Online Course Enrollment Instructions

1) Login to myPSBA.org

2) Place your cursor over Store/Registration in the navigation menu on the left-hand side of the screen.

3) Select Online Learning from the drop-down menu.
4) You may find it helpful to sort the courses by selecting the drop-down menu on the right-hand side of the screen (1). The course list may be sorted in the following ways:
   a. Sort by popularity
   b. Sort by newness
   c. Sort by title: A to Z
   d. Sort by title: Z to A

5) Once you have found the course you would like to enroll in, select View Details (2).

6) Select Add to Cart
7) A message should appear stating that the item has been successfully added to your cart.

8) Select Open Cart. (You may also access your cart by selecting the shopping cart icon in the top, right-hand corner of the screen.)

9) Once you have placed the courses you wish to access in your shopping cart, select Proceed to checkout.

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>PRICE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Requirements and Testing</td>
<td>$0.00</td>
<td>1</td>
</tr>
<tr>
<td>Professional Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price Level: Complimentary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cart totals

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBTOTAL</td>
<td>$0.00</td>
</tr>
<tr>
<td>TAX</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
10) Review the billing and order information provided, and then select **Place order**.

11) To locate your courses after placing an order, select **My Transcript** at the top of your screen.
12) Your courses should appear under the Enrolled section of the page.

13) Locate the one you would like to complete and select Open Course.

Online Learning Transcript

Keep track of all your online learning courses, badges and certificates from this central location. Course enrollments show you the status of your online learning courses gives you a direct link to our training system. All badges and certificates you earn can be seen by clicking on the appropriate header. If you wish to see the ‘open backpack’ compatible badge images for all of your courses, you can click the ‘OPEN’ button on the My Courses tab.

MY COURSES

ENROLLED (31)

Course: Academic Requirements and Testing
Enrolled: 11/07/2018
Status: Enrolled
Completed N/A

Course: Act 93
Enrolled: 11/07/2018
Status: Enrolled
Completed N/A

Course: Board’s Role in Finance and Budgeting
Enrolled: 11/07/2018
Status: Enrolled
Completed N/A

Course: Conflicts of Interest and Ethics Act
Enrolled: 11/07/2018
Status: Enrolled
Completed N/A

14) Select Start course to begin.
15) Once the course is completed, it should appear under the **Completed** section of the page.