ACCRUENT
academy

PRICE LIST FOR

⋀ EMS

INCLUDED TRAINING

EMS

Accruent Academy believes that helping your users understand our software's capabilities to become proficient in the new systems quickly is the key to your success. This takes serious training. 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.

Accruent Academy delivers world-class training solutions, standard with your EMS software contract. Instead of purchasing separate training courses, a set of training licenses will be included, increasing training access and leading to faster enablement, higher user adoption, and greater software ROI. These are the included courses:

Course	Format	Role				
		System Admin	Reservationist	Service Provider	Technical User	Higher Education
Reservationist I	eLearning	R	R		O	R
Reservationist II	eLearning	R	R			R
Reservationist III	eLearning	R	R			R
Administering EMS: Configuration Basics	eLearning	R			O	R
How End Users Use EMS Web App	eLearning	R	R	O	O	R
How End Users Use EMS for Outlook	eLearning	O	O		O	O
How End Users Use EMS for Google	eLearning	O	O		O	O
Direct Spaces	eLearning	O	O		O	O
Administering Everyday User Applications	eLearning	R			O	R
Service Provider Operation	eLearning	O	O	R		O
Administering Services	eLearning	O		O		O
Using EMS for Invoicing	eLearning	O	O			O
Administering Pricing and Billing	eLearning	O				O
Global Settings and Permissions	eLearning	R				O
Publishing Maintaining Course Schedule	eLearning					R
Optimization of Course Schedule	eLearning					O
Campus Planning Interface	eLearning					O
Final Exam Scheduling	eLearning					O
Academic Administration	eLearning					R

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

ADDITIONAL TRAINING

Accruent Academy also offers additional training courses for purchase via Accruent Academy or Statement of Work (SOW).

Course	Description	Audience	Format	Duration	Price	Unit
EMS Configuration Series	This series of instructor-led virtual sessions will walk you through the key configuration elements of EMS. This can be delivered to a single customer or in an open session with multiple customers. Maximum of 10 participants.	EMS System Admins	Virtual Instructor-Led	9 hours (6 1.5-hour sessions)	$4,000.00	per series (single customer)
					$800.00	per user (open session)
EMS Reservationist Series	This series of virtual instructor-led sessions will walk you through all steps to create, edit and manage reservations as a desktop client user in EMS. This can be delivered to a single customer or in an open session with multiple customers. Maximum of 10 participants.	EMS System Admin, Reservationists	Virtual Instructor-Led	7.5 hours (3 2.5-hours sessions)	$3,000.00	per series (single customer)
					$600.00	per user (open session)
MicroLearnings	MicroLearnings are customized micro-modules, developed on a standard template, and customized to the customer configuration in text, video & branding. These files can be loaded into the customer Learning Management System (LMS).	All users	eLearning	5-10 minutes each	$5,775.00	Pack of 5
					$7,975.00	Pack of 7
					$11,000.00	Pack of 10
Reservationist I eLearning file	The EMS Reservationist I course will guide EMS Admin users through the most popular tools in the Desktop Client for making simple reservations, searching for reservations, and running common reports.	System Admin Reservationist Technical User	eLearning	3 hours	$19,800.00	per file
Reservationist I yearly update	Yearly update to the eLearning file. Only available for contiguous years.		eLearning		$6,930.00	per year
Reservationist II eLearning file	The EMS Reservationist II training offers more in-depth training on various tools in EMS for making and managing complex reservations.	System Admin Reservationist	eLearning	2 hours	$16,500.00	per file
Reservationist II yearly update	Yearly update to the eLearning file. Only available for contiguous years.		eLearning		$5,775.00	per year
Reservationist III eLearning file	The EMS Reservationist III training is a deep dive for EMS admin users to have a better understanding of the various workflow tools for event planners in EMS.	System Admin Reservationist	eLearning	1.5 hours	$13.200.00	per file
Reservationist III yearly update	Yearly update to the eLearning file. Only available for contiguous years.		eLearning		$4,620.00	per year
Service Provider Operations eLearning file	The Service Provider Operation course is designed to give service providers a toolbox to add, edit, cancel, and manage all phases of service order requests.	System Admin Service Provider	SCORM, AICC, TinCan	1.5 hours	$13,200.00	per file
Service Provider Operations yearly update	Yearly update to the eLearning file. Only available for contiguous years.		SCORM, AICC, TinCan		$4,620.00	per year

ADDITIONAL TRAINING

EMS

Course	Description	Audience	Format	Duration	Price	Unit
How End Users Use EMS for Google eLearning file	This training course will review the functionality of the EMS for Google Calendar integration.	System Admin Reservationist Technical User	SCORM, AICC, TinCan	25 minutes	$5,500.00	per file
How End Users Use EMS for Google yearly update	Yearly update to the eLearning file. Only available for contiguous years.		SCORM, AICC, TinCan		$1,925.00	Per year
How End Users Use EMS for Outlook eLearning file	This training course will show you how end users will use EMS for Outlook to reserve and edit rooms and services within the EMS for Outlook add-in.	System Admin Reservationist Technical User	SCORM, AICC, TinCan	25 minutes	$5,500.00	per file
How End Users Use EMS for Outlook yearly update	Yearly update to the eLearning file. Only available for contiguous years.		SCORM, AICC, TinCan		$1,925.00	Per year
How End Users Use EMS for Web App eLearning file	This training course will show you how end users will use the EMS Web App to create and edit room reservations and service requests. This	System Admin Reservationist	SCORM, AICC, TinCan	25 minutes	$5,500.00	per file
How End Users Use EMS for Web App yearly update	Yearly update to the eLearning file. Only available for contiguous years.		SCORM, AICC, TinCan		$1,925.00	Per year

Custom Training

Accruent Academy can also create custom training, tailored to your environment, built from a collaboration between our training team and your Subject-matter Experts. This includes eLearning which can be loaded into your Learning Management System and used to train unlimited users and instructor-led training at your location or virtually using your configuration. Reach out to training@accruent.com for more information.