dictionary.
- Identify the IsFunctional flag and Field Definitions.
- Explain what fields can be edited by administrators, and which cannot.
- Explain what fields are displayed, as well as how to filter and search for information about displayed fields.

Key Tasks: Using the Data Dictionary to identify fields and determine their use.

Course Topics

- Introduction to the Data Dictionary
- Data Dictionary Video Introduction
- Knowledge Check

Course Audience

- All Lucernex Users

LUCERNEX DATA DICTIONARY ADMIN USER

Length

30 minutes

Training Type

eLearning module

Course Overview

Data Dictionary Admin training demonstrates how the Data Dictionary can be leveraged to customize your Lucernex Environment to map your organization's terminology with the fields in Lucernex.

Course Objectives

- Explain the functions and uses of the Data Dictionary.
- Demonstrate how to access the Data Dictionary.
- Demonstrate how to add custom definitions to multiple global and firm fields at once using imports.

Key Tasks: Using the Data Dictionary to identify fields and determine their use and update them as needed.

Course Topics

- Introduction to the Data Dictionary
- Data Dictionary Video Introduction
- Importing Definitions with Spreadsheets
- Importing Definitions for Data Fields
- Knowledge Check

Course Audience

- All Lucernex Users

LUCERNEX STANDARD MICROLEARNINGS

Length

5 minutes each

Training Type

eLearning modules

Microlearnings Overview

These Microlearnings provide bite-sized training courses on a range of focused topics.

Microlearnings Topics

Foreign Key Fields	The Foreign Key Fields Microlearning explains foreign key fields and how to use them in report building.
Spreadsheet Imports	The Spreadsheet Imports Microlearning explains how to use the standard spreadsheet import functionality to create and modify data in bulk.
Conditional Fields	The Conditional Fields Microlearning explains how the conditional fields functionality can be leveraged in page configurations to increase usability by adding more flexibility on page layouts.
Advanced Layouts	The Advanced Layouts Microlearning explains how advanced layouts provide formatting flexibility by displaying additional details in reports.

Course Audience

- All Lucernex users

LUCERNEX STANDARD TRAINING COURSES – LEASE USERS

The Accruent Academy offers the following standard training courses for Lucernex Lease users, included with the software contract.

LUCERNEX LEASE PRINCIPLES

Length

4 hours

Training Type

eLearning modules

Course Overview

The Lucernex Lease Principles training provides daily Lucernex Lease users a basic overview of all components in the Lucernex Contracts Module. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Input and maintain reliable data in the system
- Employ standard functionalities for Lease Administration and Lease Accounting
- Feel confident with the daily use of Lucernex

Key Tasks: Capturing lease data, executing payment, and accounting processes, managing pertinent documents

Course Topics

- Lifecycle Overview
- Abstract Information
- Transactions
- Recurring Expenses
- Recoveries
- Percentage Rent
- Alternate Rent and Offsets
- Allowances, Security Deposits, and Receipts
- Accruals
- Accounting Information
- Document Viewer

Course Audience

- Lucernex Lease End User
- Lucernex Lease Support Contacts

LUCERNEX LEASE CONFIGURATION

Length

3 hours

Training Type

eLearning modules

Course Overview

The Lucernex Lease Configuration training provides the System Administrators an overview of all administrative functionalities pertinent to the Lucernex Contracts Module. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Manage and maintain the configuration of a company's Lucernex firm
- Navigate and use the system administrative functionalities
- Feel confident and self-sufficient when working with the System Administrator Dashboard

Key Tasks: Managing Lucernex members and security privileges, creating new records, organizing document management processes, maintaining the user interface

Course Topics

- Real Estate Lifecycle Overview
- Member Administration
- Entity Creation
- Folders
- Pages
- Data Fields
- Financial Settings

Course Audience

- Lucernex Lease Support Contacts

LUCERNEX LEASE SUPPORT CONTACT EXAM

Length

2 hours

Training Type

Exam

Course Overview

The Lucernex Lease Support Contact Exam tests that the Support Contact has the level of knowledge needed to perform the basic system administrative activities required to support end users and configure and maintain their Lucernex firm. Exam preparation materials are included.

