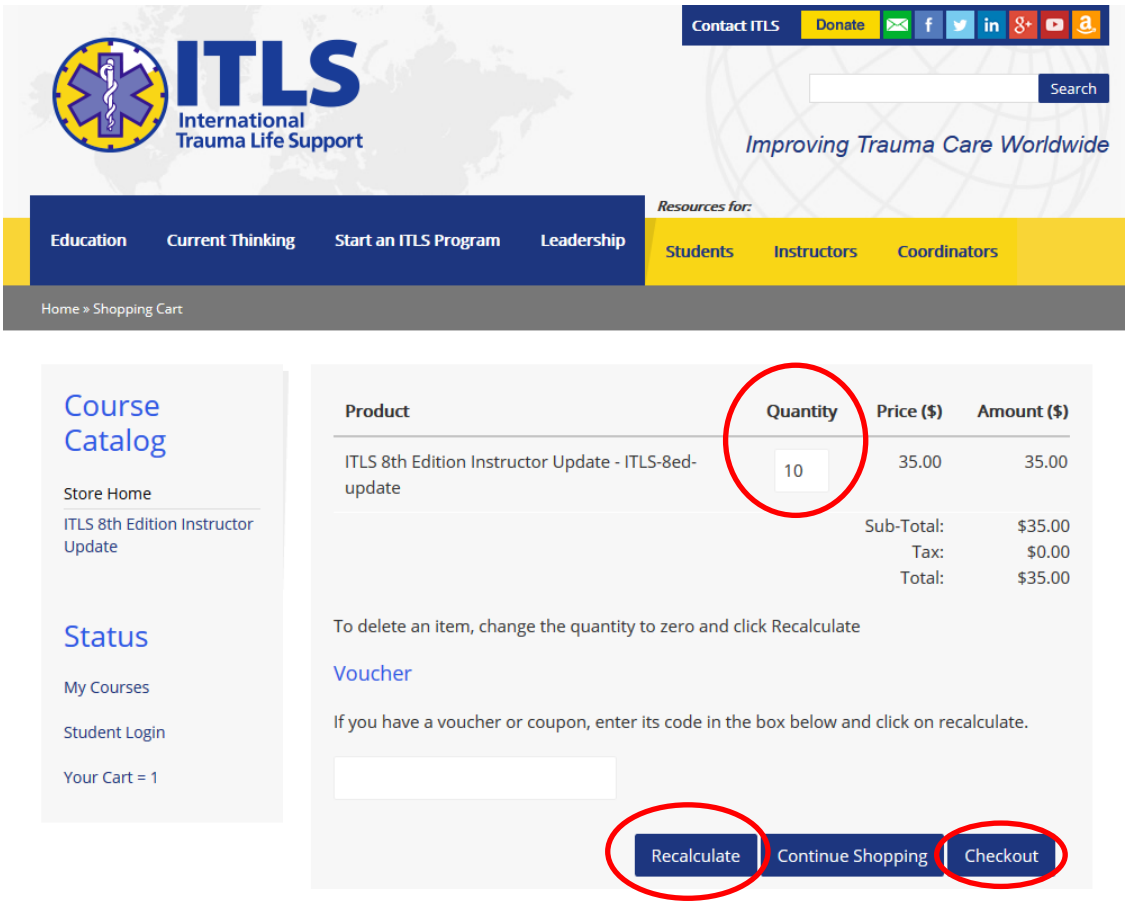
Learn.ITRAUMA.org
Purchasing & Managing Licenses for Group Registration

1. Visit http://learn.itrauma.org. Start by adding the product you wish to purchase in bulk to your cart.

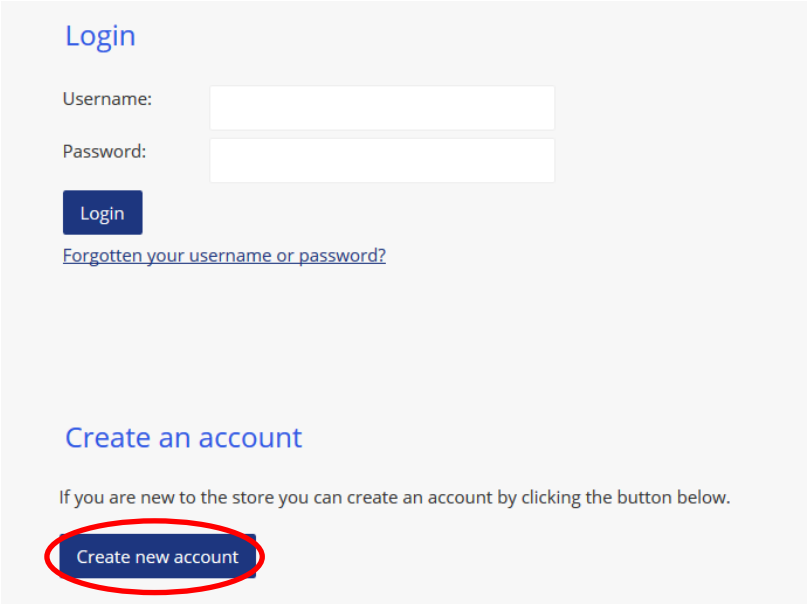
2. On the Cart page, adjust the quantity to the number of licenses you wish to purchase and click Recalculate.

