# Request a Course Extension

This tutorial walks you through the steps to request, purchase and pay for a course extension (deadline to complete the course or write the exam) using the online store in Council Connect. Students may request a one time only four month extension to complete a course. Since a fee is charged to extend a course deadline, the online store is used to make the request and pay the fee.
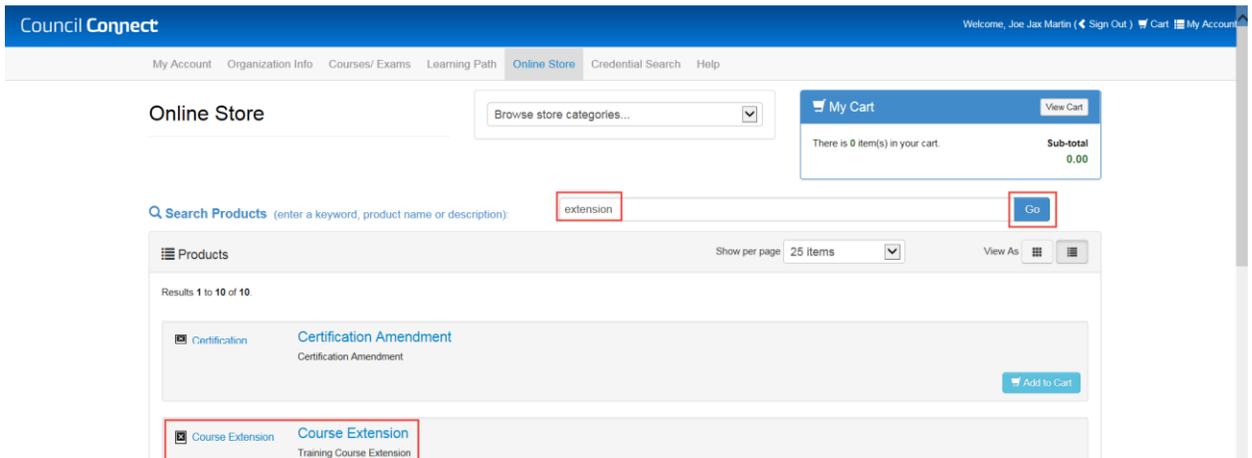
My Dashboard
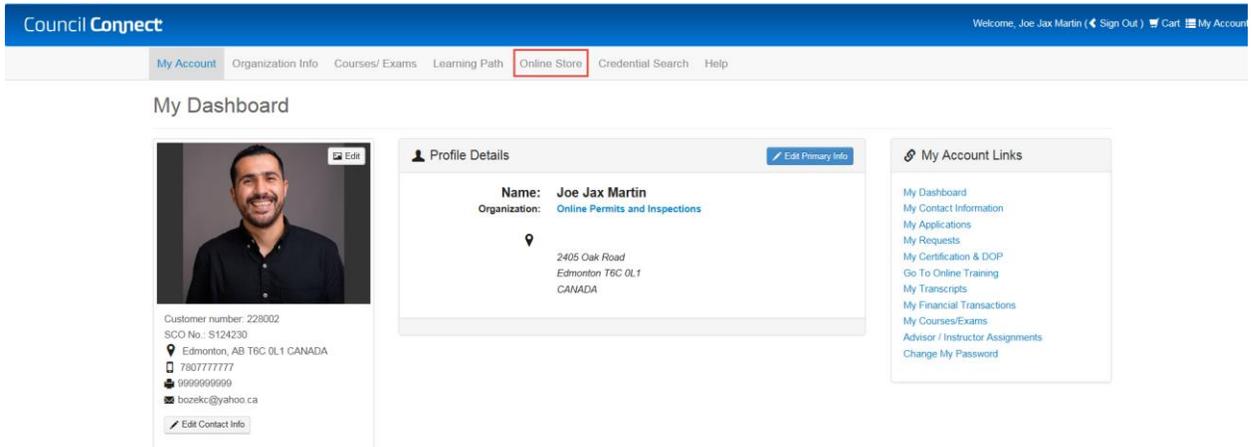
1. From Council Connect's main **Main Menu**:
   a. Click the **Online Store** tab

Online Store Product Search

2. From the **Online Store**
   a. **Search Products** field: enter a keyword related to the name of the product you are looking for (i.e. entering "extension" will bring up all products that have the word "extension" in it);
      Note: you can also search by scrolling through all online store items (in either the Products or Publications category).

   b. Press the **Enter** key or click the **Go** button to display the search results.
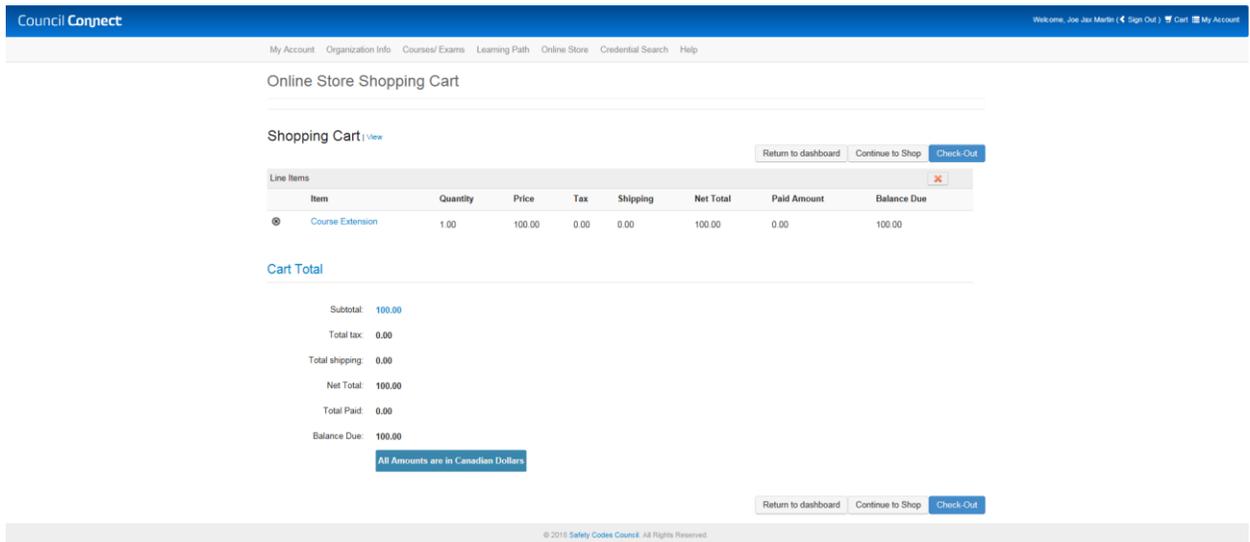
Add Items to Cart

