

Follow these steps, if you **DO NOT** have a MyLearning account:

1. Click **Register Now!**
2. Click the **Register** button
3. Complete the required fields on the **New Account** screen
4. Click the **Create My New Account** button
5. Click the **Add Course To Cart** button

NOTE: A message highlighted in green appears at the top of the page indicating the course has been added to your cart.

6. Click the **cart icon**  next to your name

NOTE: The course should appear in your shopping cart.

7. Click the **Checkout** button
8. Click the **NEXT STEP** button
9. Complete the Payments section fields

I will pay with my credit card (* - All Details Required)

Card information is the same as order account information

Credit Card Type

Credit Card Number

Credit Card Expiration

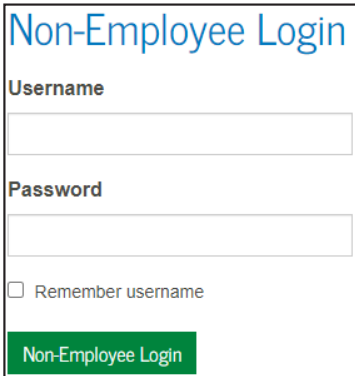
Name On Card

10. Click the **SUBMIT** button, the course displays

NOTE: A purchase receipt will be sent to the email listed in your MyLearning account

Follow these steps, if you have a MyLearning account:

1. Click **Register Now!**
2. Click the **Login** button
3. Enter your log in credentials in the **Non-Employee Login** block
4. Click the **Non-Employee Login** button



The screenshot shows a login form titled "Non-Employee Login". It contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember username". At the bottom of the form is a green button labeled "Non-Employee Login".

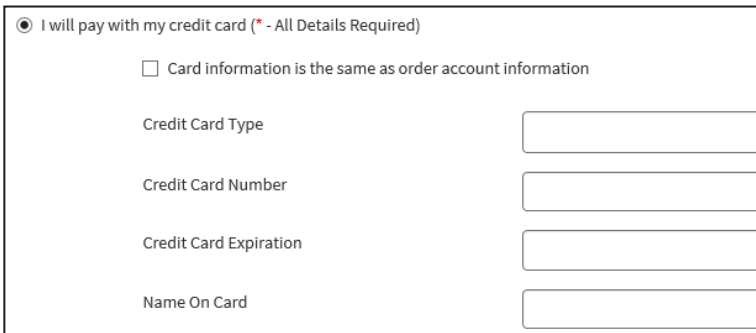
5. Click the **Add Course To Cart** button

NOTE: A message highlighted in green appears at the top of the page indicating the course has been added to your cart.

6. Click the **cart icon**  next to your name

NOTE: The course should appear in your shopping cart.

7. Click the **Checkout** button
8. Click the **NEXT STEP** button
9. Complete the Payments section fields



The screenshot shows the "Payments" section. It starts with a radio button selected for "I will pay with my credit card (* - All Details Required)". Below this is a checkbox for "Card information is the same as order account information". There are four input fields: "Credit Card Type", "Credit Card Number", "Credit Card Expiration", and "Name On Card".

10. Click the **SUBMIT** button, the course displays

NOTE: A purchase receipt will be sent to the email listed in your MyLearning account