


## About Course Purchasing

Courses can be purchased by any HTVN user, and the purchase process differs according to payment method.

### Step 1 – Find the course

1. Enter all or part of the course title into the **Catalog Search** box located in the grey menu bar.
2. Select the **Search**  button.
3. Scroll through the search results to find the desired course.
4. Select the **Course Title** you wish to purchase to view its details.
5. Identify your intended payment method below to continue.

### Step 2 – Process the payment

Follow the instructions below according to your payment method:

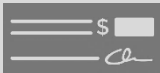
#### CREDIT CARD



##### From the course details page...

1. Select the **Add To Cart** button.
2. Select the **Shopping Cart** icon at the top of the screen.
3. Verify the course title and price.
4. Enter the desired **Quantity**  
*Select the **Update** button if changed.*
5. If applicable, enter code into the **Discount Code** box.  
*Select the **Apply** button*  
*Verify discount has been applied and total.*
6. Select the **Checkout** button
7. Select the **Use this payment method** button.
8. Complete all subsequent fields.
9. Select the **Submit** button.

#### CHECK



##### From the course details page...

1. Scroll down to **Pricing and Payment Options**.
2. Select the **Pay by check** link.  
*The Pay-by-check request form will open*
3. Complete all required fields on the form.
4. Select the **Submit** button  
*An invoice will be emailed to you within 24-48 hours.*  
*Once payment is received each learner will be notified by email and will have instant access to the course.*

### Step 3 – Access the course

Providing or gaining access to the course(s) purchased is determined by whether you purchased the course for yourself or for another individual.

See instructions on **PAGE 2**

## Access to Purchased Courses

### For YOURSELF



#### From the payment confirmation page...

1. Select the **Course Title**.
2. Select the **Content** tab.
3. Select the first **Content Block**.
4. Select the **Start** button for the first item listed.

### For OTHERS



#### From the payment confirmation page...

1. Select the **View Orders** button.
2. Select the **Manage Keys** button.
3. Select the **Assign** button for the course you wish to assign.
4. Enter the **individual's email address** then press **Enter** key.  
*Note: the email address must already be assigned to the learner's HTVN profile.*
5. Select the **Assign** button.  
*The course will be placed on the individuals training home page and the individual will be notified by email.*
6. Repeat Steps 3-5 for each additional learner.

### For help

1. Select **?** located at the top of each page for help on the specific page you are currently on
2. If you need technical assistance email [htvnsupport@housingcenter.com](mailto:htvnsupport@housingcenter.com)