



# HOW TO ACTIVATE AND ACCESS SUBSCRIPTIONS

- [Locating your Activation Key](#)
- [Activating a Subscription](#)
- [Registering for a Class](#)
- [Adding Users to the Subscription](#)

## Locating Your Activation Key

The person purchasing a subscription will receive a confirmation email after completing the checkout process. The confirmation email contains the subscription activation key. Please save the email, you will need the key to access the subscription on Abila University. If you purchased a subscription that includes access for multiple people you will need to send the activation key to the selected individuals.

abila  
university



Dear **Purchaser**

Thank you for choosing Abila for your training needs. A subscription package is the perfect way to access high quality training at the best price.

### **Subscription Information**

---

Confirmation Number: 581-643-8-14-3923

Activation Key: **sk000\_0000**

MIP Pilot Subscription Program

Location: Subscription

## Activating a Subscription

After locating the activation key, you are ready to activate the subscription. Subscriptions are available from the My Subscriptions section of your Abila University profile. To activate your subscription:

1. Log in to My Profile, select **My Subscriptions**
2. Type in the Activation Key (included in the subscription registration confirmation email or provided by the purchaser)
3. Select **Go**

4. The name of the subscription will display. Click **Subscribe**

Package Name	ACTION	Expiration Date	Purchaser Name	Status
MIP Pilot Subscription Program	<a href="#">Subscribe</a>	7/23/18	Your Name	Active

## Registering for a Class

Once the subscription is activated you may register for classes or view recorded sessions.

1. Log in to My Profile, select **My Subscriptions**
2. Click the name of the subscription package

Course Catalog   Advanced Search   Calendar Search   Subscription Search   Bundle Search

Your Name

**Subscription Center**

My Registrations   History   **My Subscriptions**   My Certifications   Contact Information

Activation Key

SUBSCRIPTION PACK ▲	PURCHASER ▲	EXPIRATION DATE ▲	STATUS ▲	SUBSCRIPTION ATTENDEE STATUS
FR50 BASIC VIDEO SUBSCRIPTION ... 581-181-6606-14-1541	Your Name	8/22/18	✔ Active	
MIP Fund Accounting Certified ... 581-337-6606-14-1775	Your Name		✔ Active	
<b>MIP Pilot Subscription Program</b> 581-643-8-14-3923	Your Name	7/23/18	✔ Active	
netFORUM Organization Training... 581-433-6606-23-2264	Your Name	4/1/18	✔ Active	

MY PROFILE >

FREQUENTLY ASKED QUESTIONS >

BEFORE YOU ATTEND >

CANCELLATION POLICY >

CONTACT US >

3. A list of available classes for the subscription will display. Select **Register** for Live Webcast (vClassroom) classes. Select **Launch** to view Self-Paced (Replay) classes.

COURSE ▲	COURSE TYPE ▲	STATUS ▲	START DATE ▲	COMPLETED DATE ▲	ACTION
FA201 - MIP Fund Accounting System Administration	vClassroom Courses	Registered	2/1/18		ⓘ More Information n Ⓜ Register
FA202 - MIP Fund Accounting Admin & Setup	vClassroom Courses				ⓘ More Information n Ⓜ Register

4. The classes associated with the subscription will display. Select your preferred location/date/time, and click **Register**

**FA201 - MIP Fund Accounting System Administration**

This course is designed for the administrator responsible for system management. It addresses database management, housekeeping and security in the Administration system. The class covers how to create and manage an organizational database as well as how to set up users and grant security rights to the Administration, Accounting and Payroll systems.

**COURSE SCHEDULE**

Course Type: Live Webcast  
2/1/18 - 2/1/18  
9:00AM - 12:00PM Central Time (US & Canada)  
7:00AM - 10:00AM Pacific Time (US & Canada)  
8:00AM - 11:00AM Mountain Time (US & Canada)  
10:00AM - 1:00PM Eastern Time (US & Canada)

