



## **Excel in Your Role as a Vena Contributor Webinar – Vena 365**

*Brought to you by Vena Academy*

**February 12, 2025**

### Session Information:

#### **Presenters:**

Liv Morris, Training Specialist, Vena Solutions

#### **Supporting:**

Alicia Sacristan, Senior Training Specialist, Vena Solutions

### **Excel in Your Role as a Vena Contributor Webinar – Vena 365:**

Get ready to breeze through budget season as an end user with Vena 365! Learn how to collaborate effectively and provide the inputs and insights needed to tackle your budget quickly and efficiently. Join us and discover how easy it can be to stay ahead and make budgeting a seamless process.

This webinar will help Vena Contributors (also known as end users) successfully facilitate their role in the budgeting process through navigating the Tasks tab in Vena. Key concepts that will be covered include submitting and reviewing an input template, identifying the fundamental steps for a Contributor to input data, and showcasing the four most commonly used features by end users. Contribute more effectively to the planning and budgeting process and drive better results across the board!

Note: if you're a Vena Power User attending this webinar, don't forget to invite your Contributors!

### **Learning Objectives:**

By the end of this session, participants will be able to:

- Navigate the Tasks tab while submitting and reviewing an input template
- Identify the fundamental steps for a Contributor to do an input
- Learn the four most commonly used features for Contributors

## CPE-Eligibility:

### To earn CPE credits the learner is expected to:

- Attend the entire webinar (1 hour)
- Complete three polling questions

## CPE/ Vena Academy FAQs:

### **When and how will I receive my CPE/CPD Credits?**

CPE/CPD credits will be delivered to your [Vena Academy profile](#) within 30 business days. Follow the instructions outlined in this [job aid](#) on how to access your CPE/CPD Certificates and credits.

### **What is Vena Academy?**

Vena Academy is your centralized space for learning. Access our extensive content library containing courses about Vena Product Knowledge, Microsoft Training (i.e. Excel, PPT), and Professional Development courses designed for Finance Professionals.

### **Do I need to be a Vena Customer to register for a Vena Academy profile?**

You do not need to be a current customer to register for Vena Academy. This resource is available to all Finance and Operations professionals, regardless of whether you are a current Vena user.

### **I don't have a Vena Academy profile. How do I create one?**

Visit Vena Academy at <https://academy.venasolutions.com> and follow the prompts to create a free Vena Community profile. Enter your work email and password. Follow the instructions outlined in [this job aid](#) to create a Vena Community account and log into Vena Academy for the first time.

### **I waited 5-7 business days and my CPE/CPD credits are not available in my Vena Academy profile. What should I do?**

First, check that you are logged into Vena Academy using your work email. If you require additional support, please email [learning@venacorp.com](mailto:learning@venacorp.com).

## National Association of State Boards of Accountancy (NASBA) Information Regarding CPE Credits for this Program

**Number of CPE credits:** 1.0 Credit

**Recommended NASBA Field of Study:** Specialized Knowledge

**Instructional Delivery Method:** Group Internet Based

**Sponsor Identification number:** 129667

**Session Registration:** Access the [Vena Events page](#) to register for the desired webinar

**Glossary:** Refer to the [Vena Glossary](#) found in the Knowledgebase

**Course Publication/Review Date:** November 4, 2024

**Who Should Attend:** Vena Customers and Partners using Vena 365

**Program Level:** Basic

**Prerequisite Education:** Basic knowledge of using the Vena Solution tool using the Vena 365 platform as a Contributor user.

**Advanced Preparation:** For the best learning experience, ensure Vena is installed/enabled in advance by following the steps outlined in the [Vena 365 System Requirements and Troubleshooting Guide for Mac - Feb 2024.pdf](#) or [Vena 365 System Requirements and Troubleshooting Guide for Windows - Feb 2024.pdf](#).

**Interactive Engagement Element:** Polling Questions

**Official Registry Statement:** Vena Solutions is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be submitted to the National Registry of CPE sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).

If you undertake this course for CPE credits, you can leave final comments in the Course Survey.

## Rescheduling/Cancellation/Refund/Complaint Policy

- Vena Solutions reserves the right to cancel events and will send an email to all registrants informing them of the cancellation
- Refunds are not applicable as no fee is charged for enrolling in these courses.
- Attendee/session may lodge complaints in the following ways: a) through the chat and/or Q&A portals on the Zoom webinar (for Group Internet Based courses); or b) through email to: [learning@venacorp.com](mailto:learning@venacorp.com). Once a complaint has been lodged, Vena Solutions will document the complaint and share it with our advisory committee. Vena Solutions will set a date for the committee to review. Upon review, the committee will recommend and document a proposed resolution. Vena Solutions will contact the aggrieved and the committee's resolution.
- For more information regarding the rescheduling, cancellation, refund, and complaint policies, please contact [learning@venacorp.com](mailto:learning@venacorp.com)



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