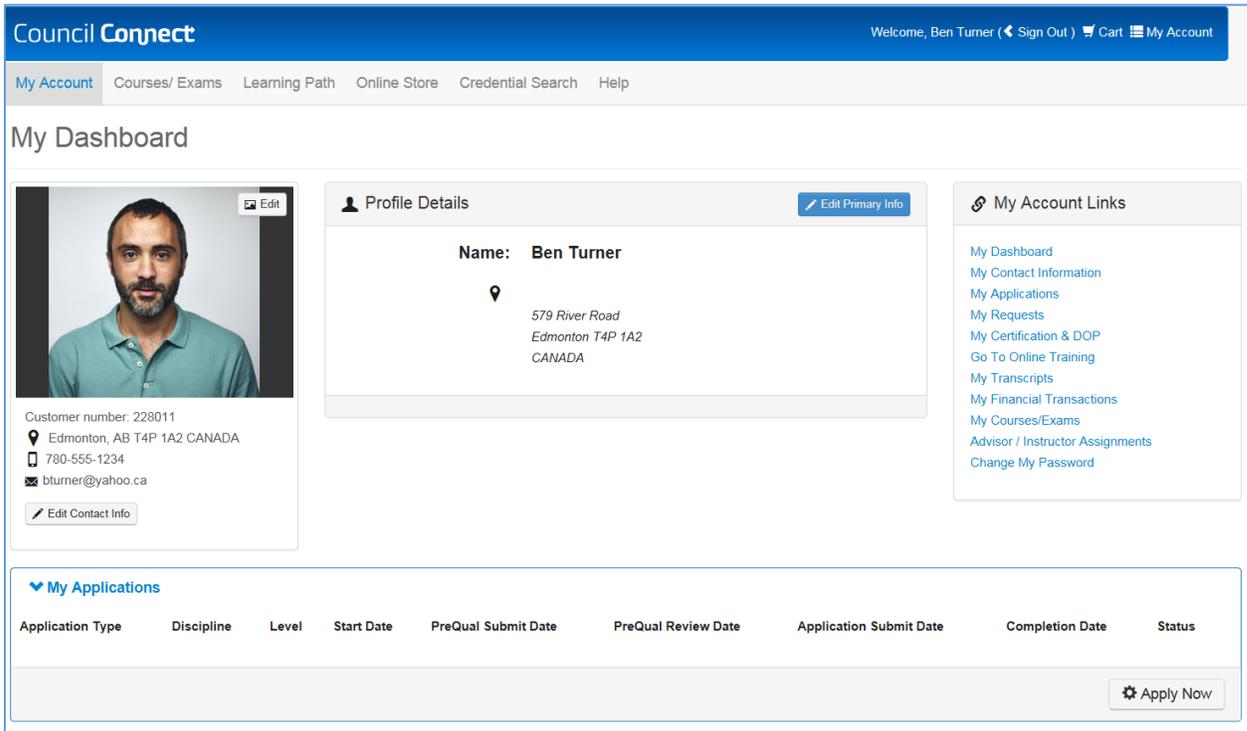


Purchase an ME Exam Kit

This tutorial walks you through the steps to purchase a master electrician examination kit.