3. Then click Checkout.



4. You will be given an option to Login or Create an account. **You must Create an account to proceed with the purchase.** Any existing logins for other ITLS programs (i.e., CMS, Administrator Portal, etc.) will not work. Click the Create new account button.

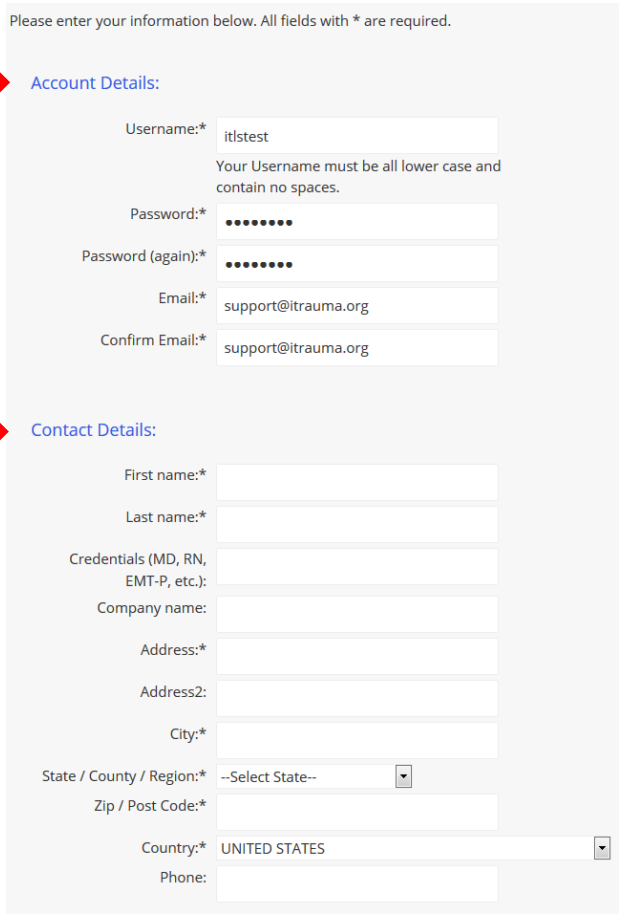
   NOTE: If you have previously purchased licenses through this process and are returning to purchase additional licenses, you may log in with the username and password you set up at the time of your initial purchase.

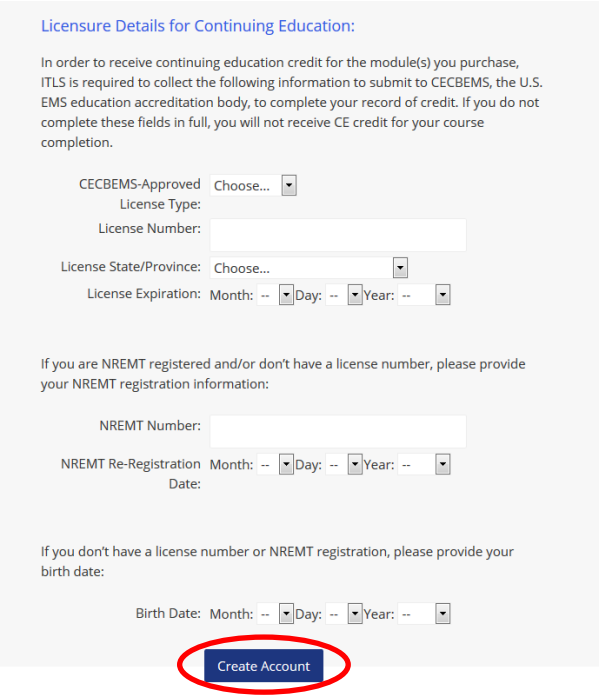


5. Complete the Account Details and Contact Details sections to create your new account. This includes selecting a Username and a Password.

