

Follow these steps to access the course, if you **DO NOT** have a MyLearning account:

1. Click **Register Now!**
2. Click the **Register** button
3. Click the **Create My New Account** button
4. 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.

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

**NOTE:** The course should appear in your shopping cart.

6. Click the **Checkout** button
7. Click the **NEXT STEP** button
8. 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

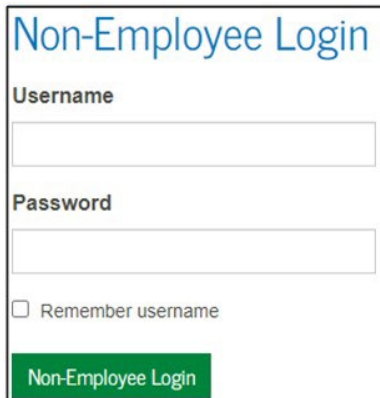
Name On Card

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

**NOTE:** A purchase receipt will be sent to the email listed in your MyLearning account. If you do not complete the course, bookmark/save the site to access later.

Follow these steps to access the course, 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 form is titled "Non-Employee Login" in blue text. 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".

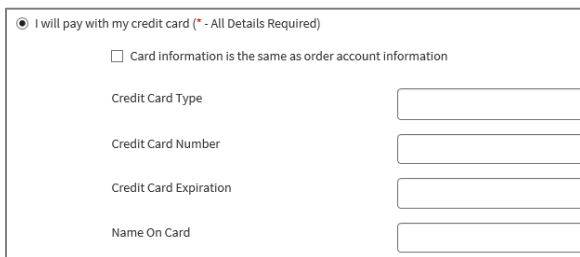
5. Click the **Add Course To Cart** button

**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. Select the course, then click the **NEXT STEP** button
10. Complete the **Payments section** fields



The form is titled "I will pay with my credit card (\* - All Details Required)". It contains a checkbox labeled "Card information is the same as order account information". Below this are four input fields: "Credit Card Type", "Credit Card Number", "Credit Card Expiration", and "Name On Card".

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

**NOTE:** A purchase receipt will be sent to the email listed in your MyLearning account. If you do not complete the course, bookmark/save the site to access later.