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## Purchase Publications and Products from the Online Store

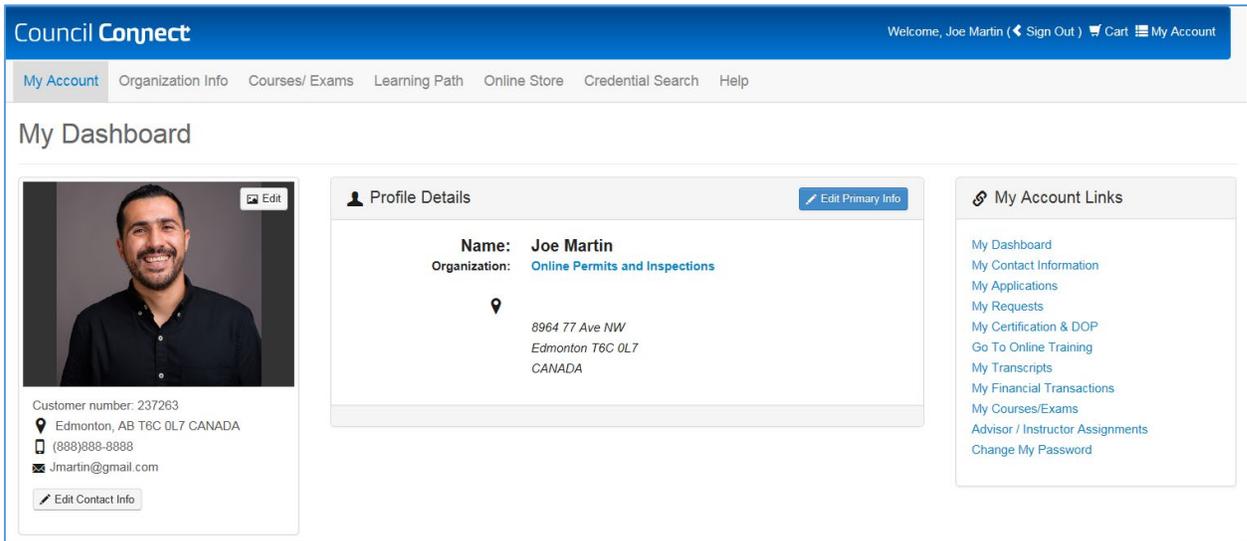
This tutorial walks you through the steps to purchase and pay for publications and products in the online store.

Use the online store to purchase:

- Publications such as:
  - Guides
  - Handbooks
  - Course materials

**Note:** All materials related to courses are included with the course when students register; students do not have to purchase any course materials separately when they register for courses.
- Other products such as:
  - Course Extension
  - Equivalencies – Organization Use Only
  - Exam re-read
  - Transfer Fee/No Show

## My Dashboard



**Council Connect** Welcome, Joe Martin (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

### My Dashboard



Customer number: 237263  
Edmonton, AB T6C 0L7 CANADA  
(888)888-8888  
Jmartin@gmail.com

