Instructions for Purchasing and Starting your Course

Included below are instructions for purchasing and starting a Bright Minds Training course. It is rare that these are needed by a customer, but in the event that they are needed, we want to provide clear instructions to you. Although this document is 21 pages in length, the vast majority of the content is illustrations.

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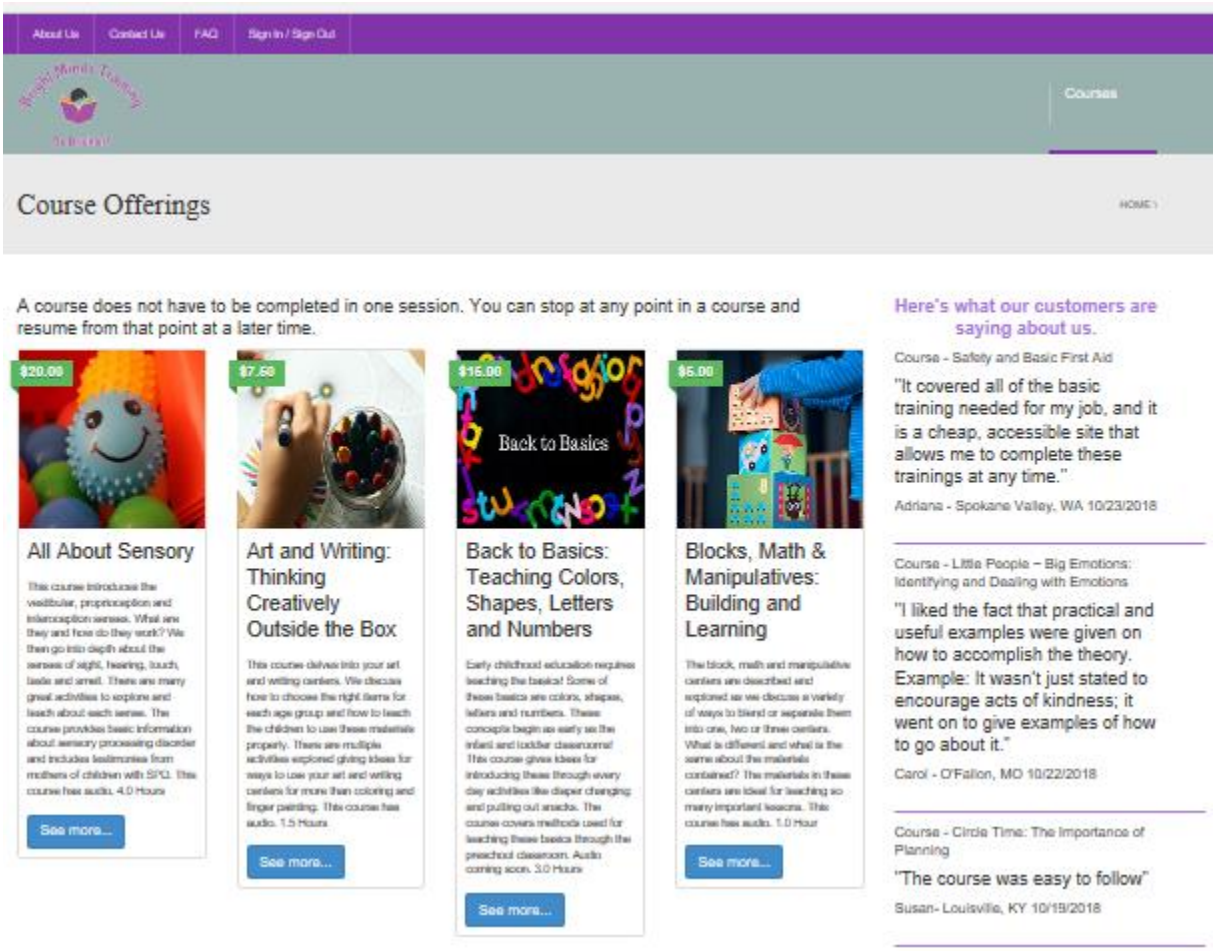
From our home page the easiest way to locate our course listing page is to click on the picture illustrated in figure – 1.

Figure – 1

Courses

After Clicking on the courses picture, you will arrive at our courses page. The top section of the courses page is illustrated in figure – 2.

