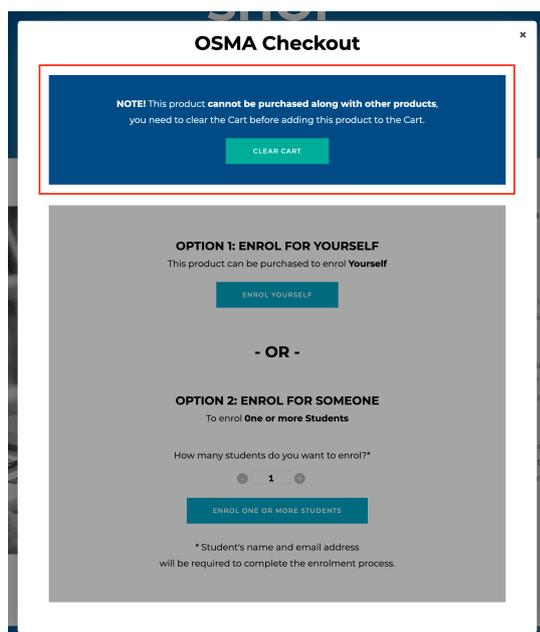


OSMA Checkout

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

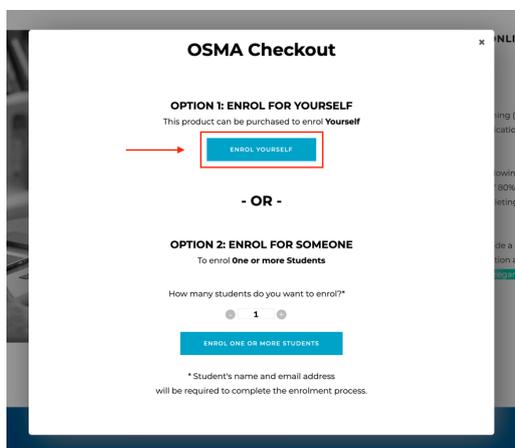
Use “**Option 1**” if you would like to **enrol yourself** for this course or “**Option 2**” if you would like to **enrol one or many students on their behalf**.

NOTE! This product cannot be purchased with any other products. 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.

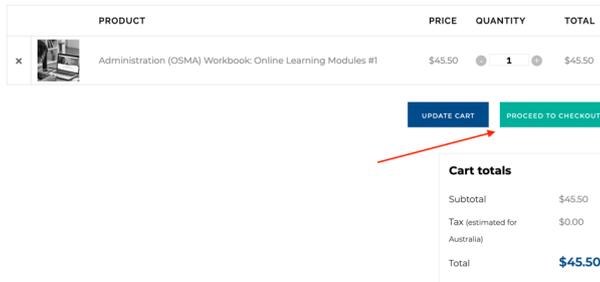


Option 1: Enrol for Yourself

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



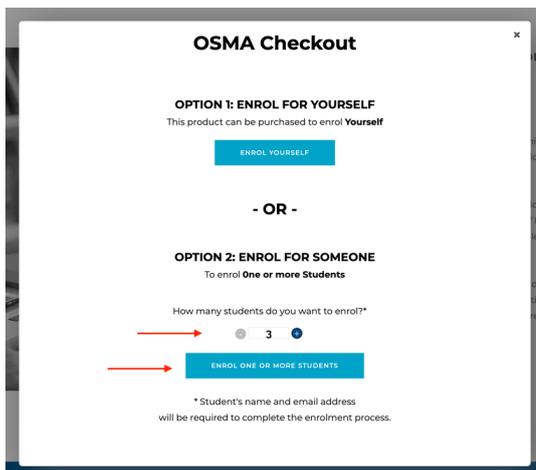
- On “**Cart**” page simply click on “**Proceed to Checkout**”



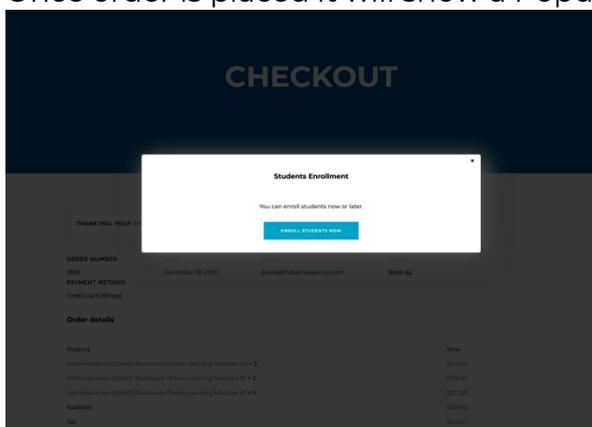
- Fill in the Checkout form and place an order.
- **Done.**

