

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

<ul> <li>I will pay with my credit card (* - All Details Required)</li> </ul>	
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

Non-Employee Logi	1
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. Select the course, then click the NEXT STEP button
- 10. Complete the Payments section fields

● I will pay with my credit card (* - All Details Required)	
Card information is the same as order accord	ount information
Credit Card Type	
Credit Card Number	
Credit Card Expiration	
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.