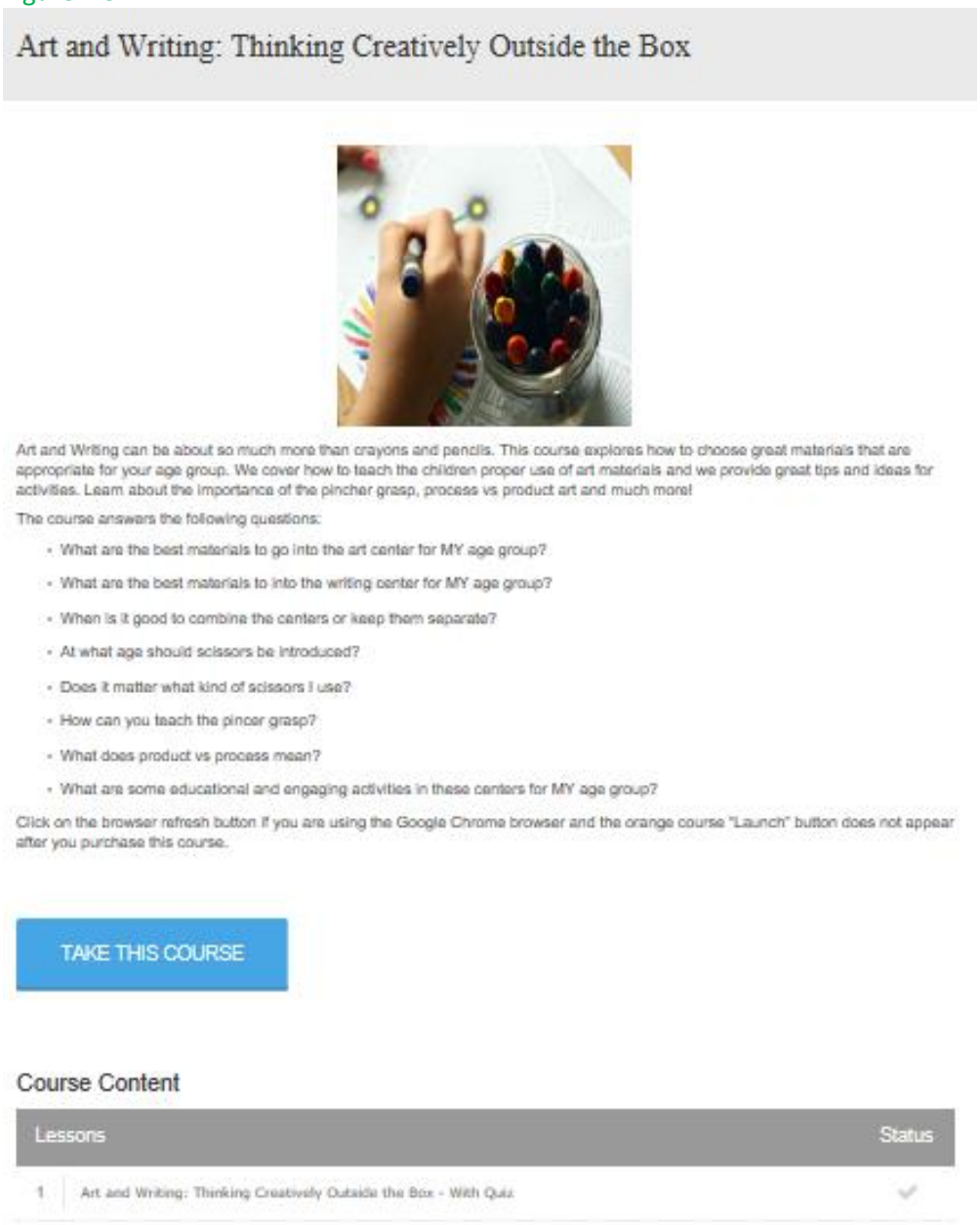
Figure – 2



Click on any of the "See more" buttons to view the details about a course.

After you click on the “See More” button you will arrive at a course page such as the Art and Writing course page illustrated in figure – 3.

Figure – 3



Click on the “Take This Course” button to purchase a course. You will then arrive at the product page which is illustrated on the next page in figure – 4.

Figure – 4

Leave the individual option selected unless you are making a group purchase for several people and simply click on the “Add to Cart” button. Afterwards the product page will be redisplayed with the “View Cart” button now visible. This is illustrated on the next page in figure – 5.

Figure – 5

Click on the “View Cart” button to travel to the cart page.

The cart page is illustrated in figure – 6. If you have a coupon code enter it into the coupon code text box and then click the “Apply Coupon” button.