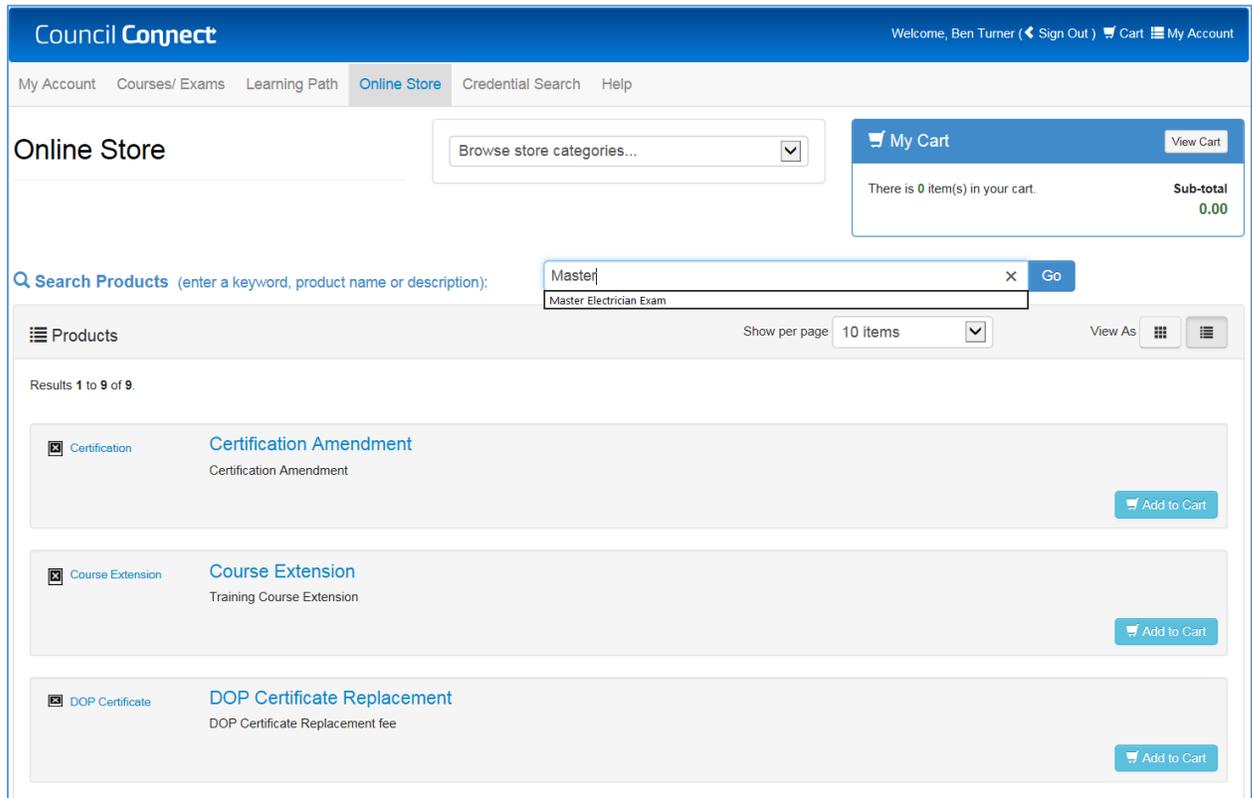
My Dashboard



The screenshot shows the 'My Dashboard' page in the Council Connect system. At the top, there is a blue header with the 'Council Connect' logo and a welcome message for Ben Turner, including links for 'Sign Out', 'Cart', and 'My Account'. Below the header is a navigation menu with tabs for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'My Dashboard' and is divided into several sections:

- Profile Details:** Displays the user's name as 'Ben Turner' and their address: '579 River Road, Edmonton T4P 1A2, CANADA'. There is an 'Edit Primary Info' button.
- My Account Links:** A list of links for various account functions: 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, and Change My Password.
- My Applications:** A table with columns for Application Type, Discipline, Level, Start Date, PreQual Submit Date, PreQual Review Date, Application Submit Date, Completion Date, and Status. An 'Apply Now' button is located at the bottom right of this section.
- Contact Information:** Shows the customer number (228011), address (Edmonton, AB T4P 1A2 CANADA), phone number (780-555-1234), and email (bturner@yahoo.ca). There is an 'Edit Contact Info' button.