Edit Contact Info

**Profile Details** Edit Primary Info

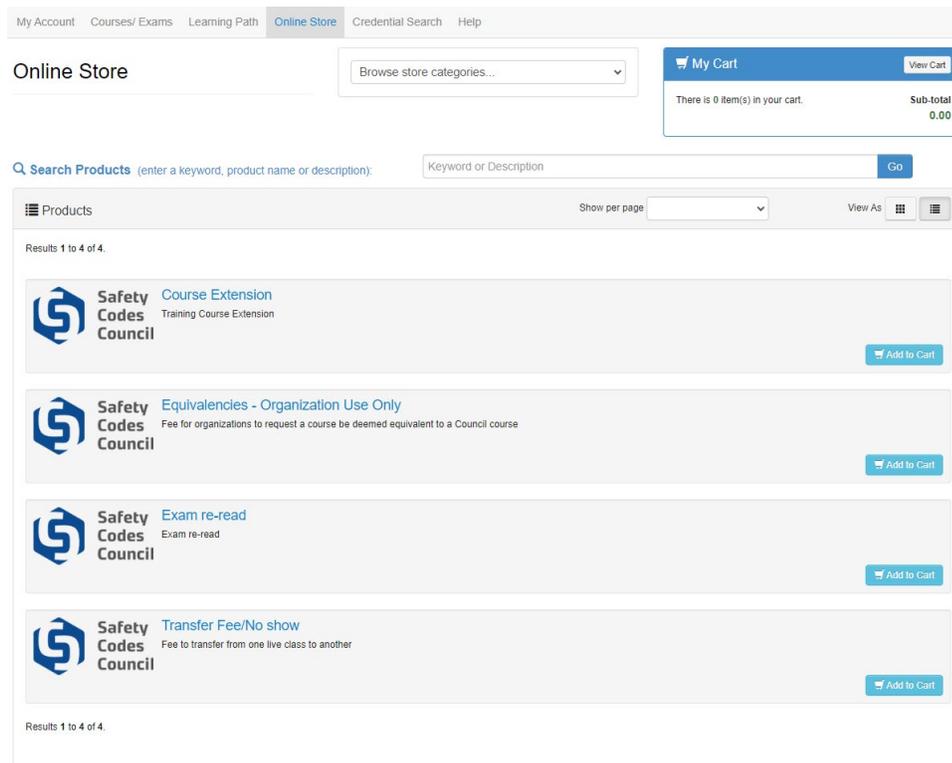
**Name:** Joe Martin  
**Organization:** Online Permits and Inspections

8964 77 Ave NW  
Edmonton T6C 0L7  
CANADA

**My Account Links**

- My Dashboard
- My Contact Information
- My Applications
- My Requests
- My Certification & DOP
- Go To Online Training
- My Transcripts
- My Financial Transactions
- My Courses/Exams
- Advisor / Instructor Assignments
- Change My Password

1. From the **Main Menu**:
  - a. Click the **Online Store** tab



My Account Courses/ Exams Learning Path **Online Store** Credential Search Help

Online Store Browse store categories... My Cart View Cart

There is 0 item(s) in your cart. Sub-total 0.00

Search Products (enter a keyword, product name or description): Keyword or Description Go

Products Show per page View As

Results 1 to 4 of 4.

- Safety Codes Council** Course Extension  
Training Course Extension Add to Cart
- Safety Codes Council** Equivalencies - Organization Use Only  
Fee for organizations to request a course be deemed equivalent to a Council course Add to Cart
- Safety Codes Council** Exam re-read  
Exam re-read Add to Cart
- Safety Codes Council** Transfer Fee/No show  
Fee to transfer from one live class to another Add to Cart

Results 1 to 4 of 4.

2. From the **Online Store** you can search for items in the following ways:
  - a. **Browse Store Categories:** select Publications or Products in the dropdown menu to search by Category  
Or

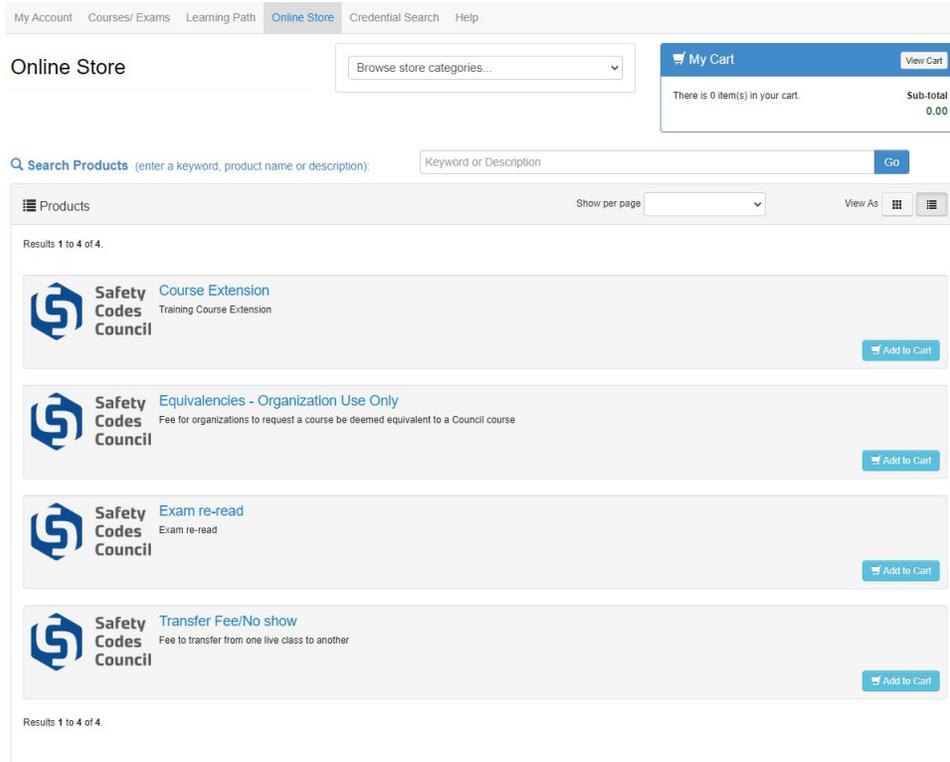
- 
- b. **Search Products:** enter the name (or part of the name) of the product you are looking for.