Figure – 6

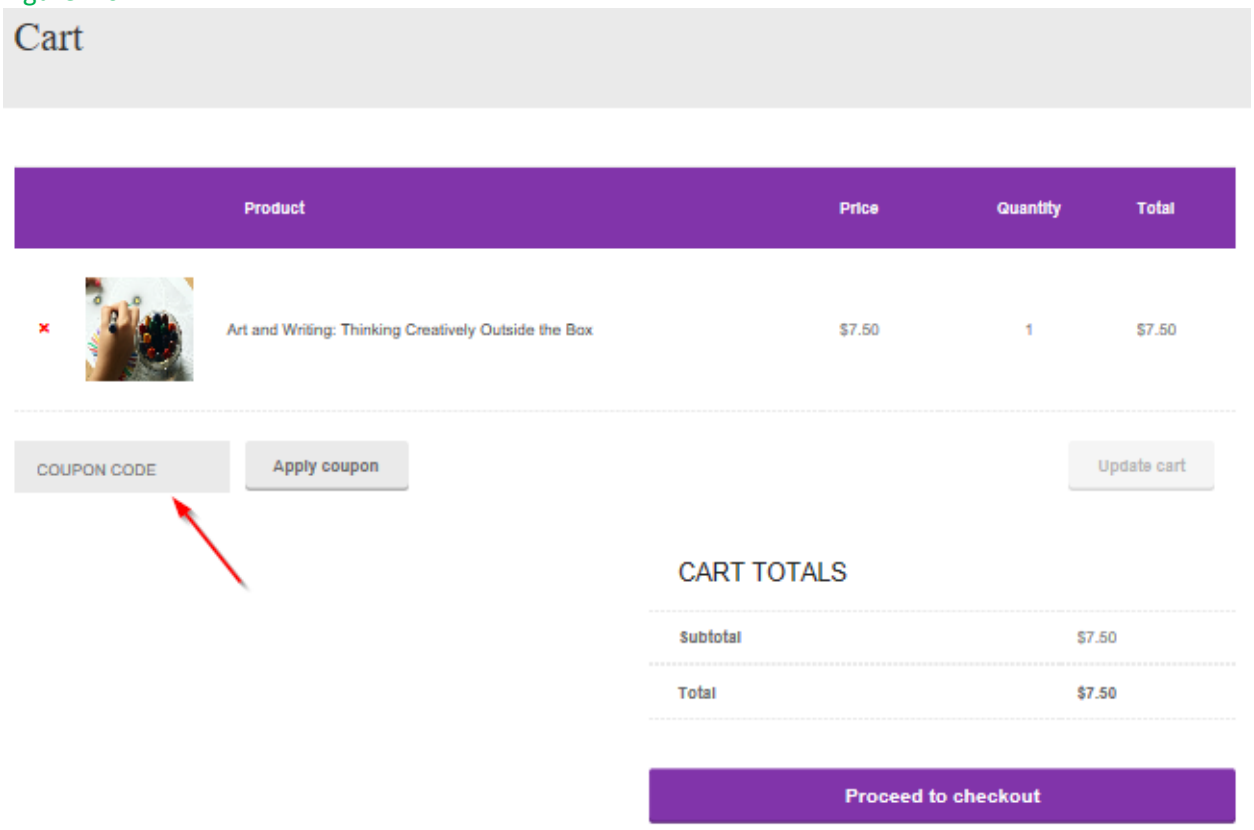
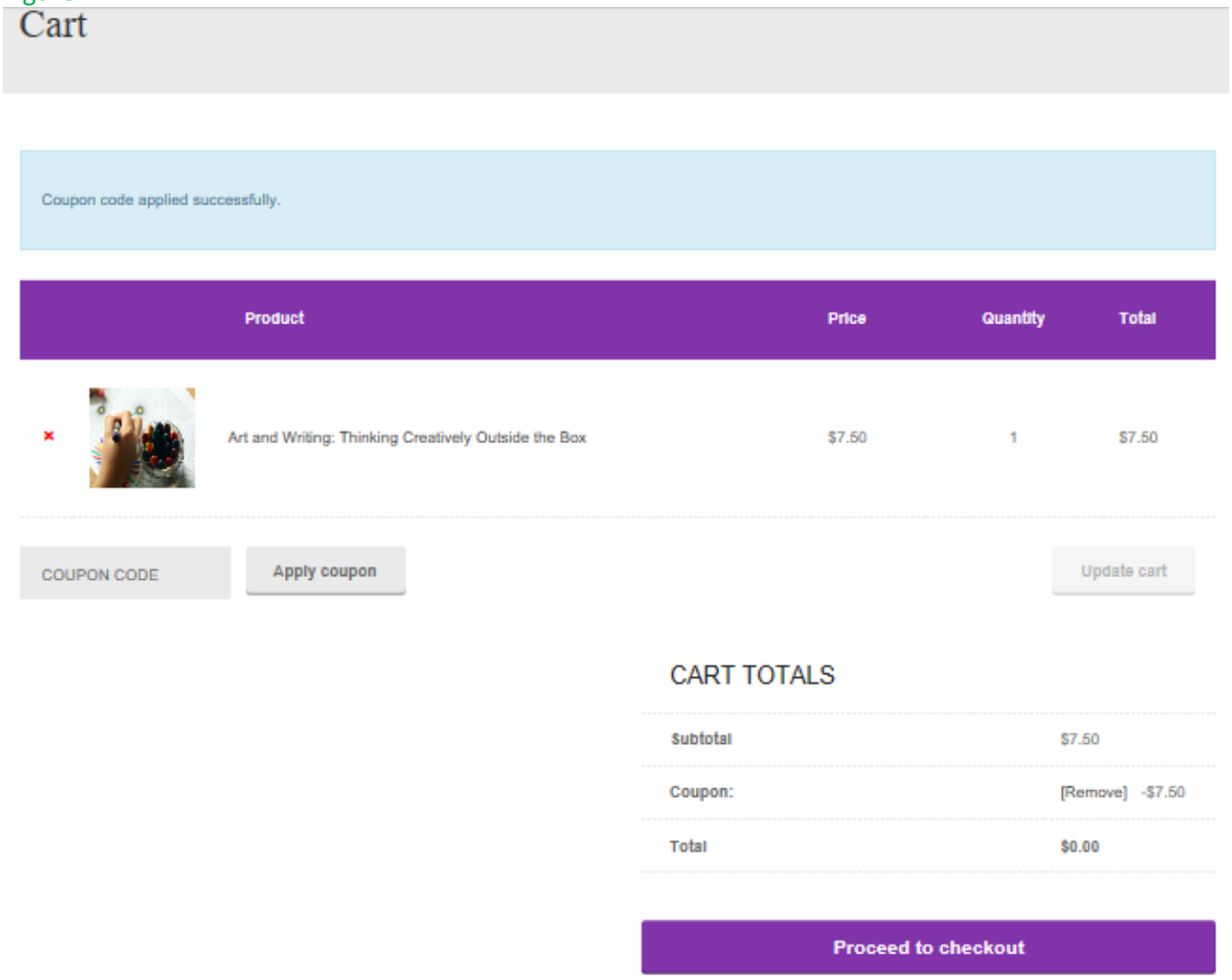