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

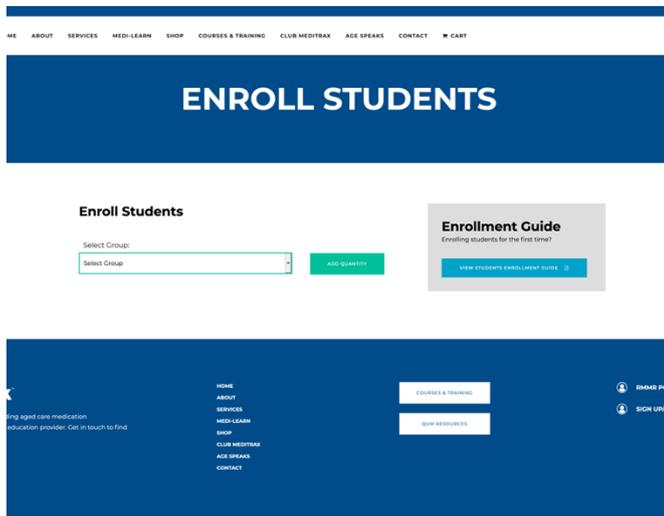


- It will add the items to the Cart and redirect to Cart page
- On the **Cart** page click on **“Proceed to Checkout”**
- Fill in all the fields as per usual process and place an order **(with a Credit Card)**
- Once order is placed it will show a Popup window on Thank you page:



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.

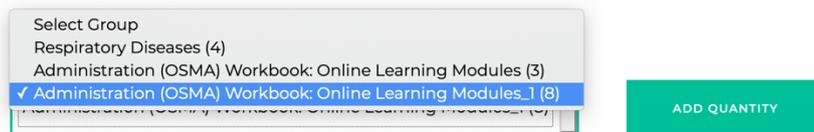
- Click on “**Enrol students now**” button (you can also Enrol students later), it will open “**Enrol students**” page:



- **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



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:
Administration (OSMA) Workbook: Online Learning Modules (4) ADD QUANTITY

Number of Seats Available : 4 ENROLL NEW USER

Enrolled Users: 1 Indicates how many users/students have been already enrolled

Show 10 entries Search:

ID	FirstName	LastName	Email Id	Role
1174	Peter	Parker	peter_parker_25@gmail.com	subscriber

Showing 1 to 1 of 1 entries Previous 1 Next

Enrollment Guide

Enrolling students for the first time?

[VIEW STUDENTS ENROLLMENT GUIDE](#)

- **Step 2**

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

Enroll Students

Select Group:
Administration (OSMA) Workbook: Online Learning Modules (4) ADD QUANTITY

Number of Seats Available : 4 ENROLL NEW USER

Enrolled Users: 1

Show 10 entries Search:

Enrollment Guide

Enrolling students for the first time?

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

ENROLL NEW USER

First name *

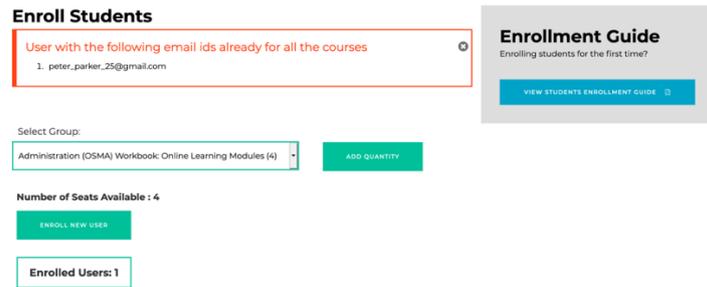
Last name *

Email Address *

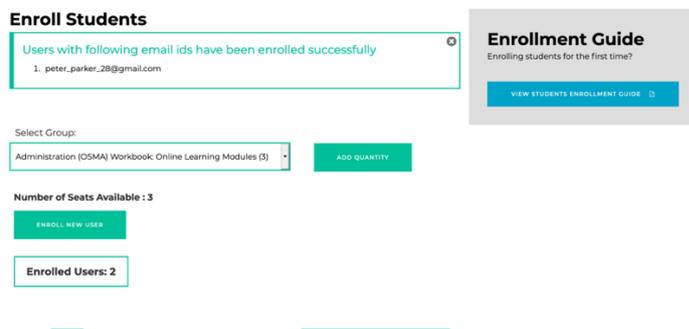
ENROLL USER CANCEL

- 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:



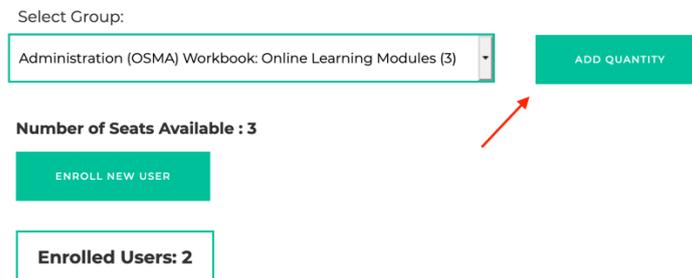
If student has been added successfully:



- 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**”



- Popup window will appear, “**enter quantity**” and click “**Proceed to checkout**” and **Complete order**

ADD QUANTITY

Enter Quantity: 4

ID	Product Name	Price	Quantity	Price
1.	Administration (OSMA) Workbook: Online Learning Modules	\$ 45.50	x 4	= \$182.00
TOTAL				\$182.00

PROCEED TO CHECKOUT CANCEL

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