6. You do **NOT** need to complete the Licensure Details for Continuing Education section at this time.

7. Click Create Account button at bottom of page when all required information is completed.





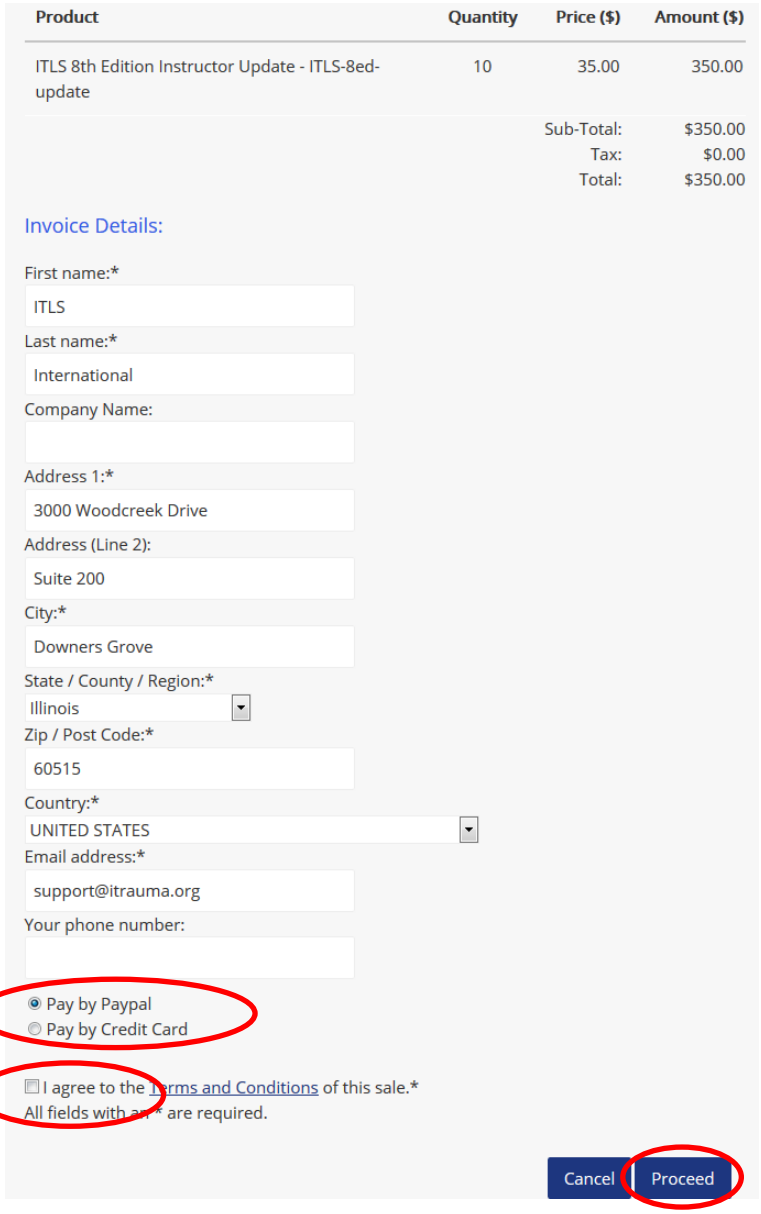
8. You are taken to an Order Confirmation screen where you can review the product and number of licenses you are purchasing, the total amount due, and your contact information.

9. Select a payment method: Paypal or Credit Card

10. Click the checkbox to agree to the Terms and Conditions of the sale.

11. Then click Proceed.

12. You will be routed either to the PayPal website or ITLS' secure credit card processing gateway to make payment.



Product	Quantity	Price ($)	Amount ($)
ITLS 8th Edition Instructor Update - ITLS-8ed-update	10	35.00	350.00
		Sub-Total:	$350.00
		Tax:	$0.00
		Total:	$350.00

Invoice Details:

First name:* ITLS
Last name:* International
Company Name:
Address 1:* 3000 Woodcreek Drive
Address (Line 2): Suite 200
City:* Downers Grove
State / County / Region:* Illinois
Zip / Post Code:* 60515
Country:* UNITED STATES
Email address:* support@itrauma.org
Your phone number:

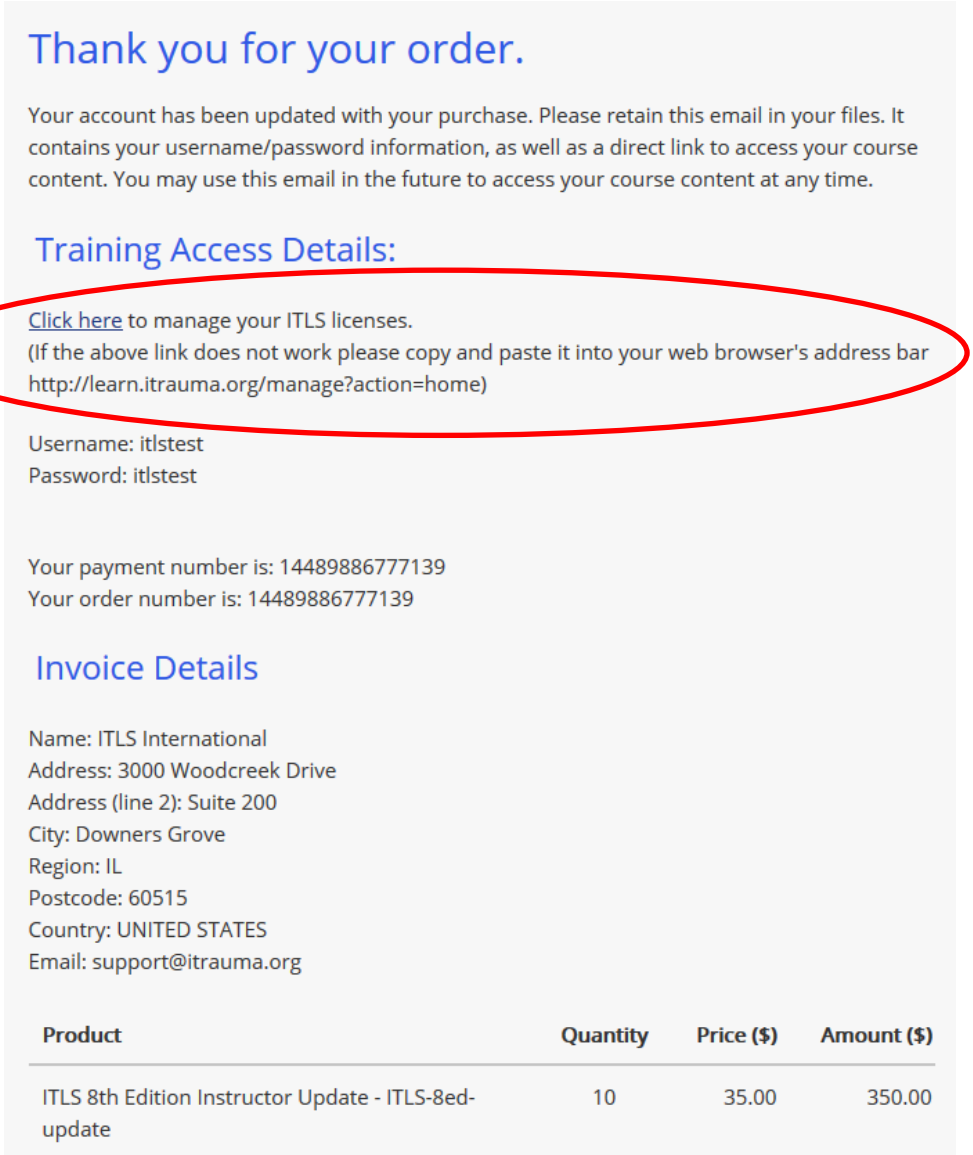
Pay by Paypal
Pay by Credit Card

I agree to the Terms and Conditions of this sale.*
All fields with an * are required.

Cancel Proceed

13. After successfully making payment, you will be directed to a Thank you screen. From this screen, you can click the link to Manage your ITLS Licenses. This is where you will enroll your students using the licenses you purchased.

    You will also receive an order confirmation email that will contain this link, as well as your username and password information. You should save this email to easily return to the site to manage your licenses in the future.



Thank you for your order.

Your account has been updated with your purchase. Please retain this email in your files. It contains your username/password information, as well as a direct link to access your course content. You may use this email in the future to access your course content at any time.

Training Access Details:

Click here to manage your ITLS licenses.
(If the above link does not work please copy and paste it into your web browser's address bar http://learn.itrauma.org/manage?action=home)