Exam Objectives

- Certify that the designated Support Contact has the necessary knowledge to perform the role

Exam Topics

- Lease Principles
- Lease Configuration
- Equipment Contracts
- Report Builder

Exam Audience

- Lucernex Lease Support Contacts

LUCERNEX EQUIPMENT CONTRACTS

Length

2 Hours

Training Type

eLearning modules

Course Overview

The Lucernex Equipment Contracts training provides Lucernex users a basic overview of all components in the Lucernex Equipment Contracts Module. This training builds upon the Lease Principles concepts as it pertains to equipment leases. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Learn to input and maintain reliable data in the system
- Employ standard functionalities for Lease Administration and Lease Accounting related to equipment leases.
- Feel confident with the daily use of Lucernex

Key Tasks: Capturing asset-level data, executing payment, and accounting processes, managing pertinent documents

Course Topics

- Equipment Contract Overview
- Equipment Contract and Asset Setup
- Equipment Payment Schedules
- Equipment Payment Processes
- Equipment Accounting Schedules

Course Audience

- Lucernex Lease End Users
- Lucernex Lease Support Contacts

REAL ESTATE TRANSACTION MANAGEMENT (RETM)

Length

50 minutes

Training Type

eLearning modules

Course Overview

This course is intended for customers who have enabled the Real Estate (RE) Transaction sub-module and are using it in their firm. The course covers the components and functions of the sub-module through interactive text lectures.

Course Objectives

- Identify the components of the RE Transaction Sub-module
- Explain the relationship between RE Transactions and RE Scenarios
- Demonstrate how to create and maintain RE Transactions & RE Scenarios.

Key Tasks: Identifying the components of the RE Transaction sub-module, creating and maintaining RE Transactions and RE Scenarios

Course Topics

- RE Transaction Sub-Module Overview
- RE Transactions & RE Scenarios
 - Creating RE Transactions & initial RE Scenario
- Managing your RE Transactions & RE Scenarios
 - Creating Additional Scenarios
 - Contacts
 - Deal Steps
 - Document Management
- RE Transactions & RE Scenarios: Next Steps
 - Selecting a Scenario & Completing a Transaction

Course Audience

- Lucernex Lease End Users
- Lucernex Lease Support Contacts

LUCERNEX STANDARD TRAINING COURSES – LIFECYCLE USERS

The Accruent Academy offers the following standard training courses for Lucernex Lifecycle users.

LUCERNEX LIFECYCLE PRINCIPLES

Length

4 hours

Training Type

eLearning modules

Course Overview

This course guides Lucernex users through the fundamentals of the Lifecycle sub-modules. It explores the Lifecycle functionalities as they pertain primarily to the Projects Module. However, many features are applicable in the other Lucernex modules and are executed similarly. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Explain the purpose and use for each Lifecycle sub-module
- Input and maintain reliable data in Lucernex
- Identify the impact of the high configurability in the Lifecycle sub-modules

Key Tasks: Inputting budget information, creating and maintaining schedules, capture data using forms, execute processes through workflows

Course Topics

- Lifecycle Overview
- Budgets
- Schedules
- Forms
- Workflows

Course Audience

- Lucernex Lifecycle End Users
- Lucernex Lifecycle Support Contacts

LUCERNEX LIFECYCLE BIDDING

Length

3 Hours

Training Type

eLearning modules

Course Overview

This course guides Lucernex users through the different user roles within the Bidding sub-module. It demonstrates the bidding configurations set by System Administrators as well as highlights the responsibilities of the Bid Managers and Bidders. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Explain the purpose and function of the Bidding sub-module in Lucernex
- Identify the various user roles and explain the different components within the Bidding sub-module
- Demonstrate how to execute Bid Manager and Bidder tasks

Key Tasks: Setting up and managing the Bidding sub-module, Managing the Bidding process within Lucernex, Submitting Bids in Lucernex

Course Topics

- Introduction to the Bidding Sub-Module
- Understanding User Roles in Bidding
- Bid Manager Responsibilities
- Supporting Bidder Tasks

Course Audience

- Lucernex Lifecycle End Users
- Lucernex Lifecycle Support Contacts

LUCERNEX LIFECYCLE CONFIGURATION

Length

3 hours

Training Type

eLearning modules

Course Overview

The Lucernex Lifecycle Configuration training provides advanced Lucernex users and Support Contacts a basic overview of all administrative functionalities pertinent to the Lifecycle Modules in Lucernex. This training is a combination of animated lectures, videos, interactive simulated exercises, and knowledge checks.

