



# Purchasing Courses Online

*A guide for students*

Step2 Education

[www.step2education.com](http://www.step2education.com)

# 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.

You are logged in as Sam Elk (Logout)

step2 EDUCATION

HOME PROGRAM ABOUT US CONTACT US MEMBERS AREA

## MEMBERS AREA

**MY COURSES 3a**

**ES01 BREASTFEEDING ESSENTIALS**

Breastfeeding Essentials is a professional development educational course on lactation and breastfeeding management for health professionals supporting women during pregnancy, birthing and for the duration of breastfeeding. The course covers the 10 Steps to Successful Breastfeeding, and the 7-Point Plan for the Protection, Promotion and Support of Breastfeeding in community settings.

Expiry Date: 2013-08-30 [View Course](#)

**3b MORE AVAILABLE COURSES**

**ES03 BREASTFEEDING ESSENTIALS FOR DOCTORS**

'Breastfeeding Essentials for Doctors' is a professional development course on lactation and breastfeeding management for medical practitioners who support women during pregnancy, birthing and the early weeks postpartum.

[Add to cart 4](#)

**CE15 BILIRUBIN MANAGEMENT AND IMPLICATIONS FOR BREASTFEEDING**

by Prof Lawrence Gartner  
There are some special relationships between breastfeeding and jaundice in newborns. These will be

**MENU**

**2** My Courses  
My Profile

**SUPPORT**

If you have questions for the course tutor please log into your course and use the course Discussion Forum

Your Name  
Sam Elk

Email Address  
sam+elk@gmail.com

Subject  
General Enquiry

Message

[Send](#)



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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.

A screenshot of the Step 2 Education website's Members Area. The page features a navigation bar with "HOME", "PROGRAM", "ABOUT US", and "CONTACT". The main heading is "MEMBERS AREA". Under "MY COURSES", there are three course cards: "ES01 BREASTFEEDING ESSENTIALS" (with a "View Course" button), "ES03 BREASTFEEDING ESSENTIALS FOR DOCTORS" (with an "Add to cart" button), and "CE15 BILIRUBIN MANAGEMENT AND IMPLICATIONS FOR BREASTFEEDING" (with a "View Course" button). A shopping cart overlay is visible in the top right corner, showing two items: "CE15 Bilirubin Management and Implications for Breastfeeding" for \$25.00 and "ES03 Breastfeeding Essentials for Doctors" for \$100.00. The cart subtotal is \$125.00, and there is a "Checkout" button. Red annotations "5", "5a", "5b", and "6" are placed on the screenshot to correspond with the instructions. The "5" is above the cart, "5a" is next to the first item, "5b" is next to the second item, and "6" is above the "Checkout" button. The "PayPal" logo is also visible in the top right corner of the page.



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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

### 7a Your order summary

Descriptions	Amount
ES03 Breastfeeding Essentials for D... Item number:ES03 Item price: \$100.00 Quantity:1	\$100.00
CE15 Bilirubin Management and Impl... Item number:CE15 Item price: \$25.00 Quantity:1	\$25.00
<b>Item total</b>	<b>\$125.00</b>
GST	\$12.50
<b>Total</b>	<b>\$137.50 USD</b>

### Choose a way to pay

**7b** [Pay with my PayPal account](#)   
Log in to your account to complete the purchase

**7c** [Pay with a credit or debit card](#)  
(Optional) Sign up to PayPal to make your next checkout faster

Country:

Card number:

Payment Types:    

Expiry date: mm / yy  
 /

CVV:

[What is this?](#)

Please enter your full legal name

First name:

Middle name(s) (optional):

Last name:

Discard this address: Please note we do not accept PO Boxes. If we are

If you have any questions or problems, please contact us at [admin@step2education.com](mailto:admin@step2education.com)

