

## **Click Purchase in the Left Navigation Bar of Any Page**

The states listed in blue with a hyperlink are available for purchase Click one.

When the order page opens, you must click the Registration Is: radio button to signify that you know what you are purchasing.

Enter the quantity of classes for that state, Click Add to Cart.

To purchase additional classes for different states, Click the Return to list of states link, in left navigation column, otherwise just click Checkout.

Review and modify your order, Click the Checkout button.

Previous customer sign in to your account, first time customer create a new account **KEEP THIS INFORMATION.**

Important, the shipping address is where the card is sent.

Provide shipping/mailling information. You can provide different ship to addresses.

Verify Order, Choose payment type.

Enter billing information.

Provide credit card information, Click Complete order.

Click the, Assign students to course, link.

Review the list of states you have purchased classes for, and the available seats per class, select a state, and click Register.

Enter the Students information even if the student is you.

Click Assign.

This screen shows the UserName and Password and generates an e-mail to you. We recommend that you keep a copy of the e-mail and provide a printed or emailed copy to the student.

Click return to course listing to assign additional students to courses

This page keeps track of courses you have purchased

In the left Navigation bar the link for student, listing provides a list of registered students and their progress.