Course Objectives

- Manage and maintain the configuration of the company's Lucernex firm
- Navigate and use the system administrative functionalities
- Feel confident and self-sufficient when working with the System Administrator Dashboard

Key Tasks: Managing Lucernex members and security privileges, creating new records, organizing document management processes, maintaining the user interface, implementing, and executing processes through workflows

Course Topics

- Real Estate Lifecycle Overview
- Member Administration
- Entity Creation
- Folders
- Pages
- Data Fields
- Budgets
- Schedules
- Forms
- Workflows

Course Audience

- Lucernex Lifecycle Advanced End Users
- Lucernex Lifecycle Support Contacts

LUCERNEX LIFECYCLE SUPPORT CONTACT EXAM

Length

2 hours

Training Type

Exam

Course Overview

The Lucernex Lifecycle Support Contact Exam tests that the Support Contact has the level of knowledge needed to perform the basic system administrative activities required to support end users and configure and maintain their Lucernex firm. Exam preparation materials are included.

Exam Objectives

- Certify that the designated Support Contact has the necessary knowledge to perform the role

Exam Topics

- Lifecycle Principles
- Lifecycle Configuration
- Lifecycle Workshop

Exam Audience

- Lucernex Lifecycle Support Contacts

LUCERNEX ADD-ON TRAINING COURSES

The Accruent Academy offers the following Add-on training courses for Lucernex users. These can be purchased through Accruent Academy or a statement of work.

LUCERNEX EQUIPMENT CONTRACTS - ADVANCED

Length

4 Hours

Training Type

Virtual Classroom up to 10 people

Course Overview

The Lucernex Equipment Contracts – Advanced is a virtual instructor led training that provides Lucernex Lease users more detail and hands-on activities on all components in the Equipment Contracts Module of Lucernex. This training builds upon the standard Equipment Contracts course.

Course Objectives

- Learn to input and maintain reliable data in the system
- Employ standard functionalities for Lease Administration and Lease Accounting related to equipment leases.
- Feel confident with the daily use of Lucernex

Key Tasks: Capturing asset-level data manually and through importing, executing payment and accounting processes at the asset-level

Course Topics

- Equipment Contract Overview
- Equipment Contract Setup
- Assigning Assets to Equipment Contracts
- Equipment Payment Schedules
- Rent Processes
- Accounting Schedules

Course Audience

- Lucernex Lease Advanced Users

LUCERNEX REPORT BUILDING - ADVANCED

Length

4.5 Hours

Training Type

Virtual Classroom up to 10 people

Course Overview

The Lucernex Report Building - Advanced training is a virtual instructor led training that provides a deep dive for Lucernex users to have a better understanding of the reporting tool and database tables through hands-on practice. This is an advanced course intended for those users that are familiar with the software and actively need to create reports.

Course Objectives

- Identify database table relationships in terms of report building
- Explain and demonstrate the different types of reports supported by Lucernex
- Feel confident independently creating reports

Key Tasks: Creating one of each report type, managing reporting organization and security, creating automation and summary page shortcuts

Course Topics

- Introduction
 - Report Navigation
 - Global Reports
- Understanding Tables
- Report Basics
 - Report Types
 - Output Types
- Report Building
- Report Administration
 - Folder Structure
 - Security Privileges
 - Scheduled Jobs
 - Dashboard Reports
 - Report Buttons

Course Audience

- Lucernex Advanced Users

LUCERNEX LEASE WORKSHOP

Length

2 days or 4 sessions, 4 hours each

Training Type

Virtual Classroom or onsite, up to 10 people

Course Overview

The Lucernex Lease Workshop is a virtual instructor led training that provides the opportunity for hands-on practice with the software and builds on the standard Lucernex Lease courses. There are guided and independent functional lease scenarios and a configuration demonstration to complete.

