



DATA SHEET

HOW TO ORDER A SEAT FOR NETWORK DEPLOYMENT MENTORING (NDM) BOOT CAMPS

PURCHASE USING A CREDIT CARD (AMERICAN EXPRESS, VISA OR MASTERCARD)

1. Identify the name, date, and location of the course you want to attend. This information can be obtained from the individual course data sheets and/or the schedule of classes.
2. Check for course availability by sending an email to the NDM registration desk at aeskt_registration@cisco.com or by calling the help desk (in the USA call 800-800-1180 ext 5-0933 or 408-525-0933).
3. Please have your email address, credit card (American Express, Visa, or MasterCard) and course number, course date, and course location available before calling.
4. Call the registration help desk at USA 800-800-1180 ext 5-0933 or 408-525-0933 to process your enrollment.
5. Ensure you receive an email confirmation, including confirmation number, within 24 hours of enrollment or contact the registration help desk.
6. Please bring your confirmation letter with you on the first day of your class.

NOTE: Cancellations within 14 business days of the start of the class will be considered non-refundable.

PURCHASE DIRECTLY FROM CISCO USING A PURCHASE ORDER

1. Identify the name, date, and location of the course you want to attend. This information can be obtained from the individual course data sheets and/or the schedule of classes.
2. Check for course availability by sending an email to the NDM registration desk at aeskt_registration@cisco.com or by calling the help desk (in the USA call 800-800-1180 ext 5-0933 or 408-525-0933).
3. Check with your company's purchasing agent to make certain that you already have an established purchasing relationship with Cisco Systems, Inc. If you are not certain that you have a purchasing relationship with Cisco, please send an email to aeskt_registration@cisco.com and include your company's full name and official "Bill To" address.
4. Send Purchase Order complete with the Cisco course name, date, number of seats you wish to purchase, and location of the course you want to attend. Also, include the dollar amount of the payment, payment terms, as well as the "Bill to" and "Ship to" addresses. Contact the registration help desk for fax number information for submitting the PO.

5. When the Sales Order number is assigned by Cisco Customer Service, you will receive an email confirmation from the registration help desk.
6. Please bring your confirmation letter with you on the first day of your class.

NOTE: Cancellations within 14 business days of the start of the class will be considered non-refundable

PURCHASE DIRECTLY FROM CISCO USING CISCO LEARNING CREDITS (CLC)

1. Identify the name, date, and location of the course you want to attend. This information can be obtained from the individual course data sheets and/or the schedule of classes.
2. Check for course availability and number of Cisco Learning Credits required, by sending an email to the NDM registration desk at aeskt_registration@cisco.com or by calling the help desk (in the USA call 800-800-1180 ext 5-0933 or 408-525-0933).
3. Please have your email address, Sales Order Number (Cisco Learning Credits (CLC)) and course number, course date, and course location available before sending email or calling.
4. Call the registration help desk at (USA 800-800-1180 ext 5-0933 or 408-525-0933) or send a email to aeskt_registration@cisco.com to process your enrollment. Please include the Cisco course name, date, number of seats you wish to purchase (using your Cisco Learning Credits), and location of the course you want to attend. NOTE: If you have not already purchased your Cisco Learning Credits (CLC), please visit the link below to learn more about Cisco Learning Credits and how to purchase them: www.cisco.com/go/learingcredits
5. Ensure you receive an email confirmation, including confirmation number, within 24 hours of enrollment or contact the registration help desk.
6. Please bring your confirmation letter with you on the first day of your class.

NOTE: Cancellations within 14 business days of the start of the class will be considered non-refundable.



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