3. From the **Online Store** – **Products** search results area:
   a. Review the products returned from the search used
   b. If necessary, scroll to find the item you want to puchase
   c. Hover your mouse over products to see the full title and find the product you want to purchase
   d. Click on the item name or picture to see the details
   e. Click the **Add to Cart** button beside the desired item to add the item to the shopping cart and proceed with the purchase

Select Course to Extend and Proceed with Check Out
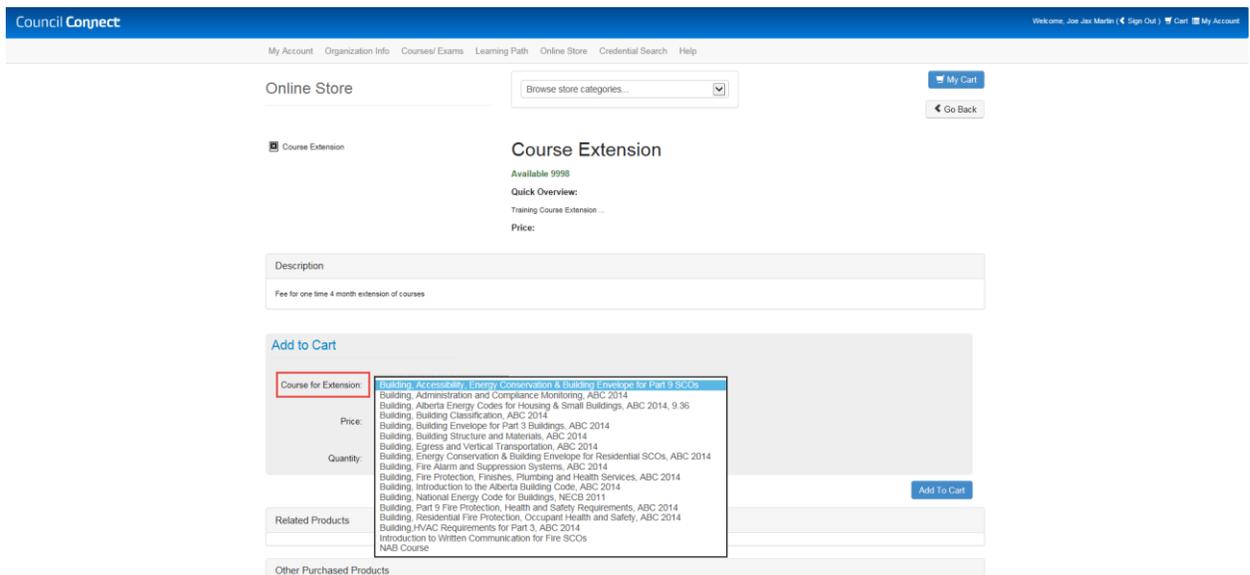
4. From the **Online Store** page:
   a. Click the **Course for Extension** field to display a drop-down list of all available courses
   b. Scroll the list and click to select the desired course
   c. Click the **Add To Cart** button to add the item to the shopping cart

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Review Shopping Cart and Check Out

5. From the **Online Store Shopping Cart** page:
    a. Review the details of the items in your shopping cart to ensure they are correct
    b. Click the red **X** if you want to cancel all the items in your cart or
    c. Click the small black **x** next to a shopping cart line item to remove just that one line item
    d. Click the **Check-Out** button to complete the purchase

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Online Store Shopping Cart

Shopping Cart | Payment

Continue

Customer Information

Bill To:	Joe Jax Martin
Use this phone:	7807777777
Send confirmation email:	bozekc@yahoo.ca

Billing Information

Bill to:	Martin Joe Jax
Pick your billing address:	Home: 2405 Oak Road
	Required
Bill to:	Joe Martin
	Online Permits and Inspections
	2405 Oak Road
	Edmonton, AB
	T6C 0L1
	CANADA

Payment Information

Payment amount:	100.00
Payment method:	Please select
Invoice total:	100.00
	All Amounts are in Canadian Dollars
Total credit available:	1370.00
	apply credit
Credit to apply:	0.00
	Available credits will update after checkout.

Continue

6. From the **Online Store Shopping Cart** page:
   a. Review the default contact and billing information, make any changes necessary
   b. Complete the payment information
   c. Click the **Continue** button
   d. Review the shopping cart details
   e. Click the **Submit Order** button to finalize the purchase

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

Receive Order Confirmation

Online Store Shopping Cart

Purchase Details				
Item	Price	Qty	Tax	Shipping
Course Extension	100.00	1.00	0.00	0.00

Return to Dashboard   Continue Shopping

Shopping Cart | Receipt

Thank you for your order.

Confirmation #: 82925359692186901

Invoice #:219770

You may print this page for your records.

Print this page

7. Review order confirmation details and invoice number
8. Print the page if desired