



ENROLLMENT AND FULFILLMENT

Temen Copilot Academy - Enrollment and Fulfillment Guide

The controlled customer path from approved purchase through scheduling, delivery, evidence, completion, and follow-up.

BUYER GUIDE

Signal Blueprint and Microsoft 365 Copilot visual system | Version 2.0 | August 5, 2026

One accountable path from approved offer to follow-up.

01

Approved offer

The product, price, capacity, policy, tax, geography, and instructor path are approved before checkout or formal ordering.

02

Purchase or assisted order

The buyer selects the approved learner, cohort, or organization unit, or works with Temen on an assisted commercial path.

03

Enrollment intake

Collect organization, buyer, learner roles, time zone, preferred dates, priority workflows, delivery needs, and accessibility needs.

04

Schedule confirmation

Temen confirms the instructor, Microsoft Teams schedule, capacity, prerequisites, and customer contact.

05

Delivery

Learners receive welcome information, live instruction, approved practice, resources, and the support included in the offer.

06

Completion and follow-up

Record attendance, sessions delivered, artifacts, open questions, observations, and the recommended next action.

Collect what delivery needs and nothing more.

Required context

- Organization and buyer contact
- Approved order or quote reference
- Program, quantity, and participant roles
- Time zone and preferred delivery dates
- Priority scenarios or exam path
- Accessibility or delivery accommodations

Do not submit

- Passwords or access keys
- Tenant identifiers or production credentials
- Private customer documents
- Health, payment, or regulated personal data
- Unapproved confidential business information
- Anything not required for scheduling and delivery

Technical readiness is a separate authorization.

If the program identifies a need for tenant, security, data, licensing, or engineering review, Temen creates a separately authorized scope and secure information path.

Keep the learning and follow-up accountable.

ORDER

Commercial record

Approved offer, unit, quantity, customer, and order or quote reference.

PLAN

Delivery record

Instructor, schedule, audience, curriculum review date, prerequisites, and approved practice boundary.

CLOSE

Completion record

Attendance, delivered sessions, provided resources, open questions, observations, and recommended next actions.

Contact leads@temensys.com or call 1-888-732-6521. Existing customer technical incidents should use support@temensys.com.