Registration End Date 1/29/18  
Seats Left 8

**LOCATION**

[CONTACT US](#) >

**Register**

5. If prompted, select **Checkout** to complete the registration process.

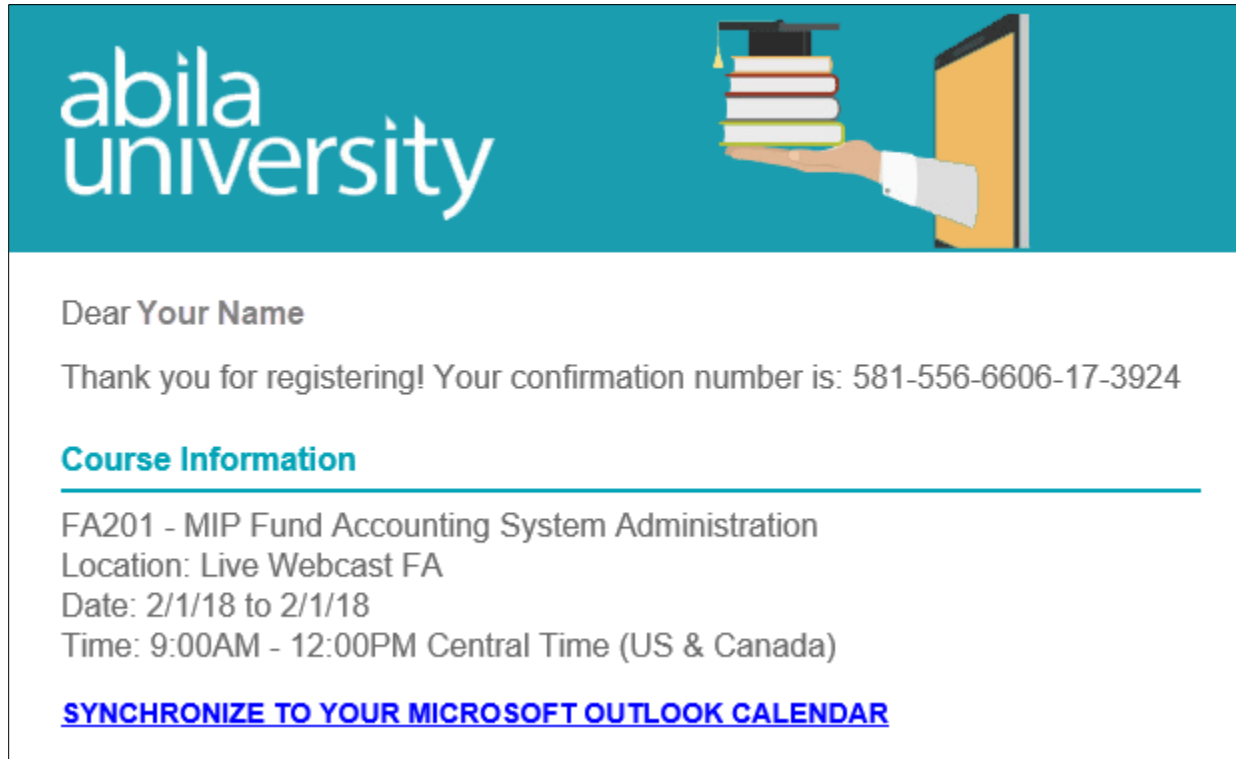
Course Type: Live Webcast  
4/2/18 - 4/2/18  
2:00PM - 5:00PM Central Time (US & Canada)  
12:00PM - 3:00PM Pacific Time (US & Canada)  
1:00PM - 4:00PM Mountain Time (US & Canada)  
3:00PM - 6:00PM Eastern Time (US & Canada)

Registration End Date 3/27/18  
Seats Left 12 [Details](#)

**Remove**

**Checkout**

6. After completing the checkout process you will receive a confirmation email with a link to Sync to your Outlook calendar.



## Adding Users to the Subscription

If you purchased an organization subscription that includes access for multiple people you may add employees to the subscription. For example if the subscription is for three individuals a total of three people may activate the subscription. To add people to a subscription:

- Locate the subscription activation key. The purchaser of the subscription received a confirmation email that contains the subscription activation key.
- Send the subscription activation key to your designated users (up to maximum allowed on subscription).
- Have the user create a profile on Abila University [Creating a Profile](#)
- They will need to follow the instructions for [Activating a Subscription](#)

Thank you for registering, and enjoy the classes!

Abila Learning Services  
1-877-879-0456  
training@abila.com