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



Council Connect Welcome, Ben Turner (Sign Out)   My Account

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

Online Store

 My Cart 

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

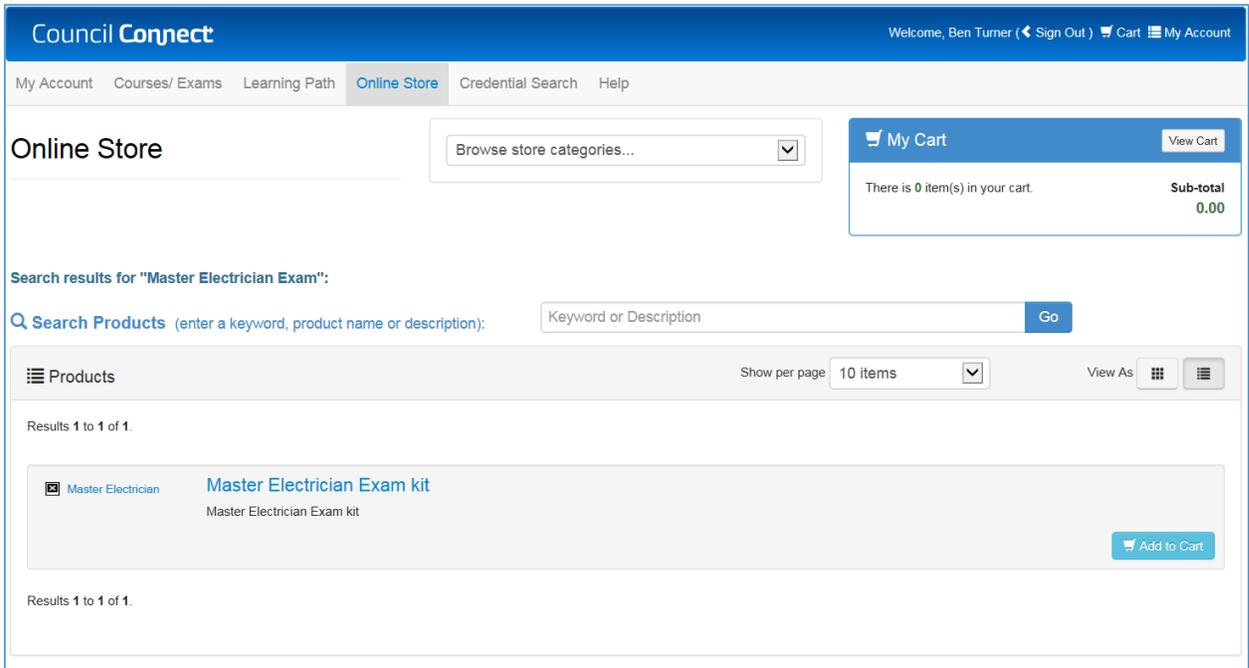
 Search Products (enter a keyword, product name or description):  

Products Show per page 10 items  View As  

Results 1 to 9 of 9.

