

Instructions

To access your workshop, go to: www.maine-learning.com **Hover** your mouse over the tab that says: Course Catalog and **select** from the drop down list – Generalized Online Courses.



The screenshot displays the Maine e-Learning website. At the top, the logo reads "Maine e-Learning" with a globe for the letter 'e' and the tagline "Wherever you are—You can learn." Below the logo is a navigation bar with four tabs: "HOME", "COURSE CATALOG" (which is underlined), "ADMIN ACCESS TO MOODLE", and "RETURNING USER LOGIN". The main content area features four course cards:

- Card 1:** Features the Maine Association of Search and Rescue logo (a red cross on a green map of Maine). Text below: "\$25.00 each", "Basic Search and Rescue Training".
- Card 2:** Features the Registered Maine Guide logo (a red shield with a tree). Text below: "\$25.00 each", "How to Train to Become a Registered Maine Guide".
- Card 3:** Features a photo of a group of people in blue uniforms. Text below: "\$150.00 each", "Maine K-9 Services Working Dog Handler Course - Basic".
- Card 4:** Features the Registered Maine Guide logo (a blue shield with a tree). Text below: "\$100.00 each", "Preparing for Sea Kayak Guide Examinations".

Click on the Maine K-9 Working Dog Handler Course – Basic. A new window opens up giving you the details on the course. **Click** to add it to your shopping cart. In the right column you will see that your shopping cart now shows the course. **Click** to proceed to checkout.

You will need to either login or create a new account. **Create** a “new account” filling in your information and **write** down your login and password information. You may have a pop-up window asking you to fill in your personal information again and if you do, fill it in as well. Be sure to fill-in the company field with your agency name. **Click** the OK button when you have finished.

The first thing that you should do once you see the payment page, is to enter your coupon code if you have a discount coupon. You may only use the coupon once. You must pay with a credit card. If you are going to be reimbursed for taking this course from your agency, you will make a copy

of your receipt and submit it the way you usually do. Once all the boxes are filled in, **Click** “Process Order”. Your payment will be submitted.

The screenshot shows the checkout process on the Maine e-Learning website. At the top, the logo reads "Maine e-Learning" with the tagline "Wherever you are—You can learn." and contact information: 207-729-6333 and info@mainee-learning.com. The navigation bar includes links for HOME, COURSE CATALOG, ADMIN ACCESS TO MOODLE, and RETURNING USER LOGIN, along with a search bar.

The main content area is titled "Please create or select an address" and contains a "Billing address" section with a "New" button. A green arrow points to this button with the text "Put in your billing address for the credit card". Below this is the "Payment method" section, which offers two options: "Credit Card" and "PayPal". A blue arrow points to the "PayPal" option with the text "Two ways of paying. The second uses PayPal". The "Credit Card" section includes fields for "Credit card number", "Expiration date" (mm / yy), and "Card validation code". The "PayPal" section includes a field for "Enter your coupon" and an "Add" button. A red arrow points to the "Add" button with the text "Enter Coupon Code".

Below the payment methods is a table of items in the shopping cart:

Image	Name	Unit price	Quantity	Total price
	Maine K-9 Services Working Dog Handler Course - Basic	\$150.00	1	\$150.00

The "Final total" is \$150.00. A "Process Order" button is located at the bottom right of the main content area.

On the right side, there is a "Shopping Cart" sidebar with a table:

Name	Qty	Price
Maine K-9 Services Working Dog Handler Course - Basic	1	\$150.00

The total is \$150.00, and there is a "Proceed to checkout" button.

If approved you will have the course listed in the lower right hand corner where it says “My Courses.” **Click** on your course in the box that says “My Courses”.

Edit your profile: You will now see a page that looks a bit imposing with lots of boxes and information. In the middle section, there are a few fields that need to be filled in or changed. **Fill in** first name (you’ll be changing from a number) and last name. **Scroll** down and where it says “city/town” **enter** your town *and* state (Brunswick, ME). Scroll further down and add a photo if you wish and other personal contact information. Under interests you might add your working dog’s name. **Click** update profile.

Now **click** on the top left bar the word “home”. **Click** on your course and enter it.

In the future, you will only need to go to the website – www.mainee-learning.com and click on “Returning User” and then on your course.