MyLearning Shopping Cart Instructions

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

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

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

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