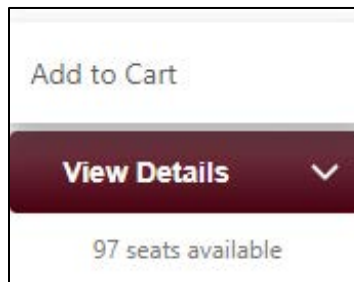
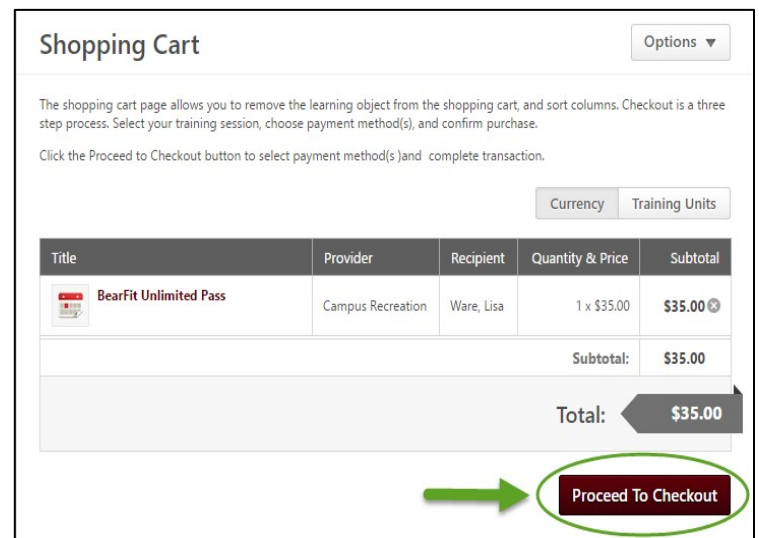


How do I purchase training?

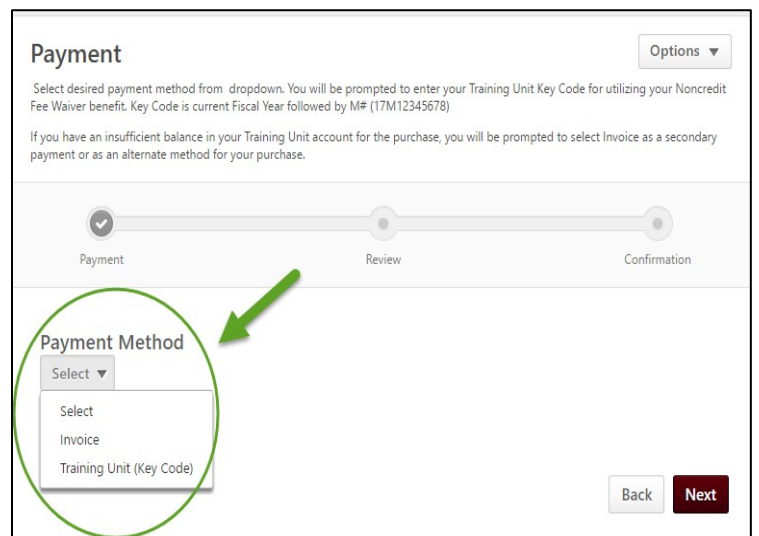
1. From the **Training Details** page of your selected training, select the drop down arrow next to **View Details** of your session. Select **Add to Cart**.



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 OR with a combination of your noncredit fee waiver and an invoice, select **Training Unit (Key Code)**.



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

Step 1 - Payment Options ▾

Select **Payment Method** from dropdown.

To use your noncredit fee waiver benefit enter your **Training Unit (Key Code)**.

Training Unit (Key Code) = Fiscal Year + YOUR M# (20MXXXXXXXX)

If you have insufficient training units (noncredit fee waiver) available, you will be prompted to select **Invoice (deferred payment)** as a secondary payment.

CONFIRM THAT THE CORRECT PAYMENT METHOD IS SELECTED.

Progress bar: Payment (selected), Review, Confirmation

Payment Method
Training Unit (Key Code) ▾

Keycode
20M00066444 Apply

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

Payment Method
Training Unit (Key Code) ▾

Subtotal: 35.00 Training Unit(s)
Individual Balance: 0.00 Training Unit(s)
Keycode Balance: 100.00 Training Unit(s)

Keycode
[Redacted] Apply

Comments
[Text Area]

Back Next

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

Pay remaining balance

You do not have a sufficient amount of training units.
Please select a method to pay the remaining balance of [Redacted]

Select ▾
Select payment method.
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**.

Review Options ▾

Payment Review Confirmation

Title	Quantity & Price	Subtotal
BearFit Unlimited Pass	1 x 35.00	35.00
Subtotal:		35.00

Total: **35.00**

Back Place Order

Need to make changes?
Edit shopping cart

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.

Confirmation Options ▾

Payment Review Confirmation

Please see detail order information below and thank you for your purchase!

Purchase made by: [redacted] User ID: [redacted]

Purchase Total Cost: 35 Payment Method: Training Unit (Key Code)

Date of Purchase: 12/14/2016

Transaction ID: TUKC121416-71CFCE7798ED

Title	Provider	Type	Status	Quantity & Price	Subtotal	Total
BearFit Unlimited Pass	Campus Recreation	Self	Registered	1 X 35.00	35.00	35.00
Subtotal:					35.00	

Total: **35.00**