**Note:** you can also search by scrolling through all online store items.

- c. **View Shopping Cart** button to view any items you have already added to the shopping cart for purchase
- d. **Show Per Page:** change the number of items viewed per page
- e. **View as:** change viewing ability between **grid view** or **list view**

**Note:** The **shopping cart** icon (in the title bar at the top right of the page) can be used to access the shopping cart at any time from any page. You can add items to the shopping cart from the online store, course/exam registration, certification or accreditation applications. Wwhen you are ready to check out, click the shopping cart icon and click the **Check-Out** button to check out and pay for your purchases.

## Browse Store Categories



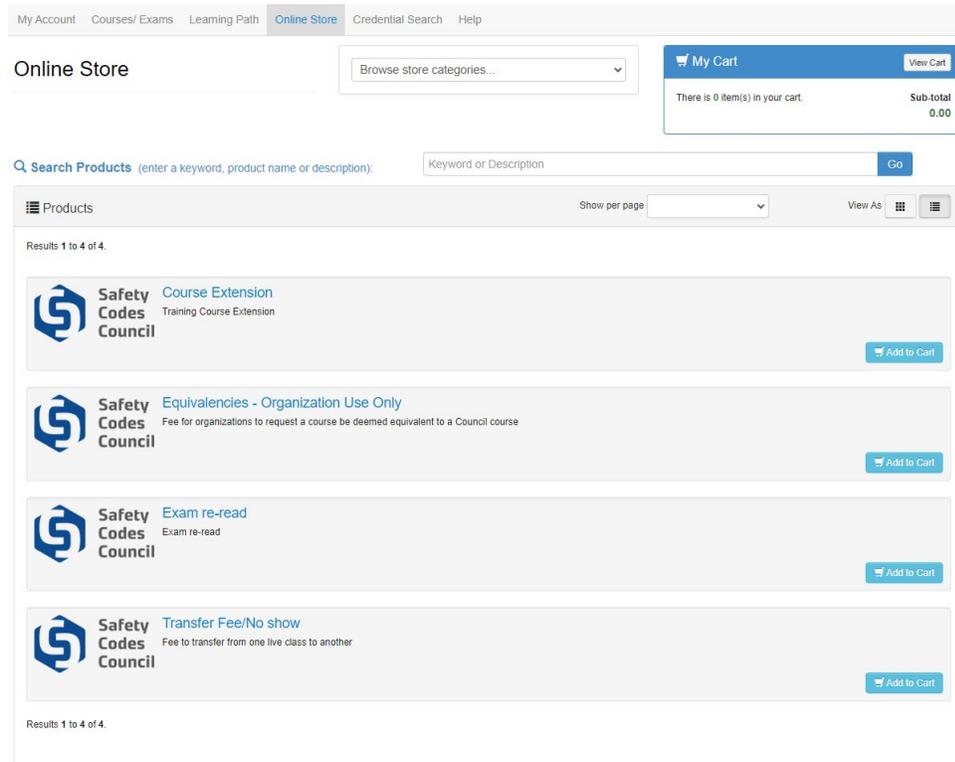
The screenshot displays the 'Online Store' page. At the top, there is a navigation bar with links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store' (highlighted), 'Credential Search', and 'Help'. Below the navigation, the 'Online Store' section features a dropdown menu labeled 'Browse store categories...' and a 'My Cart' box showing 'There is 0 item(s) in your cart.' and a 'Sub-total 0.00'. A search bar is present with the text 'Search Products (enter a keyword, product name or description):' and a 'Go' button. Below the search bar, the 'Products' section shows a list of four items, each with the Safety Codes Council logo, a title, a description, and an 'Add to Cart' button. The items are: 'Course Extension' (Training Course Extension), 'Equivalencies - Organization Use Only' (Fee for organizations to request a course be deemed equivalent to a Council course), 'Exam re-read' (Exam re-read), and 'Transfer Fee/No show' (Fee to transfer from one live class to another). The page indicates 'Results 1 to 4 of 4'.