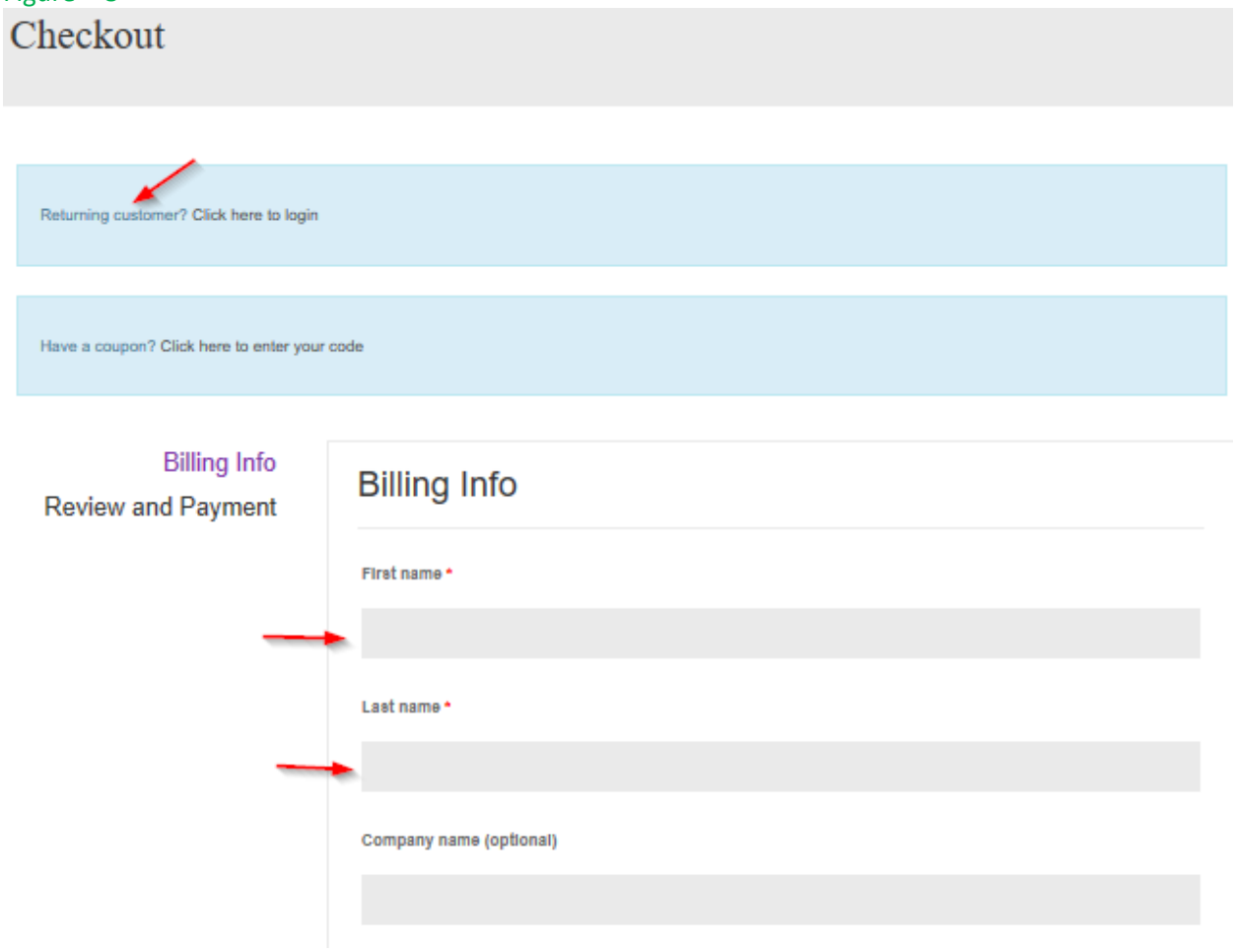
Figure - 7 illustrates that the coupon code was successfully applied and the price of the course was reduced according to the value of the coupon. In this case the coupon code was for 100% off the course price.

Figure – 7



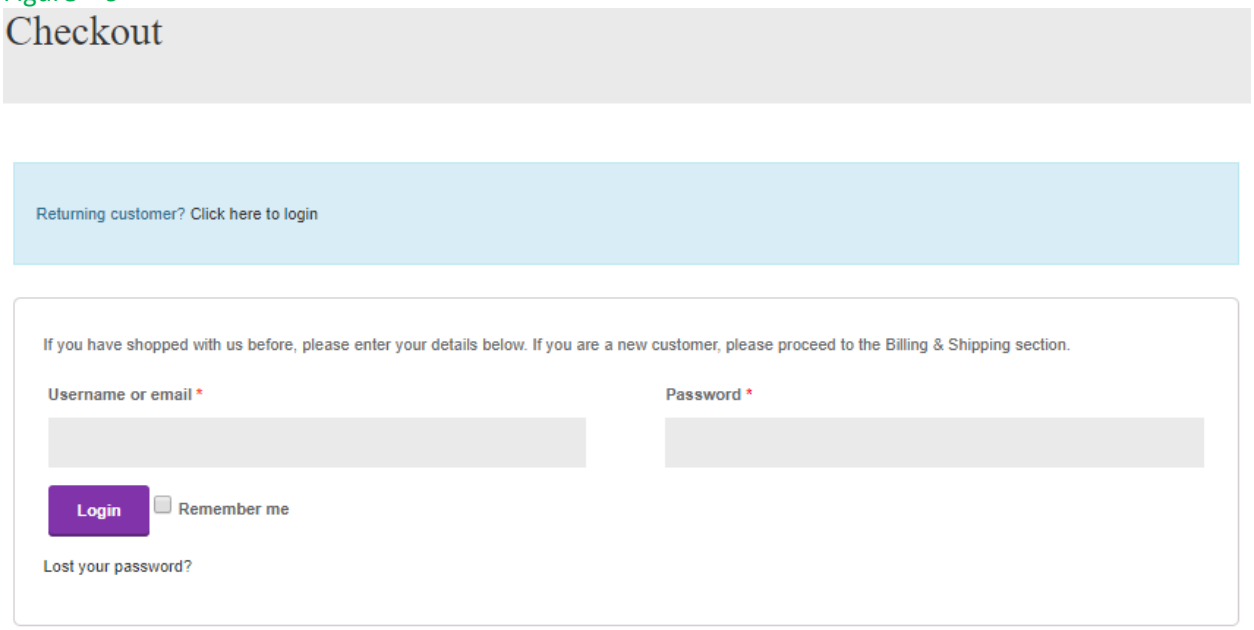
Click on the “Proceed to Checkout” button to proceed to the order checkout page. This is illustrated on the next page in figure – 8 .

