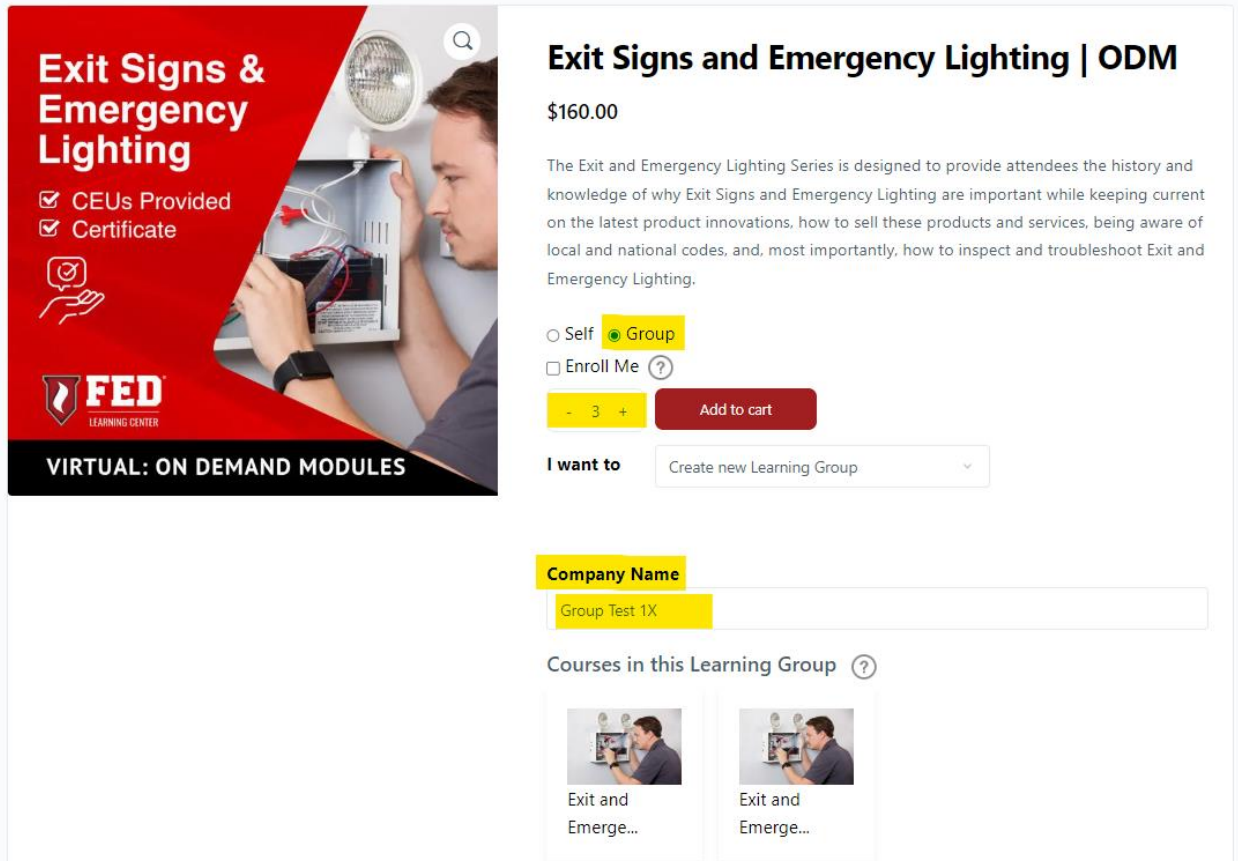


## How to purchase & enroll a student/technician:

- I. Visit [www.FEDLearningCenter.com](http://www.FEDLearningCenter.com) and find the course(s) you're looking to purchase.

Home / On-Demand Modules / Exit and Emergency Lighting / Exit Signs and Emergency Lighting | ODM




The screenshot shows the course page for "Exit Signs and Emergency Lighting | ODM". On the left is a red banner with the course title, "CEUs Provided" and "Certificate" checkboxes, a hand icon, the FED Learning Center logo, and the text "VIRTUAL: ON DEMAND MODULES". The main image shows a technician working on an electrical panel. The course price is \$160.00. Below the price is a description: "The Exit and Emergency Lighting Series is designed to provide attendees the history and knowledge of why Exit Signs and Emergency Lighting are important while keeping current on the latest product innovations, how to sell these products and services, being aware of local and national codes, and, most importantly, how to inspect and troubleshoot Exit and Emergency Lighting." There are radio buttons for "Self" and "Group" (selected), and a checkbox for "Enroll Me" with a help icon. A quantity selector shows "3" and an "Add to cart" button. Below that is a dropdown menu labeled "I want to" with the option "Create new Learning Group". A "Company Name" input field contains "Group Test 1X". Under "Courses in this Learning Group", there are two identical thumbnails for "Exit and Emergency Lighting".

