How do I purchase training?

1. From the Training Details page of your selected training, 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 OR with a combination of your noncredit fee waiver and an invoice, select Training Unit (Key Code).
4. To pay using your noncredit fee waiver, enter your Training Unit Key Code.
   - Current two-digit fiscal year + M#
     Example: 18M12345678
   - Select **Apply**.

5. Your noncredit fee waiver 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.
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.