Figure – 8



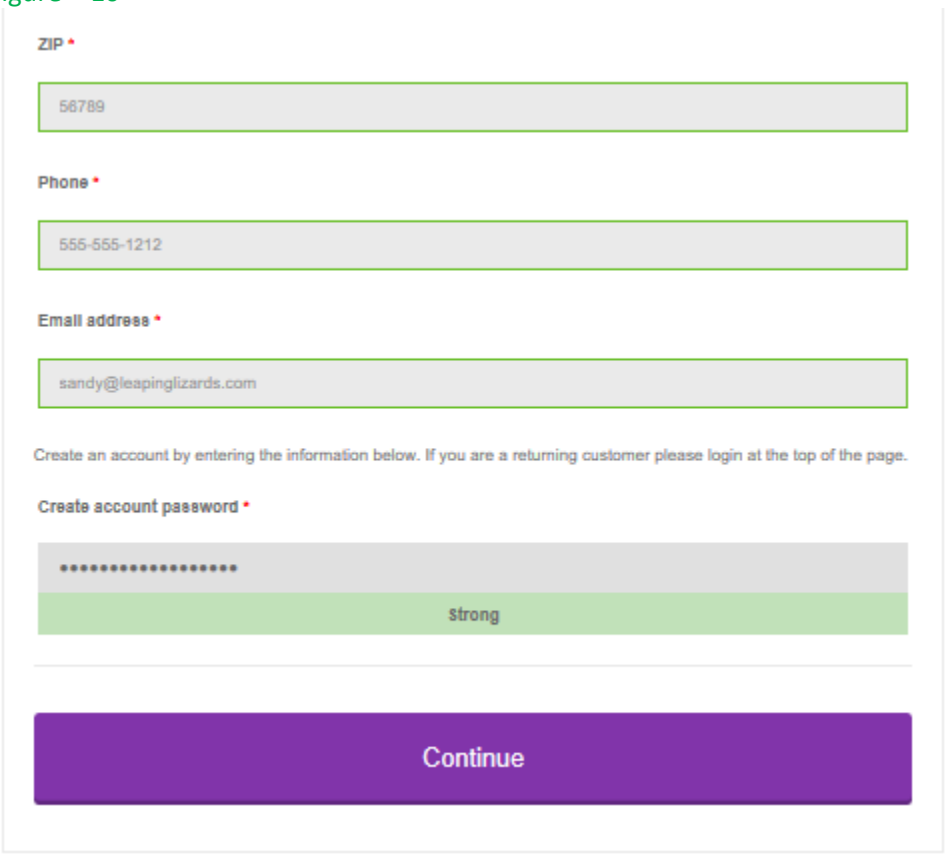
If you are a returning customer click on the “Returning Customer” link and sign in with your user name or email address and your password. This is illustrated on the next page in figure – 9. If you are a new customer enter the required billing information in the fields marked with a red asterisk. Just two of those fields are illustrated in figure – 8.

Figure – 9



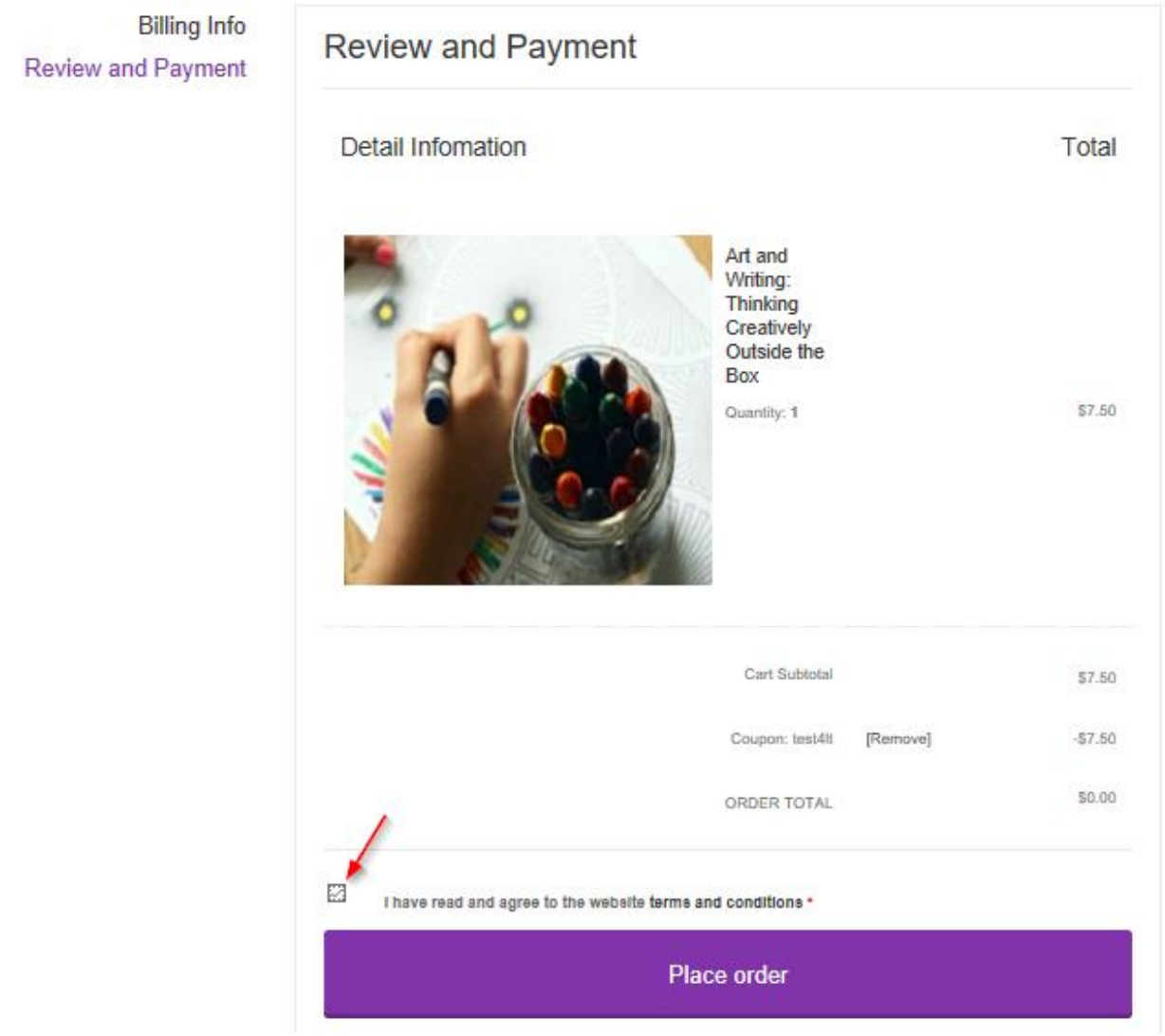
Click on the continue button after you have entered the required information including your email address and password. This is illustrated in figure – 10.