II.

- a. Once you get to the course page for the specific discipline, select **“Group”** and **‘add’** the number of seats you’d like to your cart.
- b. Create a new learning group by filling in a **“Company Name”** (Learning Group Name)
  - i. There are many ways you can fill this in for better organization; here are some examples:
    1. [Company Name] E-Lights – ODM
    2. [Company Name] E-Lights ODM – East Division
    3. [Company Name] E-Lights – New Hires
- c. **“Add to cart”** and complete your purchase.

## Cart

3 × "Exit Signs and Emergency Lighting | ODM" have been added to your cart. [Continue shopping](#)

	PRODUCT	PRICE	QUANTITY	SUBTOTAL
×	 Exit Signs and Emergency Lighting   ODM Learning Group Name : Group Test 1X Learning Group Name : Group Test 1X	\$160.00	< 3 >	\$480.00

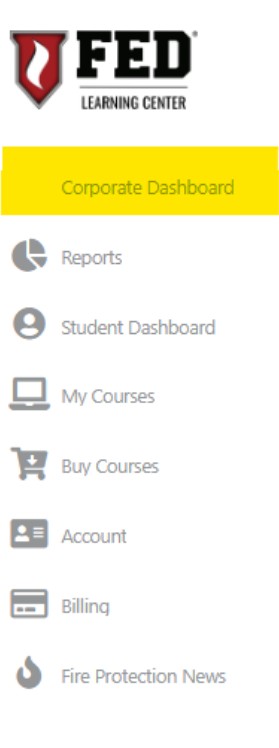
Coupon code  [Apply coupon](#) [Update cart](#)

SUBTOTAL	\$480.00
TAX	\$0.00
<b>TOTAL</b>	<b>\$480.00</b>

[Proceed to checkout](#)

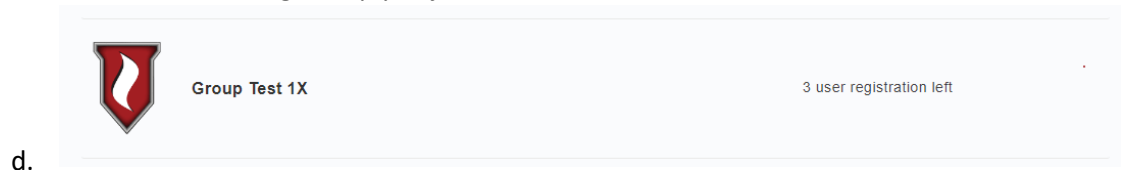
III.

- a. Once you finish filling in your billing details and completing your purchase, head to your “Corporate Dashboard” tab in the top left corner



The screenshot shows the FED Learning Center logo at the top. Below it is a vertical navigation menu with the following items: Corporate Dashboard (highlighted in yellow), Reports, Student Dashboard, My Courses, Buy Courses, Account, Billing, and Fire Protection News.

- b.
- c. Locate the Learning Group you just created and select it



The screenshot shows a selection interface for a Learning Group. It features the FED Learning Center logo on the left, the text "Group Test 1X" in the center, and "3 user registration left" on the right.

d.

## Corporate Dashboard

Group Test 1X  
3 / 3 user registrations left

Back to Corporate Dashboard

Edit Company Details

Courses Included

Exit and Emerg... Exit and Emerg...

Department Enrolled Users Report Company Group Code

Enroll New User

There are currently no departments created for this company

Add Department

e.

i. Click on “Enroll New User”

f. You will now have the option to manually enter the first/last name and email address of the student/technician(s) you’d like to enroll to this course. **IF** you’re enrolling a mass amount, you have the option to “Upload via CSV”.

### Enroll New Users

**Add Users** Upload via CSV

FIRST NAME LAST NAME  
Test Test

EMAIL  
Test@Test.com Remove User

FIRST NAME LAST NAME

EMAIL  
Remove User

FIRST NAME LAST NAME

EMAIL  
Remove User

+ Add more users

Cancel Submit

g.