



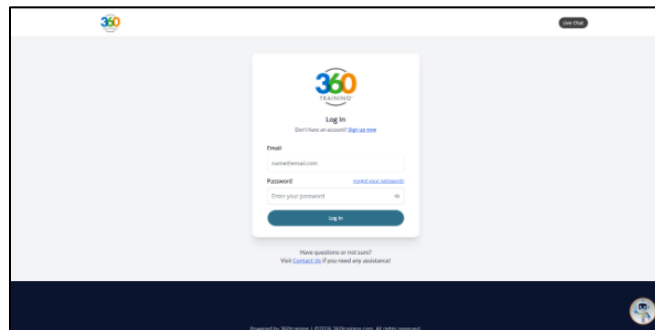
## BUY MORE COURSE OPTIONS FROM THE LMS QUICK GUIDE

We're excited to introduce your upgraded learning management system (LMS)! While some features may look a bit different from the previous system, these updates are designed to enhance functionality and improve your experience.

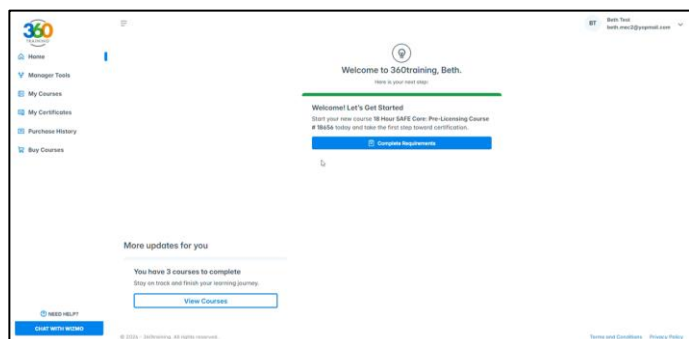
One of the key changes is how you purchase training. Instead of buying courses directly within the LMS, you'll now make all purchases through our website. This change provides access to a wider selection of courses and more secure payment options.

This guide will walk you through the process, step by step.

- a. First, visit the training website and click **Login** at the top of the page.
- b. Enter your Username and Password, then click **Login**.

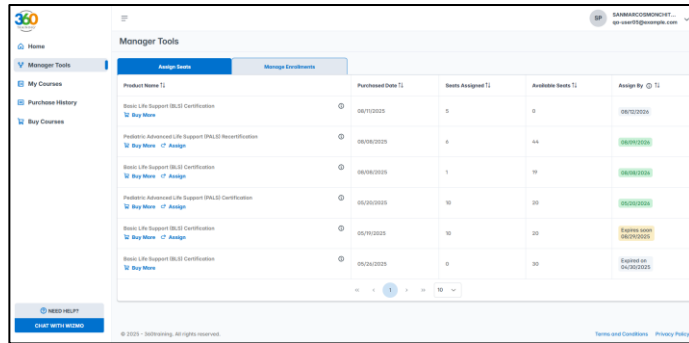


- c. Once you have logged in with your credential, you will see your Dashboard. Click **Buy Courses**.



OR

Through Manager Tools, you can Buy More courses when you available seats are running low.



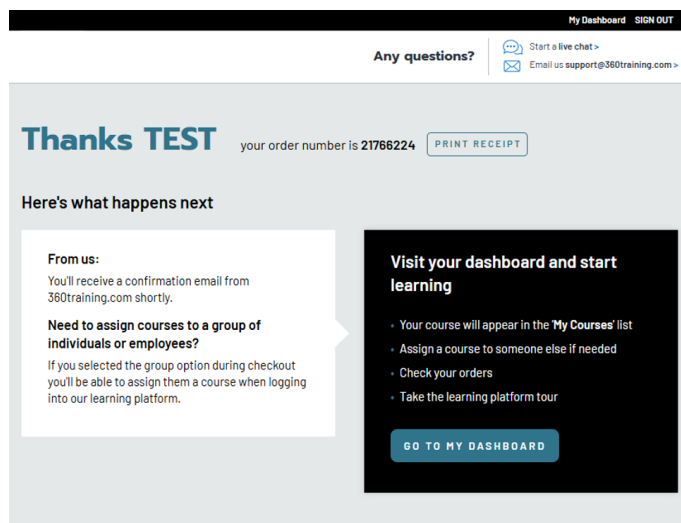
| Product Name T1                                                                                               | Purchased Date T1 | Seats Assigned T1 | Available Seats T1 | Assign By T1           |
|---------------------------------------------------------------------------------------------------------------|-------------------|-------------------|--------------------|------------------------|
| Basic Life Support (BLS) Certification<br><a href="#">Buy More</a>                                            | 05/17/2023        | 5                 | 0                  | 05/17/2023             |
| Prehospital Assessment/Life Support (PALS) Recertification<br><a href="#">Buy More</a> <a href="#">Assign</a> | 05/16/2023        | 4                 | 44                 | 05/16/2023             |
| Basic Life Support (BLS) Certification<br><a href="#">Buy More</a> <a href="#">Assign</a>                     | 05/16/2023        | 1                 | 19                 | 05/16/2023             |
| Prehospital Assessment/Life Support (PALS) Certification<br><a href="#">Buy More</a> <a href="#">Assign</a>   | 05/16/2023        | 10                | 20                 | 05/16/2023             |
| Basic Life Support (BLS) Certification<br><a href="#">Buy More</a> <a href="#">Assign</a>                     | 05/16/2023        | 10                | 20                 | Expire soon 05/16/2023 |
| Basic Life Support (BLS) Certification<br><a href="#">Buy More</a>                                            | 05/16/2023        | 0                 | 20                 | Expired on 05/16/2023  |

- d. Clicking on either will take you to the home page, where you can begin your product search and order.

- e. After selecting the course(s) you would like to purchase, follow the prompts to complete your transaction.

If these courses are for you, you will still be logged into the LMS and can immediately access your courses.

When you are finished, at the top of the page, you may return to **My Dashboard** to access your courses or **SIGN OUT**.



My Dashboard SIGN OUT

Any questions? Start a live chat > Email us support@360training.com >

## Thanks TEST

your order number is 21766224 [PRINT RECEIPT](#)

### Here's what happens next

**From us:**  
You'll receive a confirmation email from 360training.com shortly.

**Need to assign courses to a group of individuals or employees?**  
If you selected the group option during checkout you'll be able to assign them a course when logging into our learning platform.

**Visit your dashboard and start learning**

- Your course will appear in the **'My Courses'** list
- Assign a course to someone else if needed
- Check your orders
- Take the learning platform tour

[GO TO MY DASHBOARD](#)