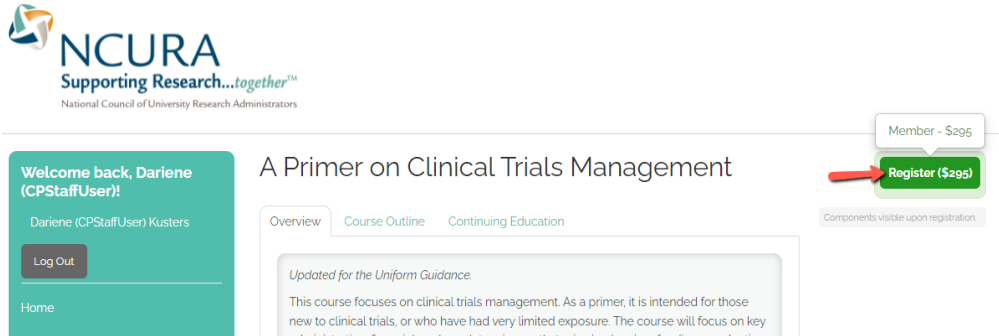


# NCURA ONLINE LEARNING HUB

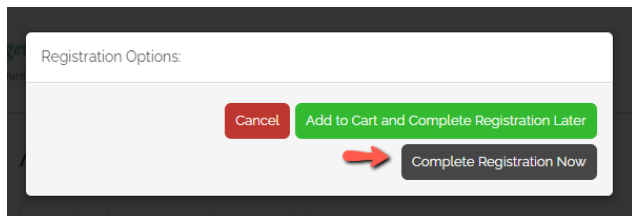
## How to Purchase a Product for Another Person

### STEP 1

From the NCURA Online Learning Center <https://onlinelearning.ncura.edu/>, Locate the product you would like to register for and click the register button.



A Window will pop up with registration options. Click the black “Complete Registration Now” button.



### STEP 2

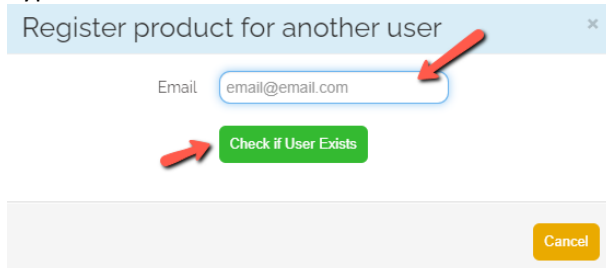
This will bring you to the cart page where you will see the title of the product, the main registrant’s name, and pricing as the first line item. To add a registration for another user, click the green button “Add a Registration for Another User.”

## Your cart

Product	Registrant	Original price	Final price
A Primer on Clinical Trials Management <a href="#">Add a Registration for Another User</a>	Dariene (CPStaffUser) Kusters <a href="#">Change</a> <a href="#">Remove</a>	\$295	\$295

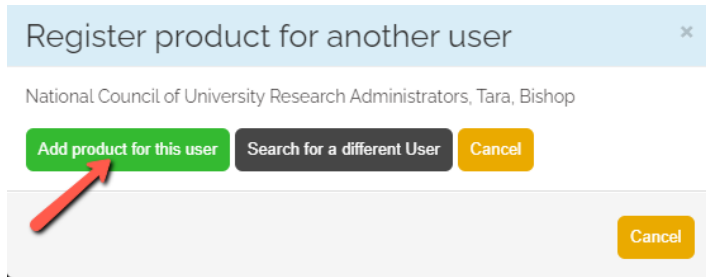
### STEP 3

This will open a window where you can enter the email address of the person you want to register. Type in their email address and check if the user exists in the system.



*They must have an account in the NCURA Online Learning Center and must have logged in at least one time to appear as an existing user.*

If the user is in the system, the window will allow you to click the green button to add the product for them. (\*see note below if you are unable to locate a user)



You should now see another line item in the cart that includes their name and pricing. At this point you can continue to add additional people by clicking the “Add a Registration for Another User” button.

## Your cart

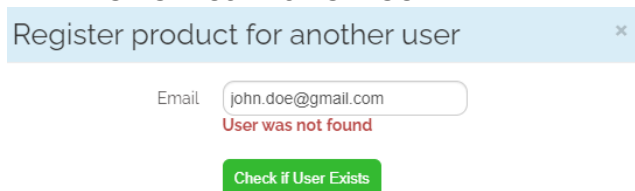
Product	Registrant	Original price	Final price
A Primer on Clinical Trials Management <a href="#">Add a Registration for Another User</a>	Tara Bishop <a href="#">Change</a> <a href="#">Remove</a>	\$295	\$295
	Dariene (CPStaffUser) Kusters <a href="#">Change</a> <a href="#">Remove</a>	\$295	\$295
Discount Code:	<input type="text" value="Discount Code"/> <a href="#">Apply Discount</a> <small>(Leave blank if you don't have a discount code.)</small>		
Total:		\$590	\$590

Send confirmation emails to notify other users about the products you have purchased for them

Check the box if you would like confirmation emails sent to all users you registered.

After adding all registrations, enter payment information and place your order. Individual confirmation emails will go out to all registrants if you selected that option (which is the default). The added registrants can access the product from the NCURA Online Learning Center under “My Registrations” after they log into their individual accounts.

## WHAT TO DO IF USER IS NOT FOUND



\*If you are not able to locate a user, it means that they either do not have an account set up on the NCURA Online Learning Hub, or that they have an account but have never logged in. If they already have an account, please ask them to log in with their NCURA username and password. If they do not have an account, please have them go to <https://www.ncura.edu/Login.aspx> to create a profile, then return to the NCURA Online Learning Hub and log in. Once done, they should appear when you enter their email and can proceed with their registration.