Username: itlstest
Password: itlstest

Your payment number is: 14489886777139
Your order number is: 14489886777139

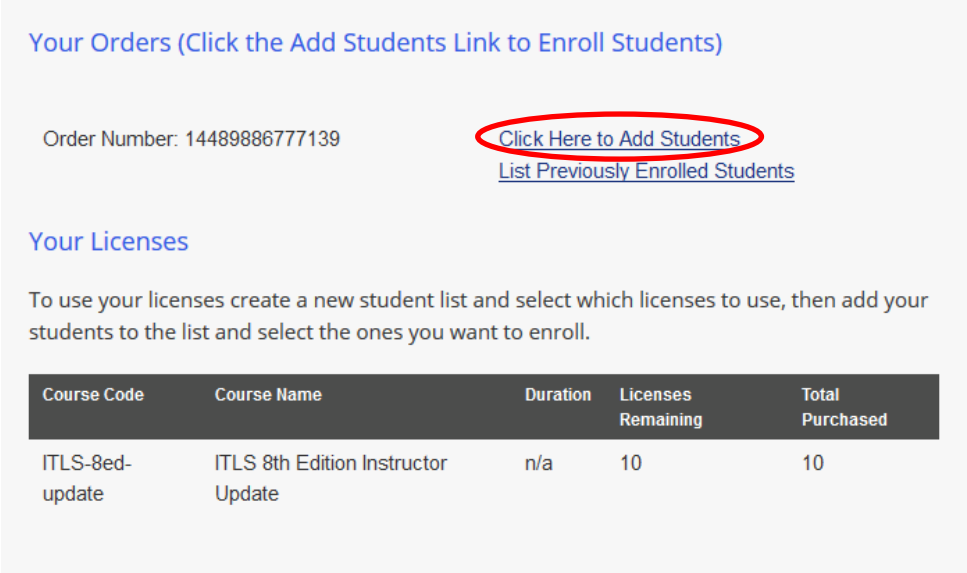
Invoice Details

Name: ITLS International
Address: 3000 Woodcreek Drive
Address (line 2): Suite 200
City: Downers Grove
Region: IL
Postcode: 60515
Country: UNITED STATES
Email: support@itrauma.org

Product	Quantity	Price ($)	Amount ($)
ITLS 8th Edition Instructor Update - ITLS-8ed-update	10	35.00	350.00

14. The Manage Licenses portal (accessible at http://learn.itrauma.org/manage?action=home) is shown below. The screen shows the product you have purchased codes for, with the total quantity purchased and the number of available licenses remaining.

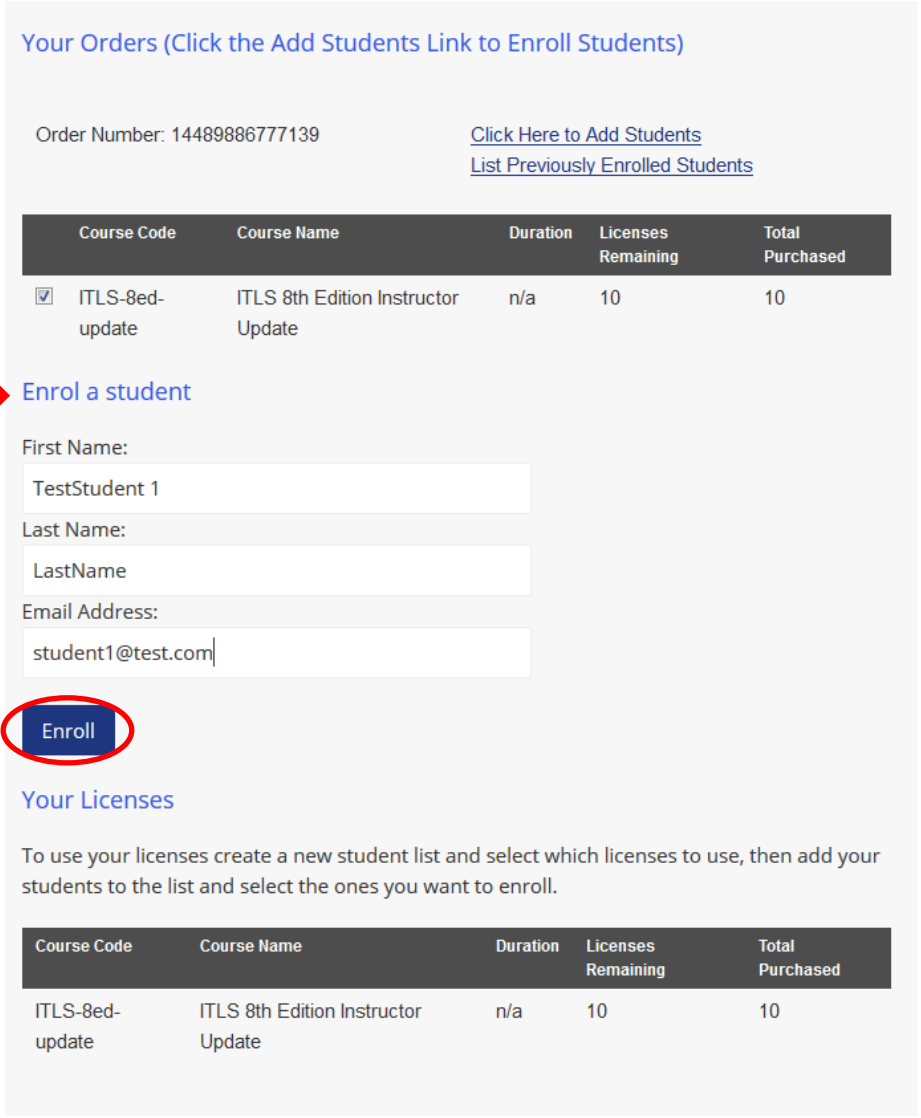
15. To use one of the licenses and enroll a student in the course, click the link at the top right of the screen.



