Registering for a course:

 First, you will need to find a course you'd like to register for. There are a few methods to do so. Watch <u>this video</u> for details on how to navigate the homepage.



- 2. Courses are either free to enroll in or must be purchased. The steps for enrolling in a **free course** start at step 3. To find the steps for enrolling in a paid course, skip to step 5.
- 3. To enroll in a **free course**, select a session and click "Enroll" on the right side of the course page.

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4. You will get a confirmation notification. Free courses will be automatically added to your courses. Selecting "View my Courses" will take you to your "My Courses" page (see step 10), or you can select "Start Learning Now" to launch the course program materials immediately.

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5. To enroll in a **paid course**, select "Add to Cart" on the course page. If your course is Instructor lead rather than On Demand, it will require you to select a session before you can add to your cart (see step 3 for an example).

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6. View your cart through the shopping cart icon in the top right. Select "Checkout."

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8. Enter your payment information, confirm the billing address, and select "Pay"

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9. You will see this confirmation page when your payment is processed. Selecting "Start Learning Now" will launch the course program materials immediately. "Continue Shopping" will send you to the "All Courses" page (see step 1).

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10. To find the courses you have registered for, select the menu in the top left of the homepage and "My Courses and Learning Plans" from the dropdown.

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