

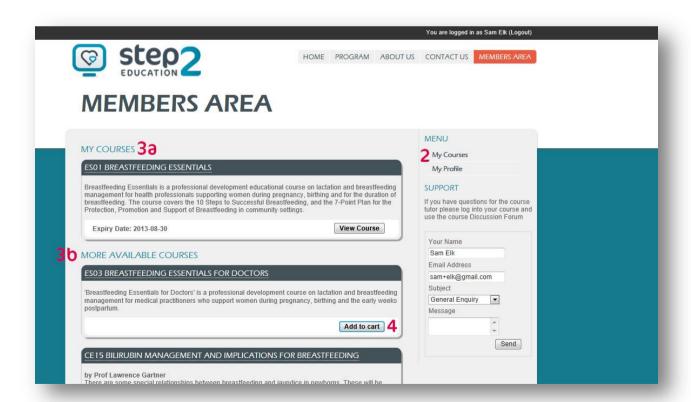
Purchasing Courses Online



How to purchase a course

Purchasing courses online is simple and quick! Follow this easy guide to log in, choose and purchase a course.

- 1. Log in to our website.
 - a. If you don't already have a username and password, ask your facilitator/hospital contact to set one up for you, or they can put you in contact with us to assist you further.
 - b. A guide to logging in can be found here: http://www.step2education.com/images/quickstart.pdf
- 2. Go to "My Courses" in the menu on the right.
- 3. You can see two sections
 - a. My Courses (courses you are enrolled in) and
 - b. Available Courses (Courses you can purchase).
- 4. Click on the "Add to Cart" button next to any courses you wish to purchase.

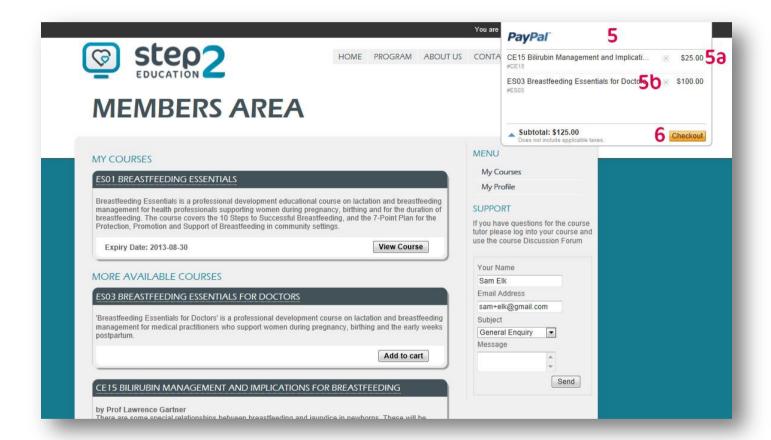




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- 5. Your shopping cart will appear in the top right
 - a. View the price and
 - b. Edit your cart click the 'x' next to any items to remove them.
- 6. Click on the "Check out" button in your cart when you are ready to proceed with your purchase.

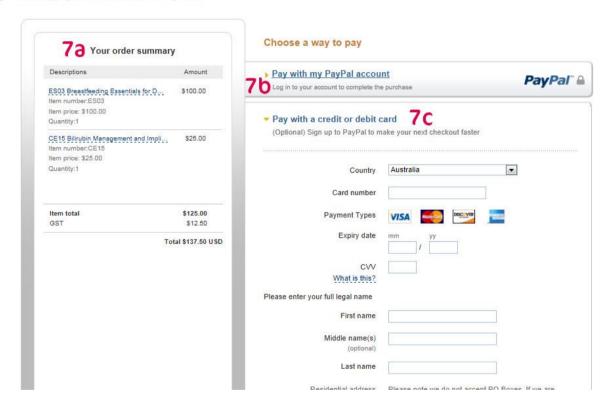


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- 7. You will be directed to the payment screen.
 - a. You can review your purchase on the left, and
 - b. choose to pay via a PayPal account (if you have one), or
 - c. enter your credit card details.
- 8. Once your payment is processed, you will automatically be enrolled in to your course(s) and receive confirmation via email.
 - a. You will see your new courses listed under "My Courses" and can begin them immediately.
 - b. Paypal also sends you a tax receipt via email for your records.

7 Sandpiper Education Pty Ltd



If you have any questions or problems, please contact us at admin@step2education.com