OSMA Checkout

This product can be purchased for yourself or on-behalf of one or many students.

Use "**Option 1**" if you would like to **enrol yourself** for this course or "**Option 2**" if you would like to **enrol one or many students on their behalf**.

NOTE! This product cannot be purchased with <u>any other products</u>. If you already have some products in your Cart you will see a notification message and a button "**Clear Cart**" that you would need to click on in order to proceed further with purchasing this product.

OSMA Checkout	×
	1
NOTE! This product cannot be purchased along with other products, you need to clear the Cart before adding this product to the Cart.	
OPTION 1: ENROL FOR YOURSELF This product can be purchased to errol Yourself ExecutivourseLS	1
- OR -	le
OPTION 2: ENROL FOR SOMEONE To enrol One or more Students	
How many students do you want to enrol?*	t
ENROL ONE OR MORE STUDENTS	
- students name and email address will be required to complete the enrolment process.	

Option 1: Enrol for Yourself

- Click on "Purchase Now" button
- Then click on "Enrol Yourself" button this will redirect you to "Cart" page

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	OPTION 1: ENROL FOR YOURSELF This product can be purchased to enrol Yourself	ning (c cation
	- OR -	80%. leting
	OPTION 2: ENROL FOR SOMEONE To enrol One or more Students	de a s tion av
	How many students do you want to enrol?*	
	*Student's name and email address will be required to complete the enrolment process.	- 1

• On "Cart" page simply click on "Proceed to Checkout"

	PRODUCT	PRICE	QUANTITY	TOTAL
×	Administration (OSMA) Workbook: Online Learning Modules #1	\$45.50	0 1 0	\$45.50
		UPDATE CA		то снескоит
	_	Ca	rt totals	
		Sub	total	\$45.50
		Tax Aust	(estimated for ralia)	\$0.00
		Tota	d	\$45.50

- Fill in the Checkout form and place an order.
- Done.

Option 2: Enrol for Someone

- Click on "Purchase Now" button
- Specify how many students you would like to enrol
- Then click on **"Enrol One or More Students**" button this will redirect you to **"Cart**" page



- It will add the items to the Cart and redirect to Cart page
- On the Cart page click on "Proceed to Checkout"
- Fill in all the fields as per usual process and place an order (with a Credit Card)
- Once order is placed it will show a Popup window on Thank you page:



NOTE! if Order is placed with "**Bank Transfer**" as payment option you won't be able to Enrol students until the payment is received by Meditrax and Order is marked as Completed.

• Click on "**Enrol students now**" button (you can also Enrol students later), it will open "**Enrol students**" page:

ENROLL STUDENTS						
Enroll Studen Select Group Select Group	is 	Enrollment Guide Crollog students for the fact tree?				
, y synd care medication. Sociation provider: Cel In touch to Find	NONE ADOY BODOS NOCOLADA DO NOTACIÓN CONTINUES CONTINUES	(2008) i Manned Que Milloue(1	B RMMR PG SIGN UP/ SIGN UP/			

• Step 1

- Select a **Group**
 - It is a Group of Students for the purchased Course, next time, if you would need to enrol more students for the same Course you would need to go through "Enroll Students" page
 "Select Group" > "Add Quantity", this will simply add more "seats" to the existing "Group of Students" for the course).
 - NOTE! If you have ended up purchasing the same Course again, then it will create a new Group of Students and in "Select Group" drop down it will show the new group as per below ("name of the course " + "_1"):

Enroll Students

Select Group	
Respiratory Diseases (4)	
Administration (OSMA) Workbook: Online Learning Modules (3)	
✓ Administration (OSMA) Workbook: Online Learning Modules_1 (8)	ADD QUANTITY
Number of Seats Available : 8	

Not a big deal 🙂

• This will load additional buttons and table of students as per below:

Enroll Students

Select Group:	Enrollment Guide Enrolling students for the first time?
Administration (OSMA) Workbook: Online Learning Modules (4)	VIEW STUDENTS ENROLLMENT GUIDE 🛛
Number of Seats Available : 4	
Enrolled Users: 1	available in a product page before)
Indicates how many users/students have been already enrolled	
Show 10 • entries Search:	
ID 🕴 FirstName 🕴 LastName 🔺 Email Id 🔶 Role 🕴	
I174 Peter Parker peter_parker_25@gmail.com subscriber	
Showing 1 to 1 of 1 entries Previous 1 Next	

- Step 2
 - Once **the Group** is selected and required elements are loaded as per above screenshot, click on "**Enroll New User**" button:

Enroll Students	Enrollmont Cuido
Select Group:	Enrolling students for the first time?
Administration (OSMA) Workbook: Online Learning Modules (4)	VIEW STUDENTS ENROLLMENT GUIDE
Number of Seats Available : 4	
ENROLL NEW USER	
Enrolled Users: 1	
Show 10 - entries Search:	

• Popup window will appear where you need to specify student's details:

uc	
First name *	uide
Enter first name	it time?
Last name *	
Enter Last name	ENT CUIDE
s A Email Address *	
Enter Email Address	
en	ENROLL USER CANCEL

• After all the details are specified click on "**Enroll User**" button, this will take a few seconds and you will see a confirmation:

If student's email address exists:

Enroll Students User with the following email ids already for all the courses 1. peter.parker_25@gmail.com	o	Enrollment Guide
select Group: Administration (OSMA) Workbook: Online Learning Modules (4)		VIEW STUDENTS ENROLLMENT CUIDE
lumber of Seats Available : 4 swoil www.ssa		
Enrolled Users: 1		

If student has been added successfully:

Enroll Students Users with following email ids have been enrolled successfully 1. peter.parker.288gmail.com	Ø	Enrolling students for the first time?
Select Group: Administration (OSMA) Workbook: Online Learning Modules (3) • ADD QUARTITY Number of Seats Available : 3 (RedGL_REW_USER		
Enrolled Users: 2		

• Repeat the process as many times as need.

• Step 3. If you run out of Seats:

- If you run out of Seats available for students for a particular Group:
- Select a **Group** (if not selected yet)
- Click on "Add Quantity"

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• Popup window will appear, "enter quantity" and click "Proceed to checkout" and Complete order

ADD QU	IANTITY					×
Enter Quanti	ity: 4 ©					
ID	Product Name	Price		Quantity		Price
1.	Administration (OSMA) Workbook: Online Learning Modules	\$ 45.50	х	4	=	\$182.00
TOTAL						\$ 182.00
				PROCEED TO CHECKOUT		CANCEL

• From **Checkout** page go back to "**Enroll Students"** pages and repeat Steps 1-2.