Course Objectives

- Learn to troubleshoot and resolve issues to support their end-users
- Navigate and use configuration options
- Feel confident with configuring and maintaining their Lucernex firm

Key Tasks: Interpreting standard functionalities and identifying configurable areas, Implementing, and executing payment and accounting processes, Maintaining the user interface

Course Topics

- Contract Abstraction
- Payment Information
- Accounting Information
- Member Administration
- UI Configuration

Course Audience

- Lucernex Lease Advanced Users

LUCERNEX LIFECYCLE WORKSHOP

Length

3 days or 5 sessions, 4.5 hours each

Training Type

Virtual Classroom or onsite, up to 10 people

Course Overview

The Lucernex Lifecycle Workshop is a virtual instructor led training provides the opportunity for hands-on practice with the software. There are guided and independent functional lease scenarios and a configuration demonstration to complete.

Course Objectives

- Learn to troubleshoot and resolve issues to support their end users
- Identify configuration options
- Feel confident with configuring and maintaining their Lucernex firm

Key Tasks: Maintaining the user interface, managing Lucernex users and security privileges, implementing, and executing processes through workflows

Course Topics

- User Dashboard
- Member Administration
- Setup Wizard
- UI Configuration
- Document Management
- Budgets
- Schedules
- Custom Lists
- Forms
- Workflows
- Reporting

Course Audience

- Lucernex Lifecycle Advanced Users

RECOMMENDED TIMELINE

TRAINING TIMELINE

For our new users, the timing of training delivery is imperative to a successful implementation. We will provide you with a foundational knowledge of Lucernex and introduce you to the potential Lucernex has for improving your current processes. We aim to better equip you for the decision-making and inevitable discussions that take place during your implementation project. Following is an example recommended timeline for training during the implementation project.

Training Timeline for Contracts/Lease Customers

Timing	Course	Modules
Pre-Project Kick Off	Lucernex Introduction	Module 1: Lucernex Overview Module 2: Entity Overview Module 3: Basic Navigation Module 4: User Dashboard and Configuration
	Lucernex Lease Principles	Module 1: Lease Principles Overview
Kick-Off	Lucernex Lease Principles	Module 2: Abstract Information Module 3: Transactions Module 4: Recurring Expenses
Discovery	Lucernex Lease Principles	Module 5: Recoveries Module 6: Percentage Rent Module 7: Alternate Rent and Offsets Module 8: Other Information Module 9: Accrual Information Module 10: Accounting Information Module 11: Document Viewer
CRP #1	Lucernex Lease Configuration	Module 1: Lease Configuration Overview Module 2: Member Administration Module 3: Entity Creation Module 4: Folders
CRP #2	Lucernex Lease Configuration	Module 5: Pages Module 6: Data Fields Module 7: Financial Settings
CRP #3	Lucernex Lease Support Certification Exam***	Lease Support Exam Study Guide Lease Support Contact Exam
UAT	Lucernex Report Building	Module 1: Report Building Course Introduction Module 2: Navigating to Reports
	Lucernex Report Building	Module 3: Understanding Tables Module 4: Report Builder Interface
Go-Live	Lucernex Report Building	Module 5: Reporting Basics Module 6: Reporting Administration