16. After clicking the link to add students, the window will expand to show: Enroll a student.

17. Enter the student's first name, last name, and email address.

18. Then click Enroll

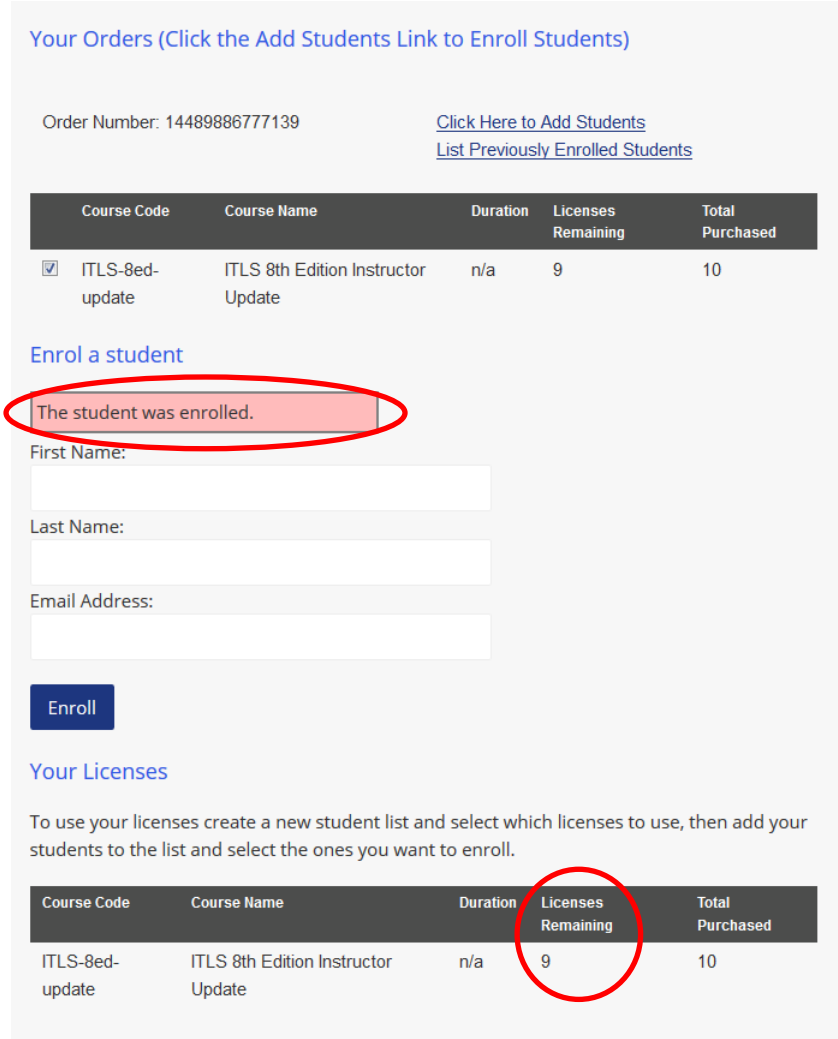


NOTE: If you wish to take the 8th Edition Instructor Update yourself, you must Enroll yourself using the same procedures outlined above. You will not be automatically enrolled in the course when you purchase multiple licenses.

19. You will receive a message that the student was enrolled. The Manage Licenses section automatically updates to show fewer licenses remaining.

