



## What is Vena Academy?

Vena Academy is the learning destination where finance, operations and business leaders grow their careers through CPE/CPD courses including professional development, technical practice and product training.

- Earn CPE/CPD credits on demand
- Advance your career through professional development and technical practice training
- Level up your FP&A skills through Vena training and enablement

## Who can have a Vena Academy profile?

Vena Academy is not just for Vena power users. Anyone at your organization can benefit from the wide range of CPE/CPD professional development and technical practice on-demand courses. Just send them to Vena Academy to sign up for a free profile.

## What if I completed courses and earned CPE/CPD credits with Vena Learning?

Your Vena Learning course history and CPE/CPD credits will be transferred to your Vena Academy profile. If you have already completed courses on Vena Learning, your course status and earned CPE/CPDs will be moved to your Vena Academy dashboard. Any courses in progress must be completed before **March 24, 2023**. After this date, course progress will be reset, and you will need to restart the course at Vena Academy.

## What if I have a Vena Academy profile with my personal email address?

If you registered for Vena Academy with your personal email address, we recommend that you contact [learning@venacorp.com](mailto:learning@venacorp.com) so that we can merge your personal and work email profiles.

## How do I download my CPE/CPD Certificates?

To download your certificate(s), follow these steps:

1. Log in to Vena Academy.
2. Click on the CPE/CPD Dashboard, accessible from the homepage.
3. You will see a list of completed courses and/or sessions. To download any earned certificates, click on the ribbon icon located on the right column, as pictured in the image below.

Become an Analytical Organization	COMPLETED	10/19/2022	10/21/2023	10/21/2022	1.00	16h 5m	80.00	
-----------------------------------	-----------	------------	------------	------------	------	--------	-------	---

### **What if I don't see my CPE/CPD Credits?**

If you are logged in at Vena Academy and you don't see your CPE/CPD credits, follow these steps:

1. Consider whether you could have used another email address, such as a personal email address. If so, try logging in to Vena Academy with that email address.
2. Contact [learning@venacorp.com](mailto:learning@venacorp.com) for support.

### **How do I access my courses in progress?**

Once logged in at Vena Academy, click on the User Menu located in the upper left corner. From there, select My Courses and Learning Plans.