Figure – 10



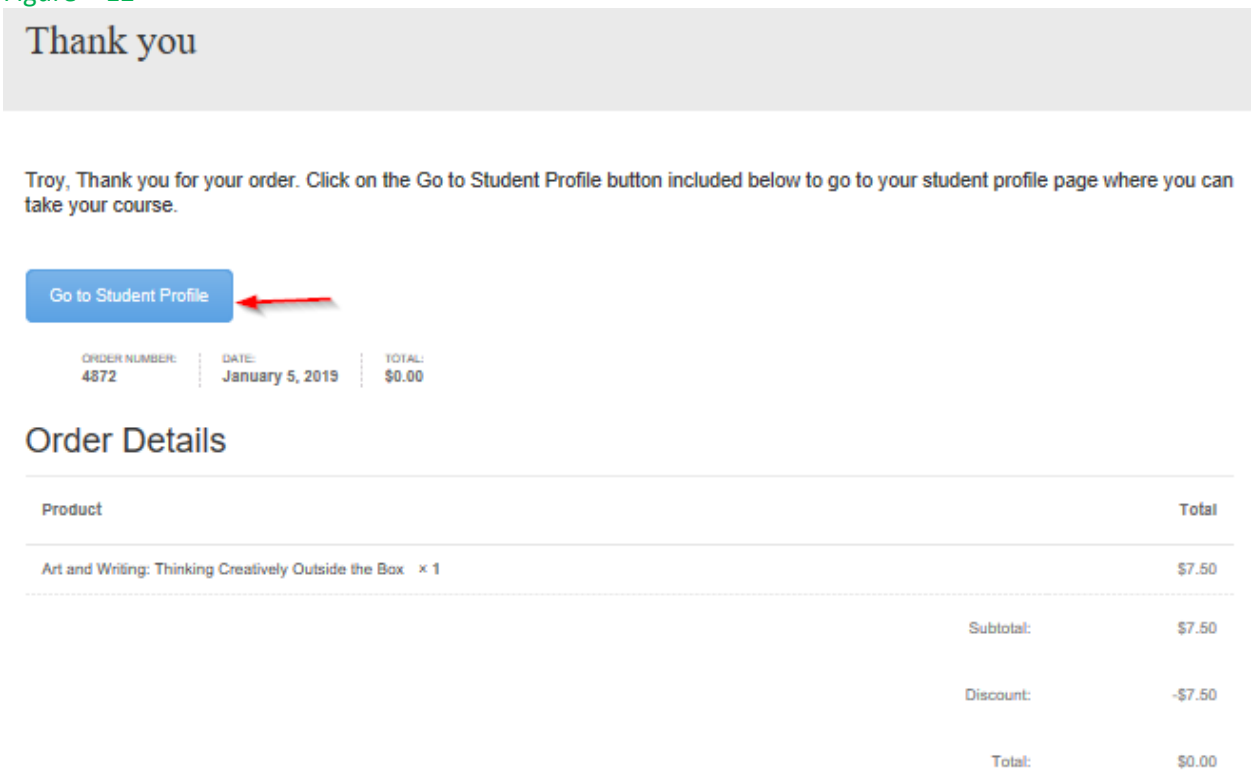
After you have entered your payment information you will arrive at the Review and Payment section of the checkout page. This is illustrated in figure – 11.

Figure – 11



Click on the “I have read and agree to the website terms and conditions” check box and then click on the “Place Order” button. Then you will arrive at the order “Thank You” page. This is illustrated on the next page in figure – 12.

Figure – 12



From the order “Thank You” page click on the “Go to Student Profile” button. This is illustrated in figure – 12. You will then arrive at your student profile page.

Figure – 13 illustrates the student profile page. Click on the course link for the course that you just purchased and the course page with course launch button will be displayed.