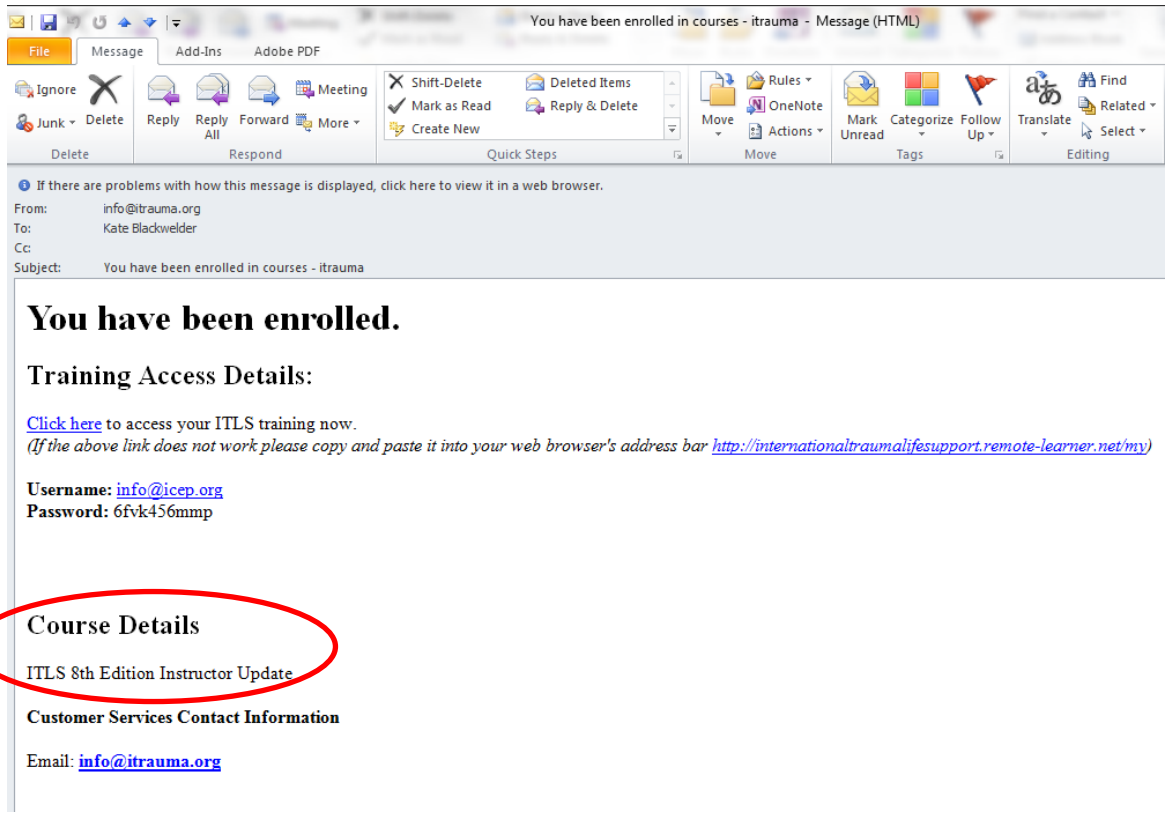
    An email with training access details has been sent automatically to the student to begin the course (see sample email below).

20. You may also continue adding students from this screen by again completing the First Name, Last Name, and Email Address fields, and clicking Enroll again. You will complete this process once per student to enroll.

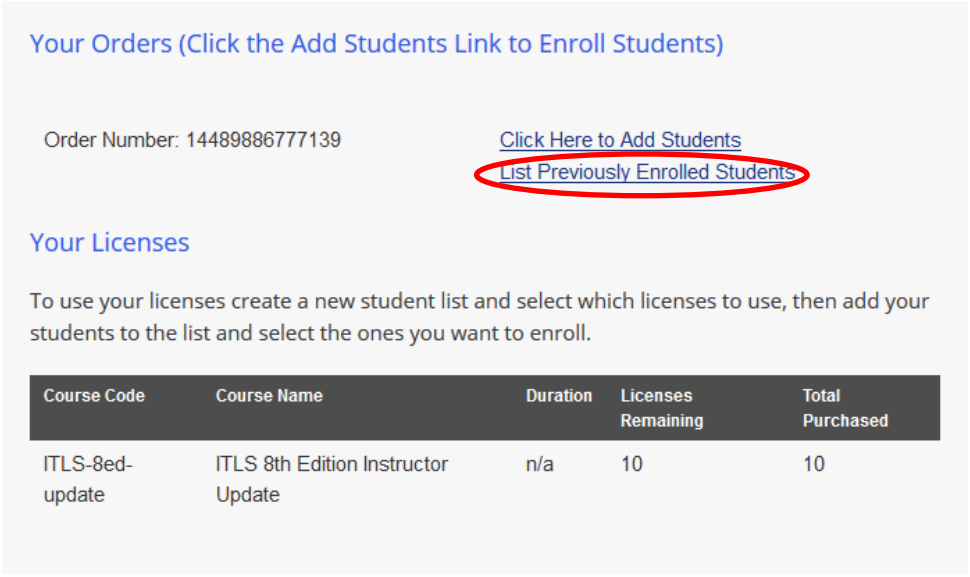


21. Each student you have enrolled in the course with one of your licenses will receive an email with a link to access the course, as well as the username and password information required to log in. The bottom of the email notes which program the student has been enrolled in.

