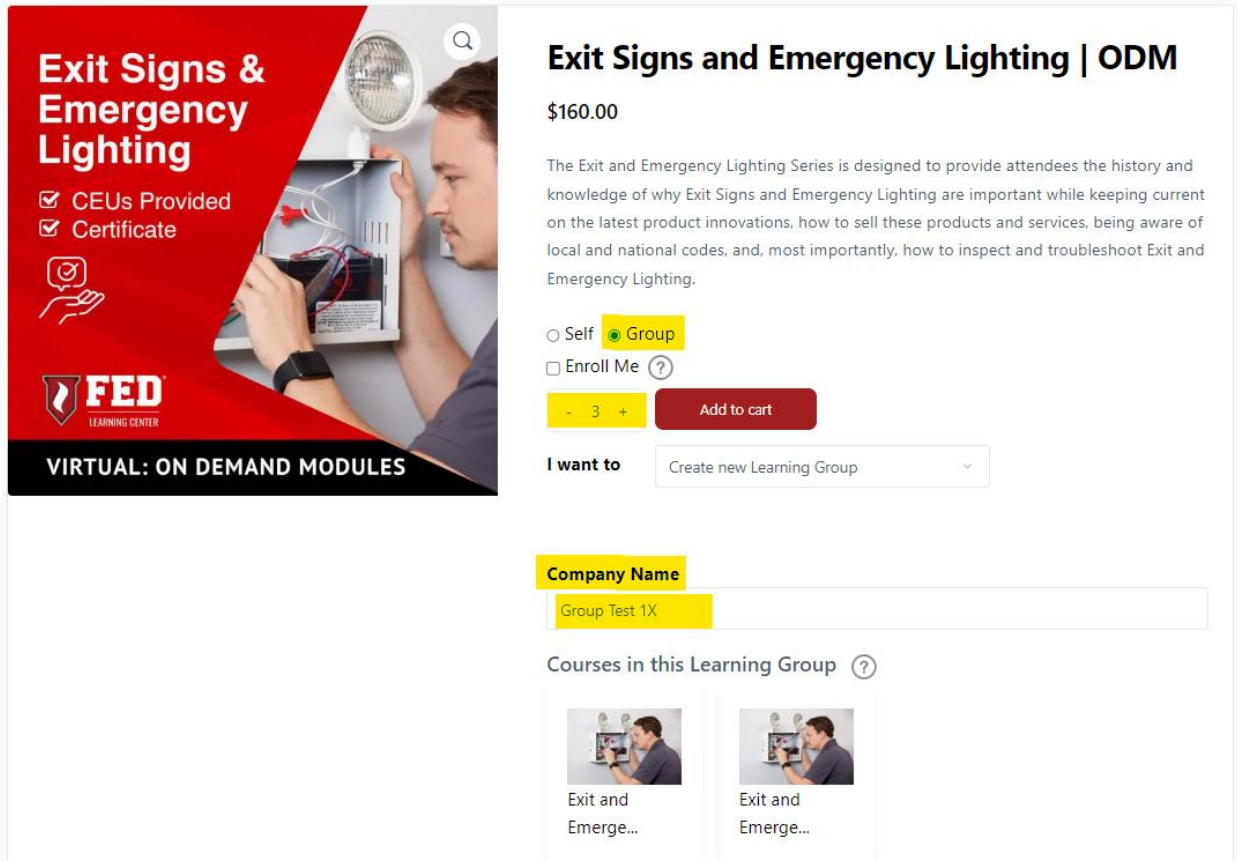


How to purchase & enroll a student/technician:

- I. Visit 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. To the right, the course title is repeated, followed by the price "\$160.00". A description states: "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." Below this are options for "Self" (selected), "Group", and "Enroll Me". A quantity selector shows "3" and an "Add to cart" button. An "I want to" dropdown menu is set to "Create new Learning Group". A "Company Name" input field contains "Group Test 1X". Below this, a section titled "Courses in this Learning Group" shows two identical course thumbnails.

II.

- 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.
- Create a new learning group by filling in a **“Company Name”** (Learning Group Name)
 - There are many ways you can fill this in for better organization; here are some examples:
 - [Company Name] E-Lights – ODM
 - [Company Name] E-Lights ODM – East Division
 - [Company Name] E-Lights – New Hires
- “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
TOTAL	\$480.00

[Proceed to checkout](#)

III.

- Once you finish filling in your billing details and completing your purchase, head to your "Training Management Solution" tab in the top left corner





 Training Management Solution

 Reports

 Student Dashboard

 My Courses

 Buy Courses

 Account

 Billing

 Fire Protection News

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



Group Test 1X

3 user registration left

d.

Training Management Solution



Group Test 1X

3 / 3 user registrations left

[Edit Company Details](#)

[Back to Training Management Solutions](#)

Courses Included



Exit and Emergency
Lights S1 – Sales
and ...



Exit and Emergency
Lights S2 – Codes,
Tes...



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


EMAIL

 Remove User

FIRST NAME

LAST NAME


EMAIL


 Remove User

FIRST NAME

LAST NAME

EMAIL

 Remove User

 Add more users

Cancel

Submit

g.