

# Course Access Codes

## How to Purchase and Use Group Access Codes

This feature allows an individual or organization to purchase access to a course for someone other than yourself or for a group of individuals.

**Purchasing Codes:** The purchaser can choose the “Want to Sign Up a Group?” option and purchase access codes that can be used by other individuals to register and take the course.

- If you purchase 1 - 9 access codes, the cost is \$75 per person
- Purchase 10 or more access codes, you receive a discount of \$10 per person

Once you have purchased the access codes, you can download the codes. You will also receive an email receipt with the codes to keep for your records. The purchaser will be responsible for managing and distributing these codes. Access codes allow staff members to access the course. The purchaser will also need their own individual access code if they want access to the course.

### How individuals access the course with an access code:

1. Go to the course page linked in your confirmation email.
2. New users will be prompted to enter their name, create a username and password, and enter the access code.
3. If the participant has already created an account, they can log in and redeem their code.

\*Only one person can use each access code.

\*\* Users can log back into the course at any time.

If you have questions, contact:

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