Figure – 13

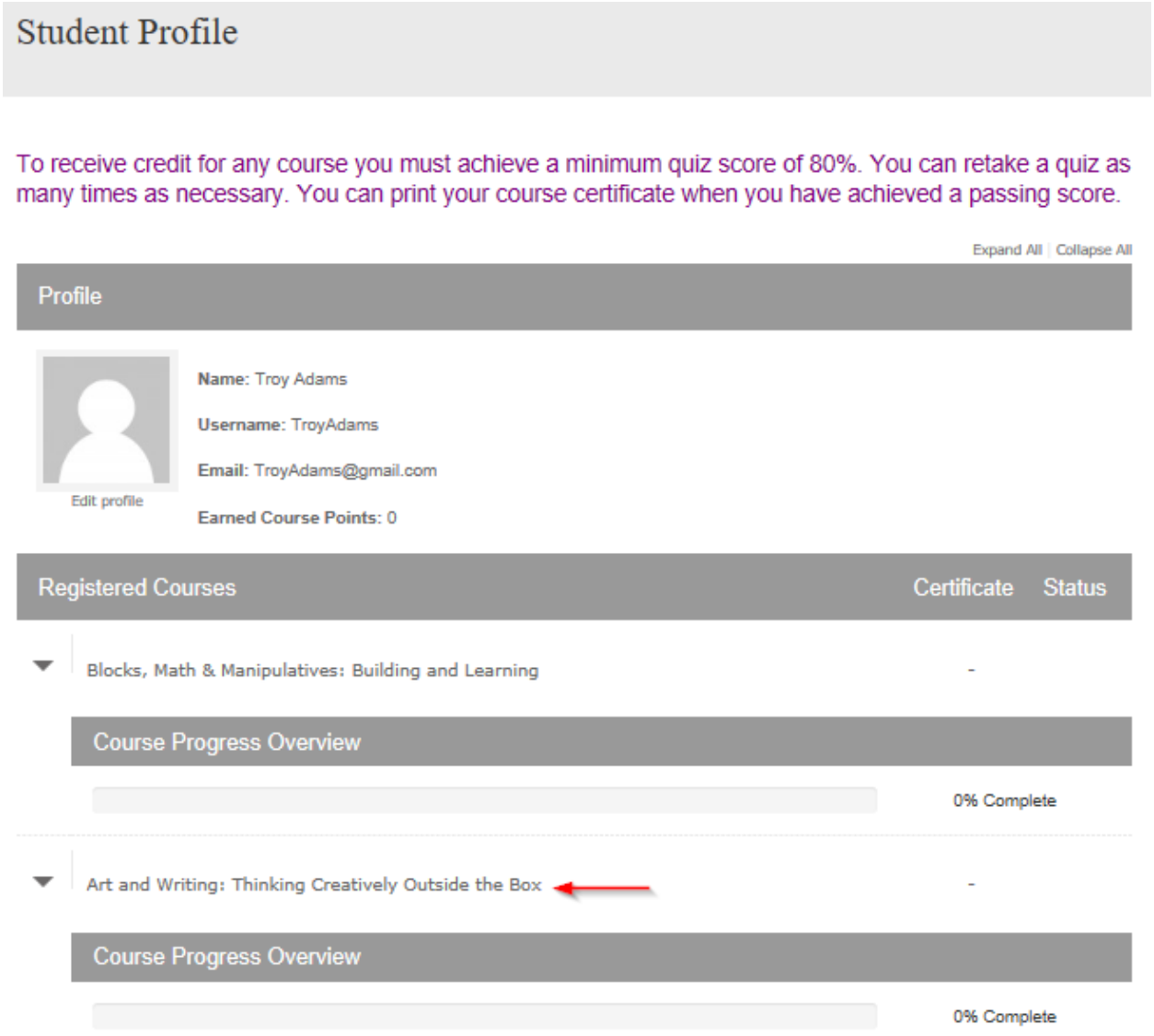


Figure – 14 illustrates the course page with the course “Launch” button. Click on the Launch button to start your course. Refresh your browser If the course Launch button is not visible and you are using the Chrome browser.

