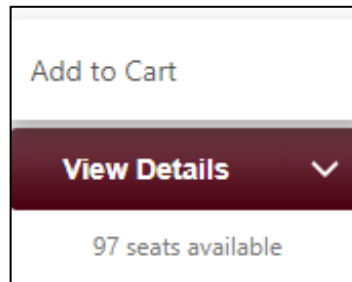
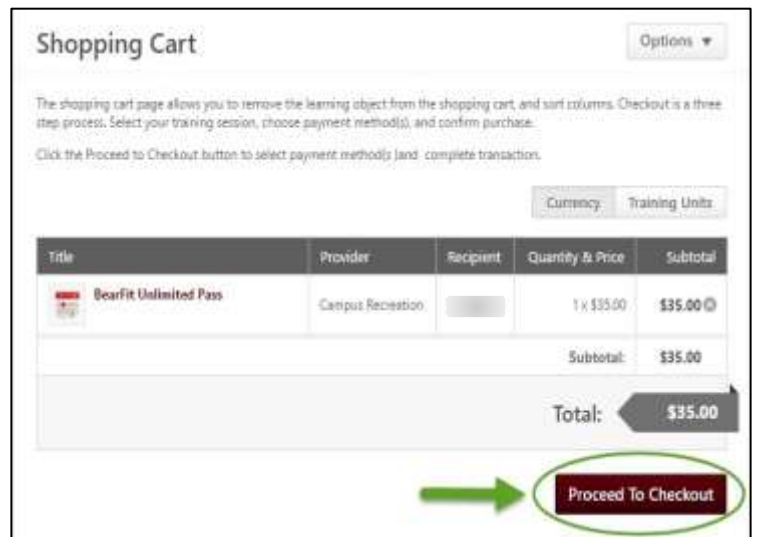


How do I purchase training?

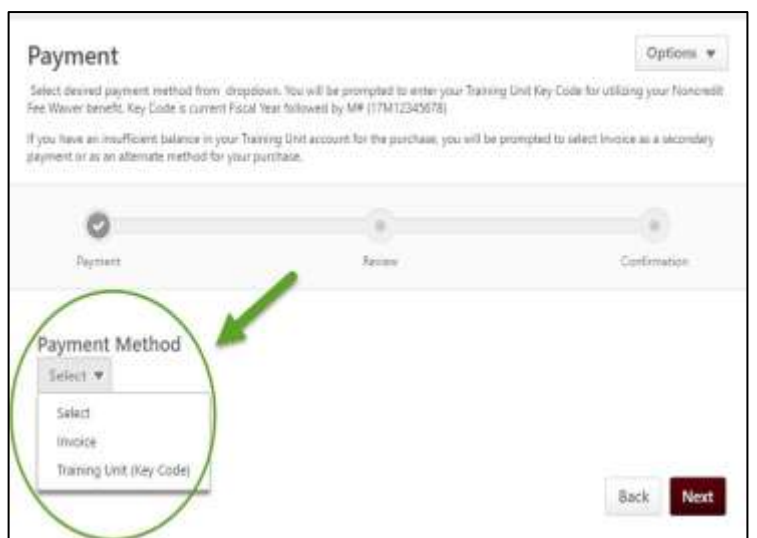
1. From the **Training Details** page of your selected training, select the drop-down arrow next to **View Details** of your session. Select **Add to Cart**.



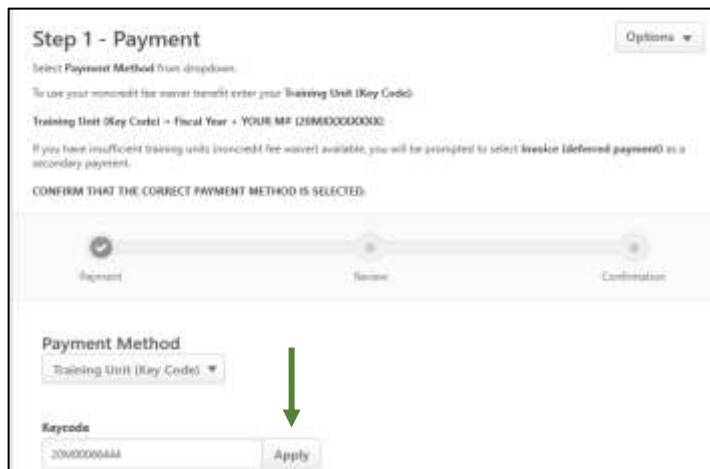
2. You will be redirected to your **Shopping Cart** and will see an overview of what you are about to purchase. Select **Proceed to Checkout**.



