



OneStream University Live Remote Training

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OneStream University offers both introductory and advanced level training courses in North America and EMEA on a regular basis. Our live classroom experience includes in-depth instruction on OneStream concepts as well as a chance to apply new skills through hands-on exercises. Attending training in person is an effective way to learn, though there are times when traveling to another place can be time consuming or cost prohibitive.

OneStream University offers a live remote option for our customers and partners allowing students to attend a live class remotely via a web-based meeting. Attendees receive the same materials, complete the same exercises and experience the live classroom in a more convenient way. The technology we use creates a live experience for remote students because they are interacting with classroom exercises the same way, can hear classroom discussions and have the ability to ask questions.

Registration and Cost

Registration, pricing, payment, and cancellation policies are all the same for both live and live remote training. Remote students must register at least three business days before class starting to ensure that there is enough time to prepare and troubleshoot any potential connectivity issues. Please refer to www.onestreamsoftware.com/training for more information. Upon registration, inform OneStream University of which type of training is preferred. There is a limit to the total number of students in each class regardless of whether it is live or live remote, so register early.

Preparation for Attending a Live Remote Class

If attending a live remote class, there are some requirements and suggestions:

- Pre-training instructions and/or class materials will be sent via email the week prior to the start of training. All pre-training instructions should be accomplished at least two business days prior to the training start date.
- Please **note** that remote training requires the user to install a VPN client on their laptop and also the OneStream XF Excel Add-in (for select classes) in order to connect to the training server and accomplish certain exercises. If the user does not have the ability to install software on their own computer, they will likely need the help of their own Information Technology staff to assist. The users is responsible for testing connectivity to the OneStream University servers, which may be a challenge in certain company environments. Proper lead time may be required.
- Information on how to connect to the OneStream University servers will be provided two weeks prior to the training start date. It is required that all live remote attendees follow these connection instructions and test the connection several business days prior to the start of class in order to work through any potential trouble shooting issues. Testing should be done at the same location where the student plans to attend training.
- It is strongly recommended that all live remote students attend training from home instead of their place of business. Based on previous experiences, OneStream University has found that home networks rarely have connection issues to the OneStream University servers where strict corporate firewall issues arise when trying to connect from a business. Also, being present in the office may result in more interruptions causing trainees to miss important information and class discussion. There is a lower probability of being pulled out of class at inopportune times to attend meetings or answer questions if students attend training in a distraction free environment.