#### Missouri State. My LEARNING CONNECTION

## User Guide

#### 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 <u>Step 7</u>.
  - 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.

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

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

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



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7. 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.



8. 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.

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