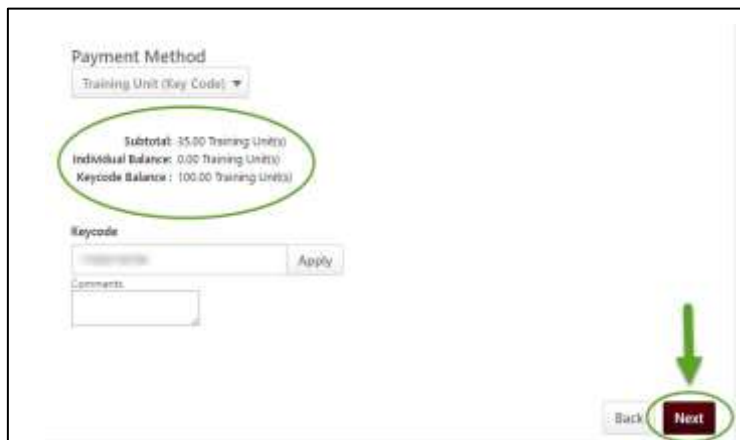
3. Select your **Payment Method** by clicking on the drop-down menu.
 - To charge the class to your university account, select **Invoice**. Your university account will be billed. *Skip ahead to [Step 7](#).*
 - To pay with your noncredit fee waiver (NCFW) funds OR with a combination of your NCFW funds and an invoice, select **Training Unit (Key Code)**.
 - **Note:** If you do not have sufficient **Training Units** in your **Key Code Balance**, any remaining cost will be processed as an **Invoice** to your university account.



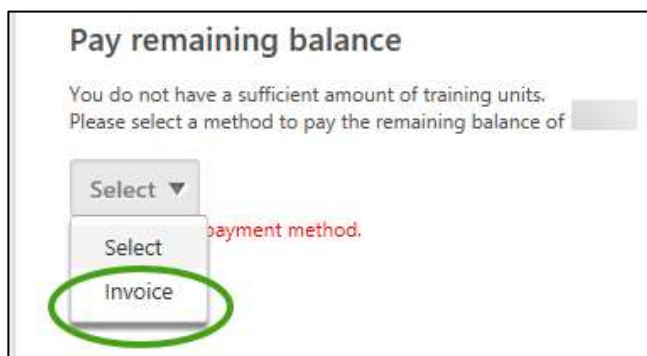
4. To pay using your noncredit fee waiver, enter your Training Unit Key Code.
 - Current two-digit fiscal year + M#
Example: 21M12345678
 - Select **Apply**.



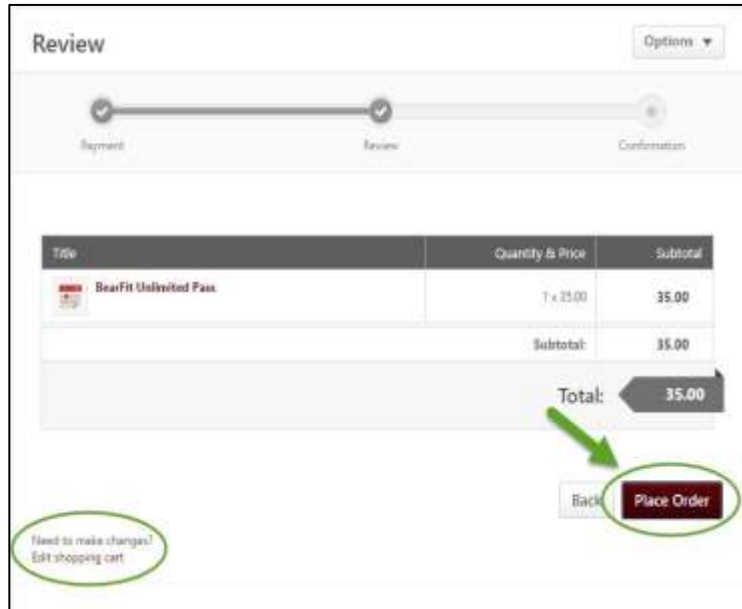
5. Your noncredit fee waiver funds will be applied, and you will see a summary of your current balances. Select **Next**.



6. If your training unit balance is insufficient, you will be prompted to pay the remaining balance with an invoice.



- Review your order on this screen. To make changes, select **Edit Shopping Cart** in the bottom left corner. When you are ready to purchase the class, select **Place Order**.



- You have purchased the class!

The **Confirmation** screen gives an overview of your purchase information. You can print the confirmation page using the **Options** dropdown in the upper right corner.

