# **Project Team Communication**

*This section is to communicate to the Project Team members that will be working on the NetSuite implementation.*

### Steps:

1. Forward the **Activate Your Oracle NetSuite Training** email from [trainingsupport@netsuite.com](mailto:trainingsupport@netsuite.com) to the project team.
2. Attach the Learning Center QRG, which guides them through setup and finding content.
3. Use the following message:

Welcome to the project team for our NetSuite Implementation. Please click the **Activation Link** below and follow the instructions for creating a profile. Once in the Learning Center, use the attached QRG to find and mark the **<Insert Solution Here> Learning Path** as a Favorite.   Begin taking the <Industry> Fundamentals Course followed by the Admin Fundamentals course.

# **End User Communication**

*This section is to communicate to all End Users that will be interacting in NetSuite to get a base knowledge of the system.*

### Steps:

1. Forward the **Activate Your Oracle NetSuite Training** email from [trainingsupport@netsuite.com](mailto:trainingsupport@netsuite.com) to the end users.
2. Attach the Learning Center QRG, which guides them through setup and finding content.
3. Use the following message:

As we are implementing NetSuite, we will be accessing training in the Oracle NetSuite Learning Center.   Please click the **Activation Link** below and follow the instructions for creating a profile.  Use the attached QRG to mark the **<Insert Solution Here> Course** as a Favorite.  No further action is needed until I send a follow-up communication based your role in implementation.