    The student should save this email for easy access to the course in the future.



22. To review the students you have previously enrolled in the course, click the link at the top right of the Manage Licenses screen.



Your Orders (Click the Add Students Link to Enroll Students)

Order Number: 14489886777139

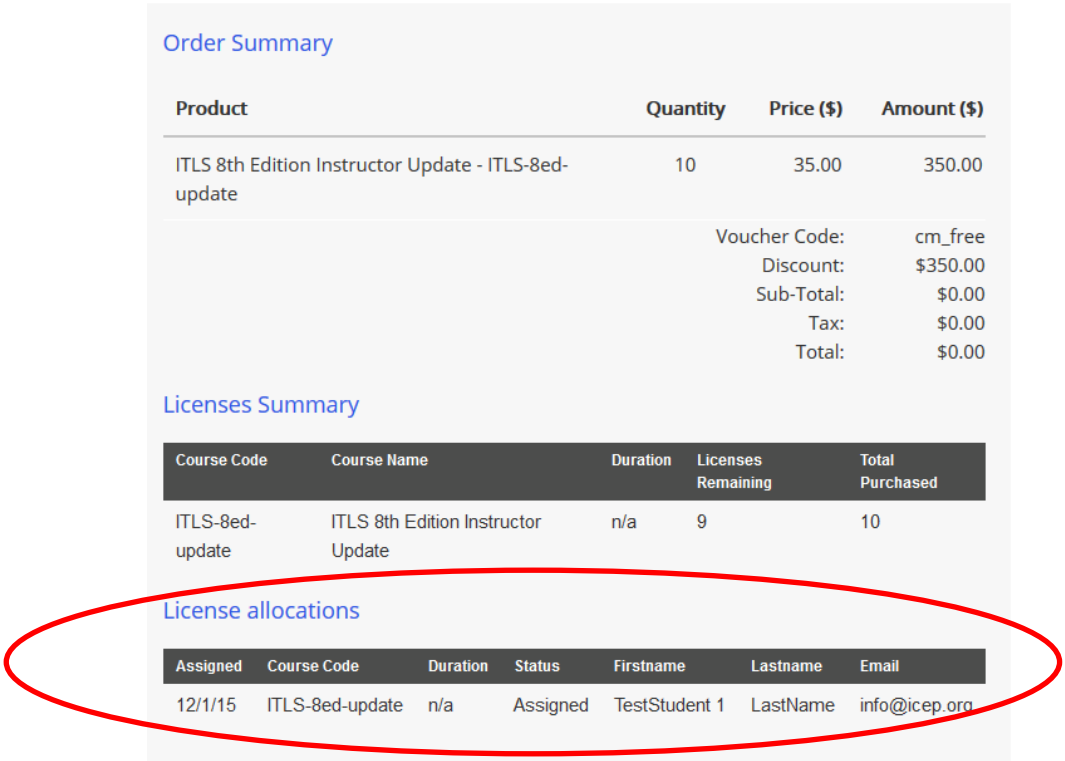
Click Here to Add Students
List Previously Enrolled Students

Your Licenses

To use your licenses create a new student list and select which licenses to use, then add your students to the list and select the ones you want to enroll.

Course Code	Course Name	Duration	Licenses Remaining	Total Purchased
ITLS-8ed-update	ITLS 8th Edition Instructor Update	n/a	10	10

23. The License allocations section shows the list of students who have been enrolled in the course with a license.



Order Summary

Product	Quantity	Price ($)	Amount ($)
ITLS 8th Edition Instructor Update - ITLS-8ed-update	10	35.00	350.00

Voucher Code:	cm_free
Discount:	$350.00
Sub-Total:	$0.00
Tax:	$0.00
Total:	$0.00

Licenses Summary

Course Code	Course Name	Duration	Licenses Remaining	Total Purchased
ITLS-8ed-update	ITLS 8th Edition Instructor Update	n/a	9	10

License allocations

Assigned	Course Code	Duration	Status	Firstname	Lastname	Email
12/1/15	ITLS-8ed-update	n/a	Assigned	TestStudent 1	LastName	info@icep.org

24. At any time, you may return to the Manage Licenses portal (accessible at http://learn.itrauma.org/manage?action=home or by using the direct link in your email confirmation) to repeat this process and enroll additional students as desired.