

Elucian On-Demand Subscription Library User Guide

Registering for a Course

Many courses in the On-Demand Subscription are available without a subscription. You must register for these courses before taking them. There is no cost for registration.

1. Locate a course using the **Course Catalog** (On-Demand Subscription Library > Course Catalog) or using the **Learning Paths**.
2. On the course details page, click **Register**.

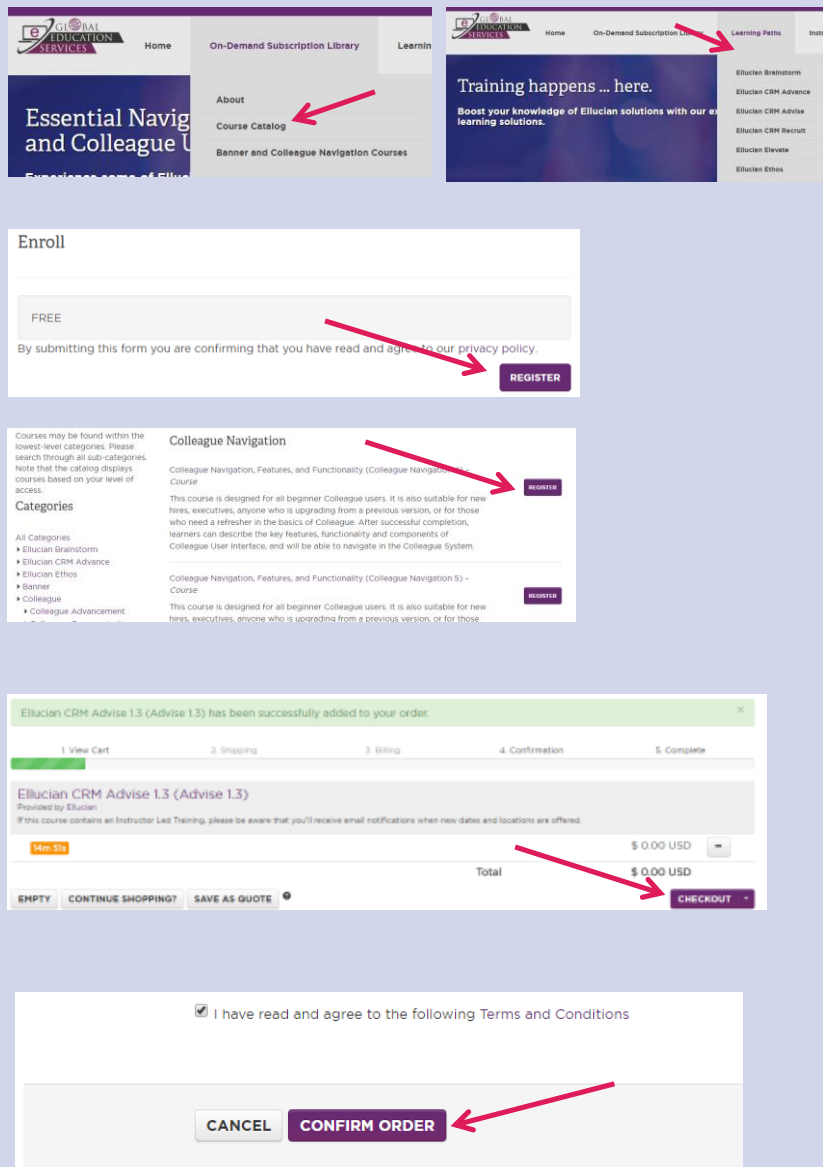
You may also click **Register** if it is displayed within the Course Catalog.

3. When the Shopping Cart is displayed, click **Checkout**. Note that the cost of the course is zero.

If you have not already logged in, you will be prompted to do so.

4. After logging in, the checkout process will resume. Accept the Terms and Conditions, then click **Confirm Order**.

You will receive 2 emails. One is an Order Confirmation email showing a zero cost (no action is required). The other is a Registration Successful email. The course is now available for you to take under **My Training**.



The screenshots illustrate the registration process:

- Course Catalog:** Shows the navigation menu with 'Course Catalog' and 'Banner and Colleague Navigation Courses' highlighted by red arrows.
- Enroll Page:** Shows a 'FREE' price and a 'REGISTER' button highlighted by a red arrow.
- Course Details:** Shows the 'Colleague Navigation' course details with a 'REGISTER' button highlighted by a red arrow.
- Shopping Cart:** Shows the course added to the cart with a 'CHECKOUT' button highlighted by a red arrow.
- Checkout Confirmation:** Shows the 'I have read and agree to the following Terms and Conditions' checkbox checked, with a 'CONFIRM ORDER' button highlighted by a red arrow.