*** only for users that will need to interact with the Accruent Support team

RECOMMENDED TIMELINE

Training Timeline for Projects/Lifecycle Customers

Timing	Course	Modules
Pre-Project Kick Off	Lucernex Introduction	Module 1: Lucernex Overview Module 2: Entity Overview Module 3: Basic Navigation Module 4: User Dashboard and Configuration
	Lucernex Lifecycle Principles	Module 1: Lifecycle Principles Introduction
Kick-Off	Lucernex Lifecycle Principles	Module 2: Budgets Module 3: Schedules
Discovery	Lucernex Lifecycle Principles	Module 4: Forms Module 5: Workflows
	Lucernex Lifecycle Configuration	Module 1: Lifecycle Configuration Overview Module 2: Member Administration
CRP #1	Lucernex Lifecycle Configuration	Module 3: Entity Creation Module 4: Folders Module 5: Pages Module 6: Data Fields
CRP #2	Lucernex Lifecycle Configuration	Module 7: Budgets Module 8: Schedules
CRP #3	Lucernex Lifecycle Configuration	Module 9: Forms Module 10: Workflows
	Lucernex Lifecycle Support Certification Exam***	Lifecycle Support Exam Study Guide Lifecycle Support Contact Exam
UAT	Lucernex Report Building	Module 1: Report Building Course Introduction Module 2: Navigating to Reports
	Lucernex Report Building	Module 3: Understanding Tables Module 4: Report Builder Interface
Go-Live	Lucernex Report Building	Module 5: Reporting Basics Module 6: Reporting Administration

*** only for users that will need to interact with the Accruent Support team

ADDITIONAL PRODUCTS

ELEARNING FILES

Lucernex eLearning file delivery

When customers are already using an internal Learning Management System (LMS), Accruent Academy can deliver our standard eLearning files to upload into our customer's LMS to be used to train an unlimited amount of end users. The approved courses are offered in SCORM or AICC format.

Available training courses for this option:

- Lucernex Introduction Course
- Lucernex Lease Principles
- Lucernex Lifecycle Principles

MICROLEARNINGS

Accruent Academy offers MicroLearnings as an economical option for semi-customized training. A MicroLearning is our standard bite-size learning content that focuses on a specific topic or task, approximately 5-10 minutes in duration. MicroLearnings include text, screenshots, video demonstrations, and a quiz. This is a targeted micro training option that allows your organization to focus on a feature or process that will have the most impact on your business. MicroLearnings can be customized to your organization's branding and the content can be recorded on your Accruent software environment. They are delivered in SCORM or AICC format that can be loaded into your organization's Learning Management System or placed in a shared location for access. MicroLearnings can be purchased in packs of 5, 7, 10, 15, and 20.

CUSTOM BUILT

Lucernex Custom Training

We can provide training tailored to your environment, built from a collaboration between our training team and your Subject-matter Expert. The provided deliverables are eLearning files that can be uploaded into your LMS system, or classroom materials that can be reused for future training sessions.

Lucernex Custom End User Training Courses via eLearning

When training groups of users in multiple locations or larger groups, we recommend training via eLearning courses. When customers are already using an internal Learning Management System (LMS), Accruent Academy proposes to create customized eLearning courses and MicroLearnings that can be uploaded and used within the customers' LMS.

Multiple training courses can be developed to accommodate all applicable training groups. Accruent Academy develops customized eLearning training courses using professional authoring tools. A highly knowledgeable Product Trainer will write the content for your course in collaboration with a Subject-matter Expert. Afterward, a highly experienced eLearning developer will develop a customized course in your branding and aligned with your business processes. The courses are delivered in SCORM or AICC format. When other languages are required, you can choose to subtitle or fully narrate the eLearning courses in multiple languages.

Lucernex Training Needs Analysis Workshop

A Lucernex Training Needs Analysis workshop can be conducted together with your core project team to understand the training requirements of your organization and develop a Training Plan to meet those requirements.

ON-DEMAND**Instructor-Led Training****Lucernex Instructor-Led Classroom Training – Standard or Customized**

Accruent Academy offers training that provides individual attention while you learn about the new system. Since the Lucernex solution can be customized to your business processes, it is important to receive training on your specific system configuration. Accruent makes this easier by allowing you to train users at your location, or remotely using your configuration.

The Accruent Academy provides virtual classroom training using either standard or custom-built course materials to train your users. The recommended number of attendees for this class is between 3 and 6. Registration is limited to 10 attendees per class for one Product Trainer. Reach out to the Accruent Academy Team (Training@accruent.com) for more options.



Please contact the Accruent Academy at Training@accruent.com for more information on Lucernex Training

Catalog Disclosure

The online catalog is converted to a PDF and published once a year. All information in the published and PDF versions of the catalog is correct at the time of publication. However, Accruent Academy reserves the right to change its policies or course offerings at any time.