

PLEASE READ BEFORE PURCHASING AN ONLINE COURSE!!!

1. You **MUST** be a registered user to **make a purchase or take an online course**
 - If you do not have a login, you will be asked to **register** before completing the purchase
 - If you are purchasing for others, you must register them or have students register themselves **BEFORE** they can take any online course
 - Registration can be completed from the Home Page by selecting ***New Account Registration***
2. If you are purchasing the course for **YOURSELF**,
 - Enter your name in the ***List Names of Badge Holder(s)*** area
 - Click ***Add to Cart*** and then ***Checkout*** to complete the purchase
 - Course can be found under ***My Account, My Courses*** from the main website menu
3. If you are purchasing for **OTHER USERS**,
 - Check the ***Order Class for Other Users*** box
 - Enter the **total number** of students for this purchase in the grey box
 - Enter **each name** in the ***List Names of Badge Holder(s)*** area; there must be **ONE** name for **EACH** seat you purchase
4. To enroll **OTHER USERS** in a course you purchased,
 - First, make sure the student is registered in the system; you will **NOT BE ABLE** to enroll users **WITHOUT** an account
 - Select ***My Account, Enroll Students***
 - Select the Group where the number of available seats are displayed
 - Click ***Enroll User*** and enter user's **First Name, Last Name** and **Email Address** in the pop up
 - Click ***Enroll User*** at the bottom of the pop up to complete
 - Continue this process until all users you want to enroll are entered
 - **Users you enroll** will find their course in their account under ***My Account, My Courses***