

**UNIFY** Harmonize  
your enterprise

# Learning Credit Points (LCP) User Guide

Unify Academy  
December 2016



# LCP introduction

- LCP make it easy to plan, budget, and book training
  - LCP are used like vouchers, valid for one year from the date of purchase
  - LCP can be applied towards any relevant courses
  - Courses are priced in both USD and LCP
  - LCP are transferable among co-workers

# Purchasing LCP

- Login to the Unify Academy website:
  - [www.unify.com/academy](http://www.unify.com/academy)
- Enter LCP in the search bar and click the magnifying glass to perform the search

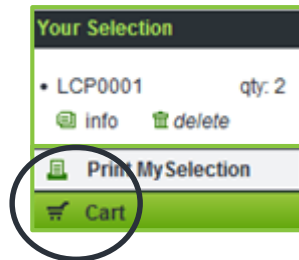


- Add LCP to Your Selection by clicking the shopping cart icon

# Purchasing LCP

**You must be logged in to the Unify Academy website in order to proceed**


- To review the items in your shopping cart, click the cart icon under Your Selection to begin the checkout process



# LCP ordering process

- If you are satisfied with the contents of your shopping cart, click the Book button and enter all necessary information on the Booking Wizard forms

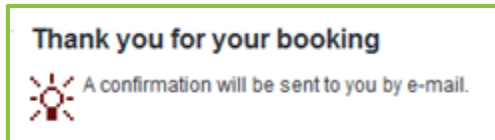


Title	Course Number	Type	Price (exclude VAT)	Delete	Count
Learning Credit Points (1 point)	LCP0001		XXXX \$ 1 LCP		2

- Clicking the Book button on form 4 completes the checkout process

# LCP ordering process

- After completing the checkout process, a confirmation message is displayed
  - You will also receive an email confirmation



- You may redeem the LCP now or later

# Redeeming LCP

- Search for the course you're interested in and click its title to display the course description
- The equivalent quantity of LCP are displayed below the course price

OpenScape Office V3 R3 Fast Track (OOV3R3FT)

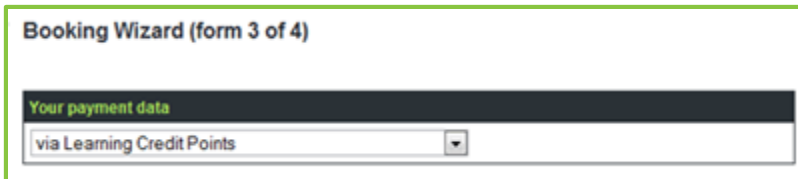
Dates and Details						
Date	Location	Price	Guarant. Event	Lang.	Seats avail.	Cart
Oct 28, 2013 - Nov 1, 2013	USA Irving	\$3,225.00 LCP 54	<input checked="" type="checkbox"/>	UK	10	

- To book the selected course, click the shopping cart icon
  - This adds the item to Your Selection
- Add additional courses if desired



# Redeeming LCP

- Click the cart icon under Your Selection to begin the checkout process
- Follow the booking wizard until the payment option is displayed in Step 3 (form 3 of 4)
- To pay with LCP, use the drop-down arrow and select Via Learning Credit Points
  - Your additional payment options are also displayed



Booking Wizard (form 3 of 4)

Your payment data

via Learning Credit Points

# Redeeming LCP

- If you do not have sufficient LCP, a message is displayed alerting you to the missing quantity

## Booking Wizard (form 4 of 4)

There are still 53 LCP(s) for USA missing for this ordering. You can go back to your profile now and book the missing LCP without changes in your running booking process or you go back and pay via invoice. You can find further information about LCP on this page: [LCP Info](#)

- You can purchase additional LCP to complete your order from this page, without interrupting the order in progress
- Simply select the additional quantity, add to your cart and the checkout process continues

# Redeeming LCP

- After completing checkout, a confirmation message is displayed
  - You will also receive an email confirmation
- This completes your purchase

# Cancellation and crediting of LCP

- If you need to cancel a course purchased with LCP, contact our booking office by phone or email
  - (800) 227-1704
  - [academy.us@unify.com](mailto:academy.us@unify.com)
- After cancellation, the LCP credits will be added back to your account
- You can review your LCP Information link on the website to verify the credit to your account balance

# Reports: LCP Information link

- If you have LCP in your account, you will see the LCP Information link displayed. Three options are available to you:
  - LCP account balance
    - Provides a detailed list of purchases, credits, and redemptions
  - LCP Additional purchase requirements
    - Allows you to easily purchase extra LCP when needed
  - LCP transfer
    - Enter the number of LCP to be transferred, up to your Amount (balance)
    - Enter the email address of the person receiving the credits
    - This person must have a valid Unify Academy account to redeem LCP

# Questions?

## Contact Us

- Unify Academy US
  - Website: [www.unify.com/academy](http://www.unify.com/academy)
  - Phone: (800) 227-1704
  - Email: [academy.us@unify.com](mailto:academy.us@unify.com)