Access & Training [1]

There are some important steps and associated timelines for getting access to the eComm tools, as part of a standard monthly process.

1. **Discovery**
   - Meet with an eComm specialist to review communication and/or event goals to confirm eComm is the right fit.
   - **15-30 min.**

2. **Pre-Access Requirements**
   - Complete pre-access requirements (SkillSoft courses and sign an agreement) by the end of the month to secure your license.
   - **1-2 hours**

3. **Login, Training & Quiz**
   - Receive credentials around the 5th of the month and follow along with training. Complete a short verification for access to send emails and/or events approved.
   - **1-2 hours**

**Interested in an eComm license?** Request access [2] and your eComm specialist [3] will arrange a discovery session [4] to review your communication and/or event goals and determine if eComm is the right fit.

If it is a good match, new users must complete pre-access requirements [5] by the end of the month to get access during the first week of the following month.

Once given access, users can login, follow along with training and complete a quiz [6]. Long-term, continued education [7] is provided.

Get a behind the scenes view of everything that goes into the new user onboarding process [8], including a Marketing Cloud Journey triggered by data in the License Object of Salesforce.

**Groups audience:**
- eComm

**Source URL:** https://www.cu.edu/ecomm/training

**Links**