



Purchasing Courses Online

A guide for students

Step2 Education

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

A screenshot of the step2 EDUCATION website's MEMBERS AREA. The page is viewed from the perspective of a user logged in as "Sam Elk". The top navigation bar includes links for HOME, PROGRAM, ABOUT US, CONTACT US, and a highlighted MEMBERS AREA. The main heading is "MEMBERS AREA". On the left, under "MY COURSES 3a", there is a card for "ES01 BREASTFEEDING ESSENTIALS" with a "View Course" button. Below this, under "3b MORE AVAILABLE COURSES", there are two more course cards: "ES03 BREASTFEEDING ESSENTIALS FOR DOCTORS" with an "Add to cart 4" button, and "CE15 BILIRUBIN MANAGEMENT AND IMPLICATIONS FOR BREASTFEEDING". On the right, a "MENU" section lists "2 My Courses" and "My Profile". Below the menu is a "SUPPORT" section with a message about logging into the course and using the discussion forum. At the bottom right is a contact form with fields for "Your Name", "Email Address", "Subject", and "Message", along with a "Send" button. The user's name "Sam Elk" is pre-filled in the "Your Name" field, and the email "sam+elk@gmail.com" is pre-filled in the "Email Address" field. The "Subject" dropdown is set to "General Enquiry".

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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 step2 EDUCATION website's Members Area. The page has a dark header with the step2 EDUCATION logo on the left and navigation links (HOME, PROGRAM, ABOUT US, CONTACT) on the right. Below the header, the main content area is divided into sections. On the left, under "MY COURSES", there is a card for "ES01 BREASTFEEDING ESSENTIALS" with a description and an expiry date of 2013-08-30, and a "View Course" button. Below this, under "MORE AVAILABLE COURSES", there are two more course cards: "ES03 BREASTFEEDING ESSENTIALS FOR DOCTORS" and "CE15 BILIRUBIN MANAGEMENT AND IMPLICATIONS FOR BREASTFEEDING". The right card is partially visible. On the right side of the page, there is a "MENU" section with links to "My Courses" and "My Profile", and a "SUPPORT" section with a message about logging into the course and using the discussion forum. Below the support section is a contact form with fields for "Your Name", "Email Address", "Subject", and "Message", and a "Send" button. In the top right corner, a shopping cart is displayed, showing two items: "CE15 Bilirubin Management and Implications for Breastfeeding" for \$25.00 and "ES03 Breastfeeding Essentials for Doctors" for \$100.00. The cart also shows a subtotal of \$125.00 and a "Checkout" button. Red annotations are present: a "5" above the PayPal logo, "5a" next to the first cart item, "5b" next to the second cart item, and a "6" next to the "Checkout" button.

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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.

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7a Your order summary

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

Choose a way to pay

7b Pay with my PayPal account

Log in to your account to complete the purchase

PayPal

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