

## **How To:**

### ***Purchasing a Course - (Page One)***

Welcome to the Families First Online Learning Platform. To access your account, start by entering your username/email and password in the appropriate fields.

Here is your Home Dashboard. You can access all current trainings through the Course Catalog. You can access the Course Catalog by clicking the blue "Click here for Course Catalog button, or by navigating to the left hand side of the page. Under User Menu, then Catalog.

Here you will see a list of all active trainings.

Now we will look at how to purchase a course.

The Course Catalog will list the date and title of the course as well as the instructor and total cost of the training.

Scrolling through the page, you may also note the Develop ID, the time of the training, and the total amount of hours to complete the training.

Navigating to "About this Course" will show you the course description, as well as the Knowledge and Competency Frame Number, and CDA Content Area number as well.

When you are ready to check out, navigate to the "Select Session" drop down to add this course to your Cart.

From here, you can Continue Shopping for additional courses, or View Cart to check out.

Your Shopping Cart will list the name of the training, the cost of the training as well as the red trash can icon which will remove the training from your shopping cart.

If you have been provided with a Coupon Code, you can enter it here.

When you are ready to check out, navigate to the bottom of the page to the green check out button.

The first time you purchase a course, you will be prompted to enter your billing information. Please note the VAT number is for residents outside the US and the countries are listed in alphabetical order, so you will need to scroll until you see the United States of America.

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### ***Purchasing a Course - (Page Two)***

Once your billing information is completed, please save these changes and Red and Agree with the Terms of Service.

Once that is complete, you can continue to Confirm Order.

On the check out page, you may choose to pay with Google Pay, Link or with a card. You also have the option to save your payment information for future course purchases if you choose.

Once you have confirmed your payment information, click the blue Pay button to complete your transaction.

In your email, you will receive the receipt of your purchase as well as an email confirming your enrollment.

Please note, all reminder emails and the Zoom Link for this course will be sent to the email you enter for your account. So please choose an email you have regular access to.

You will receive a confirmation email on the date of purchase, two days before the training, as well as three hours before the official training event with the Zoom Link.

You may also access the Zoom Link on your home dashboard on the day of the training.