MyLearning Shopping Cart Instructions
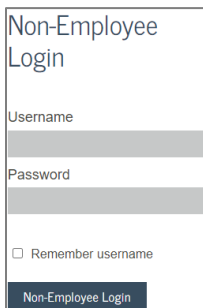
Follow these steps, if you have a MyLearning account:

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

Non-Employee Login

Username

Password
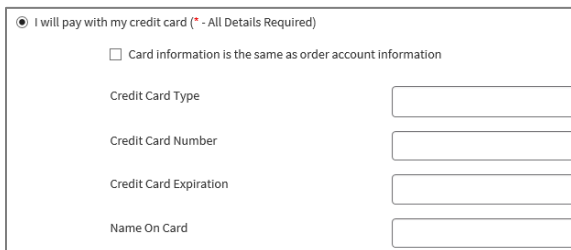
☐ Remember username

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

◉ 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