

Process to Register a Single Registrant for Pre-Requisite to Success on-line Licensing course

- 1) At our website: click **Preview & Register** on the gold Navigation bar at the top.
- 2) In the Gallery of **Course Modules**, find the bundle or course you wish to register for. Click on the **Go to Registration link on the course/bundle you want**. That will take you to the Learning Management System of **Digital Chalk**. Click on the **REGISTER NOW** button. Your **Shopping Cart** with the course bundle will come up. Click on the **Checkout** button.
- 3) You'll be in the **Create an Account area** for the person you want to register. Enter their name, office email address and make up an easy password for them. (This is the information they will use to login to the course. They will also need the link below.) **Tag to agree** and press **Create** button to fill in address info on the registrant. Click on the **Checkout** button again.
- 4) The **PAYMENT** Screen comes up. Fill in the **card number, expiry** and **CVV**. Under billing information the registrant's name is showing as default. **Delete their name** and put in the credit card owner and billing address. Then do final **Checkout**. Once the payment has been processed, click the **DONE** button.
- 5) The **Done** Button will take you to the **Dashboard** of the course where the course is worked on. Close it out and exit.
- 6) The Registrant can access the login to the course by typing in the link: <https://sellis.digitalchalk.com>, suggest they set up a shortcut to access it.

Process to do a Group Registration for Pre-Requisite to Success on-line Licensing Course

- 1) At our website: click **Preview & Register** on the gold Navigation bar at the top.
- 2) In the Gallery of **Course Modules**, find the bundle or course you wish to register for. **Click on the link on the course/bundle to go to the registration area**. That will take you to the Learning Management System of **Digital Chalk**.
- 3) Click **More Options**, under the Register Now Button. It will offer a **Multi Seat Registration** option. Under **Vouchers**, you will be asked how many seats you want? And do you need a custom number of seats? Under this option, enter the number of registrants you wish to register at the time. You are asked if you want one code for them all, or if you wish a unique code for each registrant. Tag the type of code/pin you want. A voucher code/codes will be sent to you when registration is complete, to an email address you've supplied earlier in the registration.
- 4) Click **to Add to Cart**. The shopping cart will come up with the **total cost** of registering all registrants. (Course/bundle fee X number of registrants) Click **Checkout button**.
- 5) The **PAYMENT** Screen will come up. Fill in the **card number, expiry** and **CVV**. Under billing information the credit card owner and billing address need to be filled in, if not already a default. Then do final **Checkout**. Once the payment has been processed, click the **Done** Button.
- 6) The Registrant can access the **login** to the course by typing in the link: <https://sellis.digitalchalk.com>, suggest they set up a shortcut to access it. They will be called upon to complete a profile and provide a voucher code to access the bundle/course.