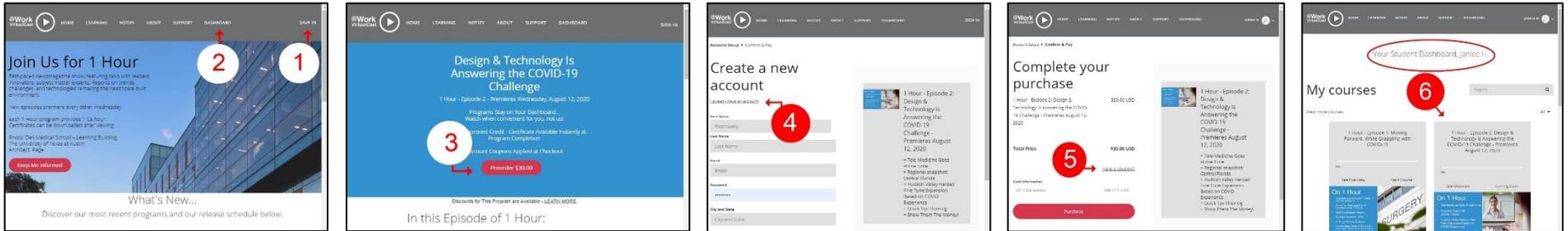


HOW TO SIGN UP AND USE THE VIRTUALCAST LEARNING CENTER

Our platform is simple to use and we have found it to be an excellent tool for delivering learning programs. Here are a few pointers to help you on your way as you join us for online learning and CEUs.



YOUR FIRST STEP

- Visit our [VIRTUALCAST LEARNING CENTER](#). Click on **SIGN IN** (1) and fill out the form. From this point on you are “a user in the system”.
- As a user, a personal **DASHBOARD** (2) has been created for you. Your dashboard is where all of your programs such as 1 Hour, CEU training courses, and E-Books will remain. You can watch and re-watch any program you have enrolled in at any time, on or after their release date.

YOUR SECOND STEP

- Peruse our learning tools & click the red button labeled **“REGISTER NOW”, “PRE-REGISTER NOW”, or “PURCHASE NOW”** (3)
- If you are not already logged in, you will be sent to the “CREATE A NEW ACCOUNT” page & prompted to either create a new account, or to log in.
- Select **I ALREADY HAVE AN ACCOUNT** (4). Once you are logged in, the “COMPLETE YOUR PURCHASE” page will appear.

YOUR THIRD STEP

- DO YOU HAVE A DISCOUNT COUPON CODE? If yes, **ENTER YOUR CODE** (5) and press APPLY.
- *Your purchase price will be updated and show the new payment due, if any.* Confirm and complete your purchase.

NOW YOU ARE ALL SET!

From this point on, any time you want to want to view your programs or E-Books, just log in. Programs and e-books stay on **YOUR DASHBOARD** (6)

Watch or read when convenient for you, not us!