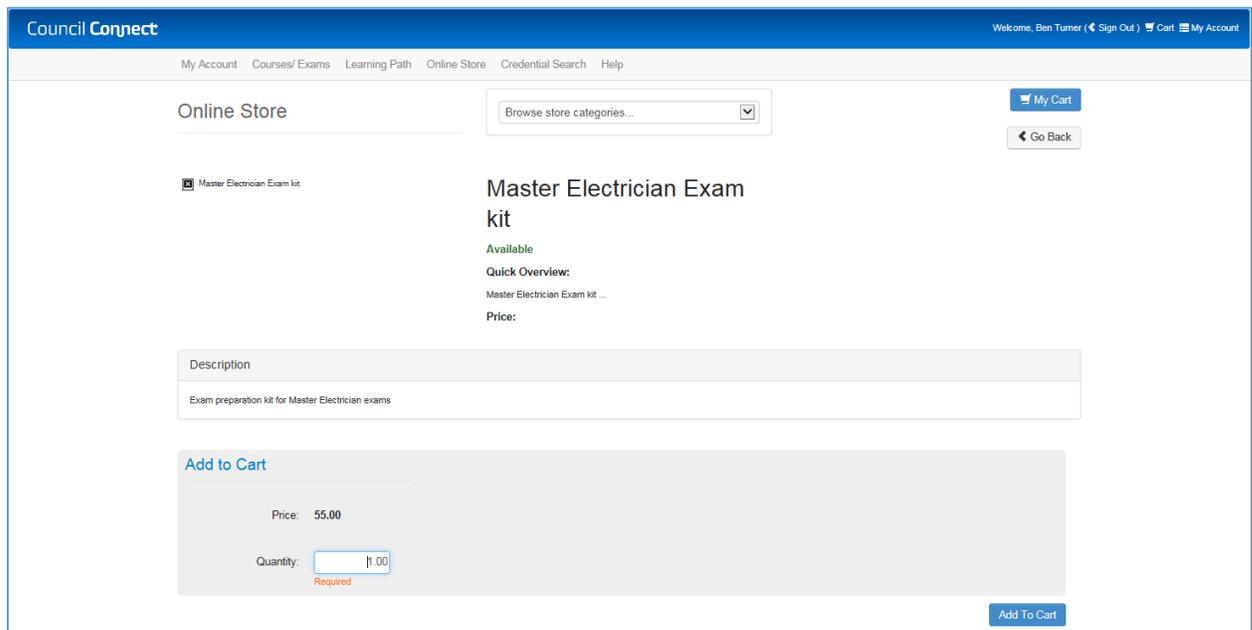
-  Certification **Certification Amendment**
Certification Amendment 
-  Course Extension **Course Extension**
Training Course Extension 
-  DOP Certificate **DOP Certificate Replacement**
DOP Certificate Replacement fee 

2. From **Online Store** enter the following:
 - a. **Search Products:** Master
 - b. Click the **Go** button



The screenshot shows the Council Connect Online Store interface. At the top, there is a navigation bar with the Council Connect logo and user information: "Welcome, Ben Turner (Sign Out) Cart My Account". Below the navigation bar, there are tabs for "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The "Online Store" tab is active. On the right side, there is a "My Cart" widget showing "There is 0 item(s) in your cart." and a "Sub-total 0.00". The main content area displays search results for "Master Electrician Exam". A search bar contains the text "Keyword or Description" and a "Go" button. Below the search bar, there are filters for "Products" and "Show per page 10 items". The search results show "Results 1 to 1 of 1." and a single product listing for "Master Electrician Exam kit" with an "Add to Cart" button.

