

What to Expect from All Three Levels of Agiloft University



Agiloft University can help you grow your skills and become part of a new generation of certified Agiloft Administrators to serve contract ops roles within your organization.

Agiloft University's online curriculum empowers admins supporting procurement, sales, and legal teams to become contract ops pros and optimize Agiloft's flexible no-code platform.

Whether you're brand new to the platform or have already spent time using and configuring Agiloft for your organization, Agiloft University can help you grow your competitive advantage.

While each level can help you master specific skills, all levels feature:

- Self-paced, order-agnostic modules, so users can complete topics at their own speed.
- Targeted training using online tutorials, videos, learning plans, and training materials.



Customers have better implementations and are more successful long term when an admin takes ownership of the system from the beginning.

Certified Level 1: Business Admin

Learn to configure your CLM system to streamline operations, increase revenue, and reduce risk.


Who should take this?

- Someone with organizational knowledge
- Users familiar with industry vocabulary
- Anyone who wants to be able to walk end users through questions about forms and basic tasks

TOTAL TIME COMMITMENT:

14 HOURS

Expect to master:

-  Generating custom reports
-  Adjusting views
-  Creating saved searches
-  Managing user roles
-  Training end users

CERTIFIED LEVEL 1

Certified Level 2: Workflow Admin

Maximize ROI by learning how to enhance usability, automate reporting, and expand user adoption.






Who should take this?

- Someone who has mastered Level 1 and wants to know the ins and outs of records in Agiloft
- Anyone who wants to be able to answer the question, "What happens if I press this button?"
- Someone who wants to be the expert in workflow optimization

TOTAL TIME COMMITMENT:

34 HOURS

Expect to master:

-  Adjusting email templates
-  Adjusting document templates
-  Permissions configuration
-  Adding local and linked fields
-  Automations and notifications

CERTIFIED LEVEL 2

Certified Level 3: Design Admin

Improve security and compliance with instruction on advanced permission structures, secure notifications, and other critical security features.




Who should take this?

- Anyone fearless about setting up buttons, fields, or tables
- Someone with highly developed technical skills
- Users who are comfortable moving between Agiloft and integrated systems

TOTAL TIME COMMITMENT:

23 HOURS

Expect to master:

-  Data import
-  Customizing the portal interface
-  Security best practices

CERTIFIED LEVEL 3

Complete all three levels to become a Certified Agiloft Contract Operations Professional to further widen the competitive advantage of your enterprise CLM.

[Learn more or enroll here](#)