You can search from the online store by **browsing store categories** or you can search using **Keyword or Description**.

3. From the dropdown **Browse store categories** menu select one of the following items:
  - a. **Products:** to search for products (such as Exam re-reads, and training course extensions)
  - b. **Publications:** to purchase publications (such as handbooks and guides)

In this example we will click **Products**.

## Add Items to Cart



The screenshot shows the 'Online Store' page with a navigation bar at the top containing 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. Below the navigation bar is a search bar with the text 'Search Products (enter a keyword, product name or description):' and a 'Go' button. To the right of the search bar is a 'My Cart' box showing 'There is 0 Item(s) in your cart.' and a 'Sub-total 0.00'. The main content area displays a grid of four products, each with the Safety Codes Council logo, a title, a description, and an 'Add to Cart' button. The products are: 'Course Extension' (Training Course Extension), 'Equivalencies - Organization Use Only' (Fee for organizations to request a course be deemed equivalent to a Council course), 'Exam re-read' (Exam re-read), and 'Transfer Fee/No show' (Fee to transfer from one live class to another). The grid view is selected, and the page shows 'Results 1 to 4 of 4'.

4. From the **Online Store – Products** page (grid view):
  - a. Click the **List View** button to see a list of items
  - b. Scroll to find the item you want to purchase
  - c. Click the **Add to Cart** button beside the item to add the item to the shopping cart
  - Or
  - d. Click on the item title or picture to view details
  - e. Click the **Add to Cart** button (at the bottom of the page) to purchase

OR

5. From the **Online Store – Products** page:
  - a. Click the **Grid View** button to see a list of items
  - b. Hover your cursor over items in the grid view to see the full description
  - c. Click **shopping cart** icon to add the item to the shopping cart
  - Or
  - d. Click on the item title or picture to view details
  - e. Click the **Add to Cart** button (at the bottom of the page) to purchase

## Review Shopping Cart and Check Out

My Account Courses/ Exams Learning Path Online Store Credential Search Help

### Online Store Shopping Cart

Shopping Cart [View](#)

Return to dashboard Continue to Shop **Check-Out**

Line Items <span style="float: right;">✕</span>							
Item	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
Ⓢ Exam re-read	1.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00

**Cart Total**

Subtotal: **50.00**

Total tax: **0.00**

Total shipping: **0.00**

Net Total: **50.00**

Total Paid: **0.00**

Balance Due: **50.00**

Return to dashboard Continue to Shop **Check-Out**

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6. From the **Online Store Shopping Cart** page:
  - a. Click the **Continue to Shop** button (at the top or bottom right-hand side of the page) to return to the **Online Store Search** page
  - Or
  - b. Review the shopping cart details to ensure they are correct
  - c. Click the **X** if you want to cancel all the line items. Individual purchase lines cannot be cancelled
  - d. Click the **Check-Out** button to complete the purchase form

Safety Codes Council Welcome, Calib Bjornstad (Sign Out) Cart My Account

[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

## Online Store Shopping Cart

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Shopping Cart | [Payment](#) [Continue](#)

**Customer Information**

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Customer: **Calib Bjornstad**

Use this phone: (780)999-8888

Use this email: Calib@scc.ca

**Billing Information**

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Bill to: Bjornstad Calib

Billing contact:

Pick your billing address:

Required

7. From the **Online Store Shopping Cart** page:
  - a. Review the shopping cart details to ensure they are correct
  - b. Complete the payment information
  - c. Click the **Continue** button
  - d. Review the shopping cart details
  - e. Click the **Submit Order** button

**Note:** Refer to the tutorial in HELP for detailed instructions on how to make a payment.