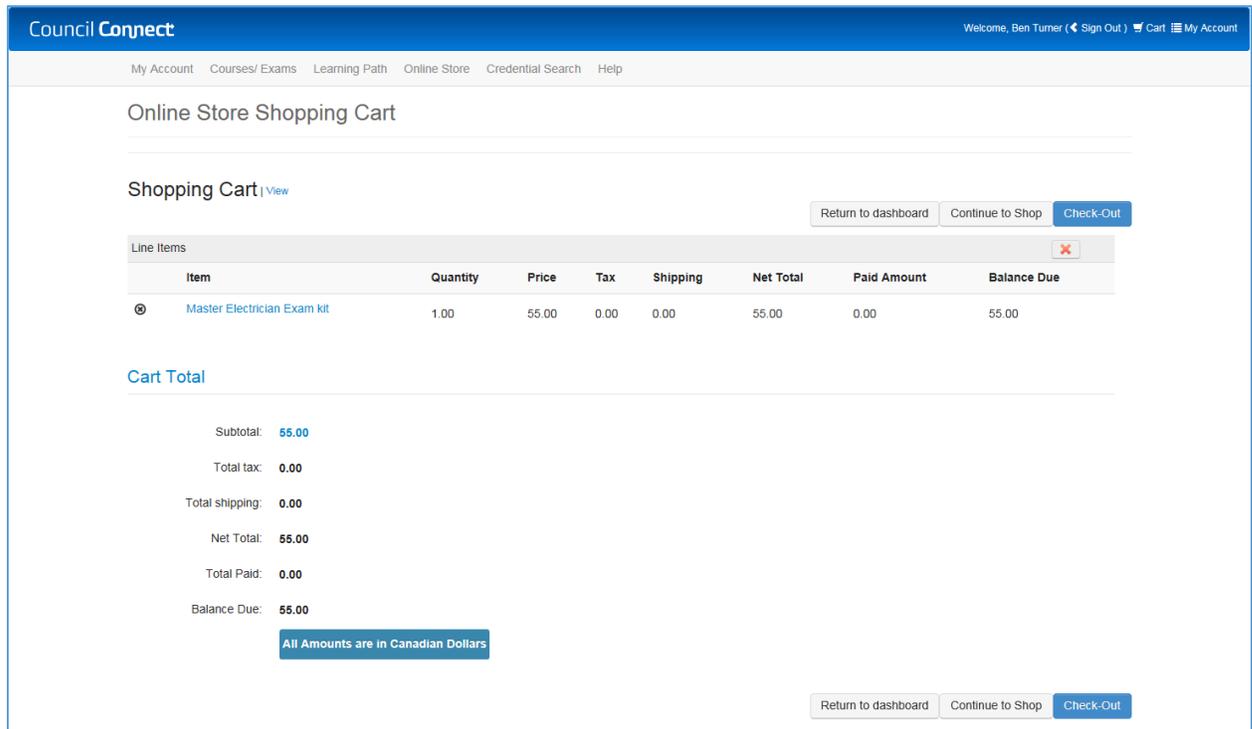
3. From the **Online Store – Search** results page:
 - a. Click on the **Master Electrician Exam Kit** to view the details



The screenshot shows the product details page for the "Master Electrician Exam kit". The navigation bar is the same as in the previous screenshot. The "Online Store" tab is active. The product title "Master Electrician Exam kit" is displayed prominently. Below the title, there is a "Description" section with the text "Exam preparation kit for Master Electrician exams". There is an "Add to Cart" button. The price is listed as "Price: 55.00". The quantity is set to "1" with a "Required" label. There is also a "Go Back" button in the top right corner.

4. From the **Online Store – Master Electrician Exam Kit** details page:
 - a. Click the **Add to Cart** button in the lower right part of the page

Review Shopping Cart Details



Council Connect Welcome, Ben Turner (Sign Out) Cart My Account

[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								✕
Item	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due	
Master Electrician Exam Kit	1.00	55.00	0.00	0.00	55.00	0.00	55.00	

Cart Total

Subtotal: **55.00**

Total tax: **0.00**

Total shipping: **0.00**

Net Total: **55.00**

Total Paid: **0.00**

Balance Due: **55.00**

All Amounts are in Canadian Dollars

[Return to dashboard](#) [Continue to Shop](#) [Check-Out](#)

5. From the Online Store Shopping Cart page:
 - a. Click the **Check-Out** button to complete the payment and check out

Note: Click the **Continue to Shop** button if you want to purchase other items before checking out. Click the **X** if you want to cancel the purchase.

Council **Connect** Welcome, Ben Turner (← Sign Out)  Cart  My Account

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

Online Store Shopping Cart

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

Customer Information

Purchase on behalf of:

Use this phone:  

Use this email:  

Billing Information

Bill to: Turner Ben

Pick your billing address:  

Required

Bill to:

Ben Turner
579 River Road
Edmonton, AB
T4P 1A2
CANADA

6. From the **Online Store Shopping Cart**:
 - a. Review the shopping cart details to ensure they are correct

Note: If any changes need to be made to your shipping address you can do so here by clicking the **Edit** or **Add** buttons

Payment Information

Payment amount: **55.00**

Payment method:

Required

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Required

Security code:

Required

Invoice total: **55.00**

[Continue](#)

- 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.