

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

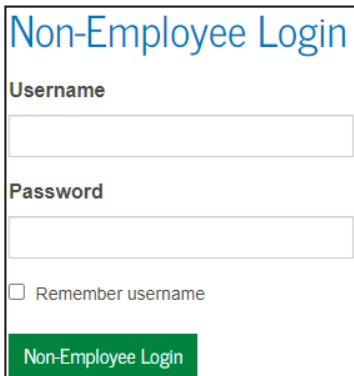
Name On Card

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

A screenshot of the 'Non-Employee Login' form. It has a title 'Non-Employee Login' in blue. Below it are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Remember username'. At the bottom is a green button labeled 'Non-Employee Login'.

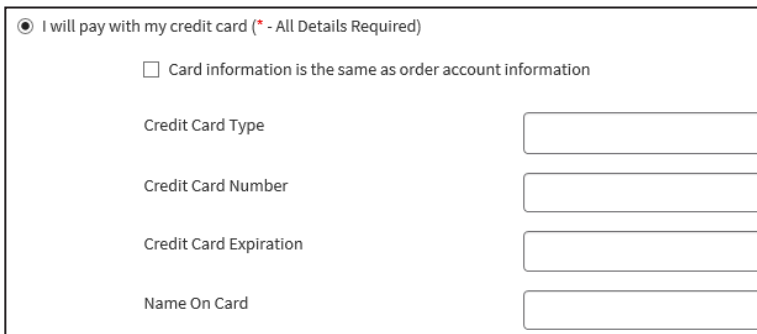
5. Click the **Add Course To Cart** button

**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

A screenshot of the payment 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'. Then 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