

Frequently Asked Questions: MicroStrategy Introduction to Enterprise BI Class

Who should attend this class?

This introductory course is reserved for individuals without experience using the MicroStrategy platform. It is designed for business users, BI project managers, IT specialists, and budget owners who sponsor BI applications.

Does this class qualify as a continuing education credit or formal MicroStrategy training?

No, this class does not qualify as a continuing education credit or formal training. No certificates will be issued upon completion of this class. For more information on MicroStrategy Education please visit the MicroStrategy Education website at <http://www.microstrategy.com/Education/>

What will be covered in this class?

This hands-on course introduces MicroStrategy from the perspective of people who use, develop and manage enterprise BI applications. Attendees will learn how to:

- Create an entire BI application in less than a day
- Interact with reports and dashboards with our easy-to-use Web interface to pivot, drill, and add new KPIs
- Build reports that bring in data from multiple different sources
- Access reports in Microsoft® Office and on your mobile device
- Set personalized alerts so you receive reports only when you need them
- Improve user self-service within your BI application
- Design dynamic and interactive dashboards in just a few minutes using all-new dashboard templates
- Use BI applications to drive strategy and operational efficiency

Where can I find the agenda for this class?

Visit the MicroStrategy web site for a [detailed agenda](#) for this class.

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What is the difference between the *Introduction to BI* class and the *Dashboards, Reports, and Analytics for the Business User* class?

Visit our web site for a [comparison chart for these two classes](#). Please note that if you have attended an Introduction to BI class in the past, it is not recommended that you attend the Dashboards, Reports, and Analytics for the Business User class as the content for this class is highly similar and intended as a less technical version of the Introduction to BI class more suitable for business users.

Where can I register for the Introduction to BI class?

You can register for a class through the [Introduction to BI class schedule page](#). Simply click on the location and class date you would like to attend and you will then be prompted to log on to your MicroStrategy account in order to register.

What if I do not have a MicroStrategy Account?

You will need to set up a MicroStrategy Account in order to register for this class. This is a simple process that takes no more than 3 minutes. **You must use a corporate email address in order to set up your account.** Once you have submitted your account information, you will receive an activation code via email. You will then use this code to activate your account. Once your account is activated, you can register for any event you would like.

What happens once I register for a class?

Once registered, you will receive an email confirming your registration has been received. Seating is limited so not all registrants will automatically be placed in the class. Depending on the availability of seating at the time of receiving your registration, you will either be approved or placed on a waitlist. You will be notified of your status into the class within the following 2 weeks or prior to the class date, whichever timeframe is shorter depending on when you registered. If approved, you will receive a confirmation email that includes all class details, location, and times. If placed on the waitlist, you will be notified if a seat becomes available.

What should I do if I need to cancel my registration to a class?

If you can no longer attend the class you are registered for and need to cancel, please email a cancellation notification including your name, class date, and class location to events@microstrategy.com

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What should I do if I have problems registering online for a class?

If you have any issues with our online registration system, please email webmaster@microstrategy.com and include your name, email address, event you are register for, and the issue you are experiencing. If possible, please include a screenshot of the problem as well. Someone will address your issue as soon as possible.

What if one of my colleagues would also like to attend this class?

If you have colleagues who would also like to attend this class, please have them [register for the class online](#). All who would like to attend must register online.

What should I bring the day of the class?

All materials, including a computer, are provided for each attendee. You are not required to bring anything on the day of the class.

Who can I contact with questions pertaining to this class?

You can email all questions to events@microstrategy.com.