

ETHICS EDUCATION FOR LOCAL ABC BOARDS

HOW TO PURCHASE THE ONLINE MODULE:

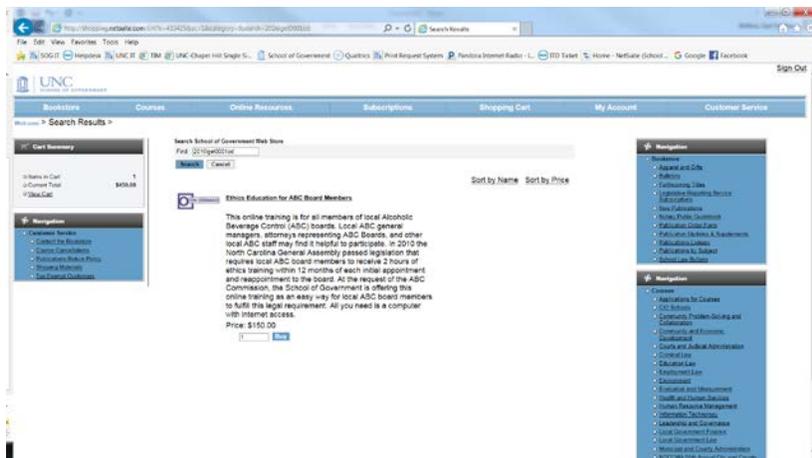
Click on the webpage for **ETHICS EDUCATION FOR LOCAL ABC BOARDS** (link below)

www.sog.unc.edu/courses/online-modules/ethics-education-local-abc-boards

The “course” webpage will look like this:

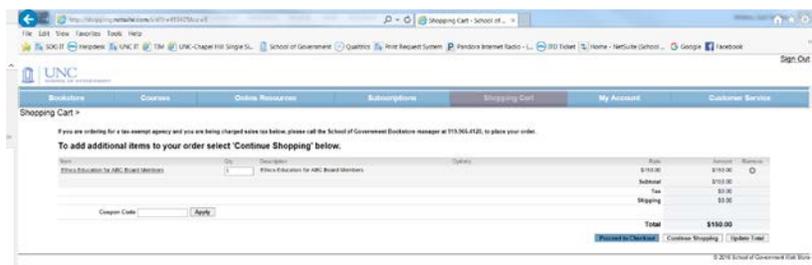


Click on the “Purchase” button. It will take you to a page that looks like this:

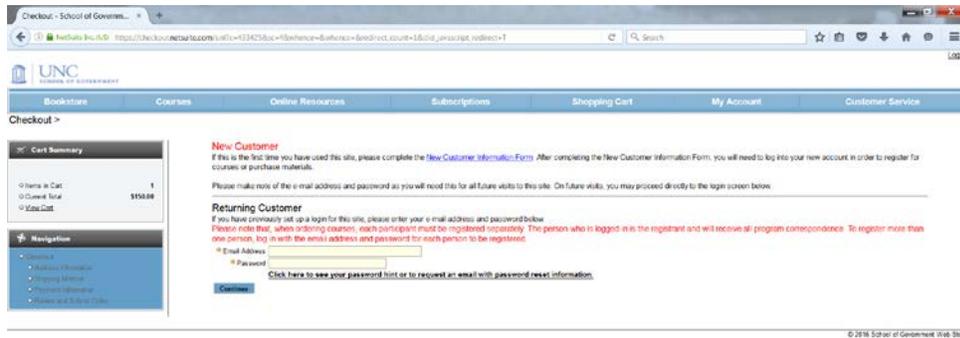


Click on the blue “BUY” button.

You will see the page below. Click on “Proceed to Checkout”.



Then you will see the screen below.



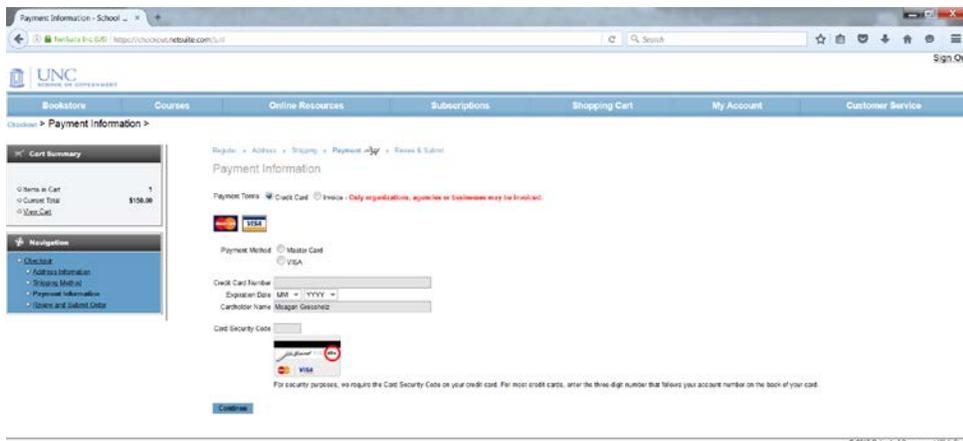
IF YOU ARE A NEW CUSTOMER: You must first complete the “New Customer Information Form – by clicking on the blue hyperlink in the first paragraph (on the screen). Once you have created an online “profile” with your name, email, address, etc., click on “SAVE INFORMATION”. **This will return you to the screen above so you can then login with your email address and password.**

IF YOU ARE A RETURNING CUSTOMER: If you/your board previously purchased the webinar or webinar on-demand, then you are a “Returning Customer” and will enter the email address used to purchase previously, along with the password. If you have forgotten your password, click on the link below “Password” (on the screen) for instructions to reset your password.

- NOTE: If your board previously purchased the live webinar or the webinar on-demand, and the purchase was made by someone no longer on the board, you can create a new profile for the “new” purchaser, or – if you know the email and password used previously - you can continue to use that to log-in and purchase the new online module.

If the next screen is “Shipping Method” – just click on the blue box that says “Continue” to go to the screen below. **This is where you enter your credit card information to complete the purchase of the online training module.**

Click “Continue” in the blue box to proceed to the check-out process, to pay with a credit card.



You will receive TWO emails (sent to the email associated with the purchase). The first email will confirm your purchase of the online module. **The second email will contain the LINK to access the module.** This is the link that you will share with your board members so they can view the module, either individually or as a group.

Please note: The course materials may be found on the course [webpage](#) under “Additional Files”. These may be printed in advance of viewing the online module, if you wish.

If you have any further questions about the registration/purchase process, please contact Gail Wilkins at wilkins@sog.unc.edu.