Figure – 14

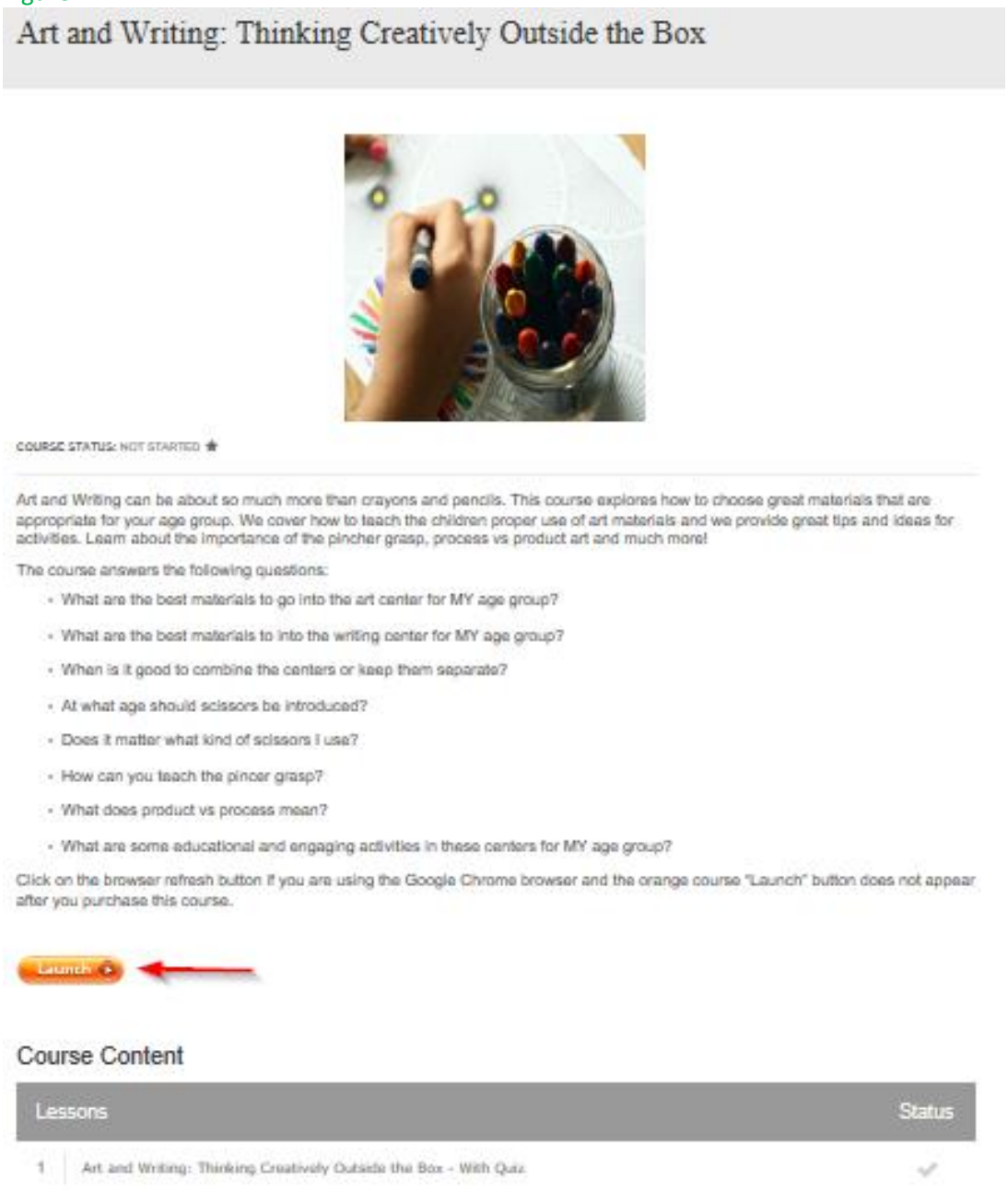
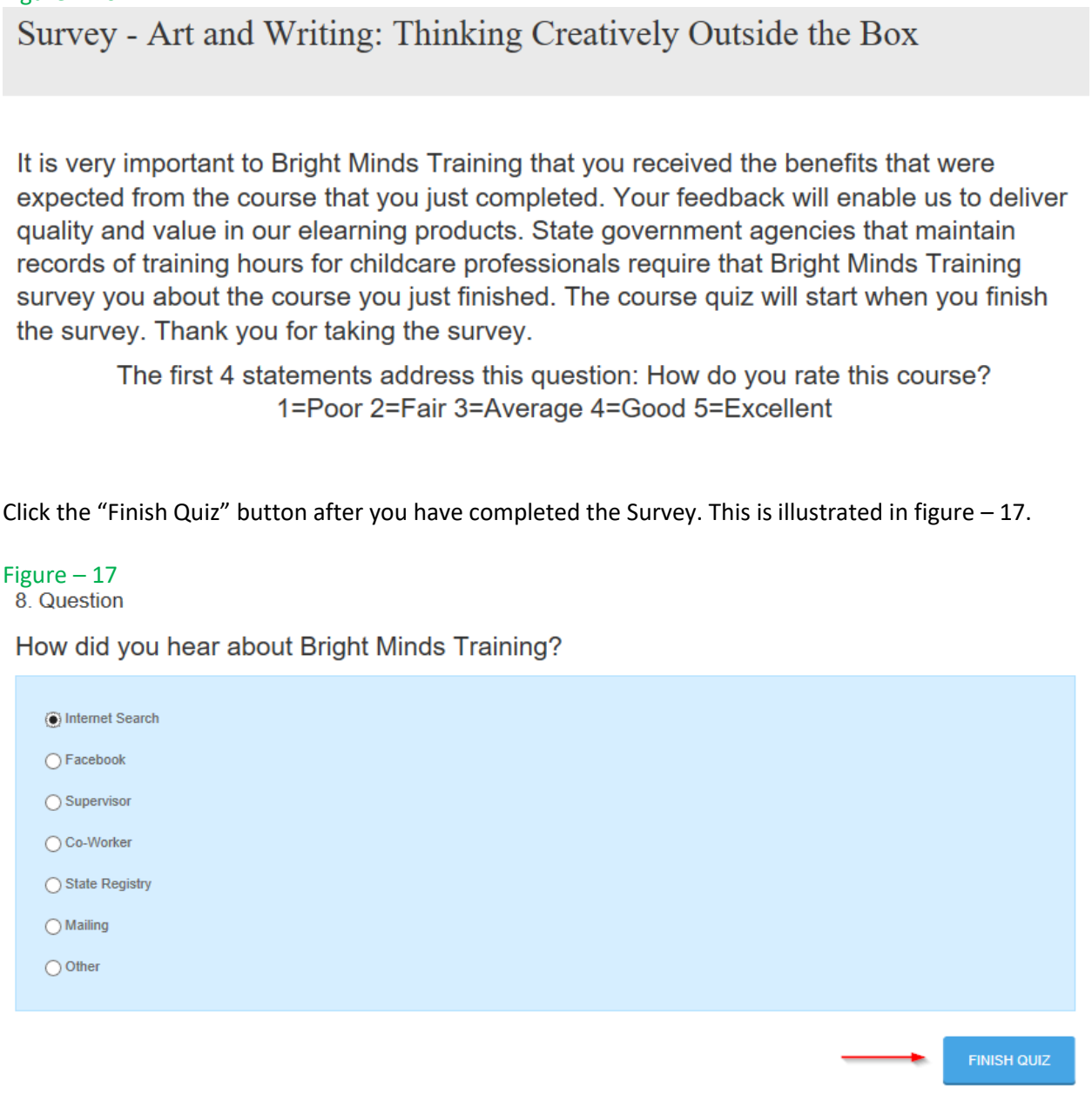


Figure – 15 illustrates the last page of a course. Click on the “Survey” button to proceed.

Figure – 15

Figure – 16 Illustrates the survey introduction on the survey page.

Figure – 16



Click the “Finish Quiz” button after you have completed the Survey. This is illustrated in figure – 17.

Figure – 17

Figure – 18 illustrates the survey page after completion of the survey. Click on the “Click Here to Continue” button. The course quiz will then be displayed.

Figure – 18

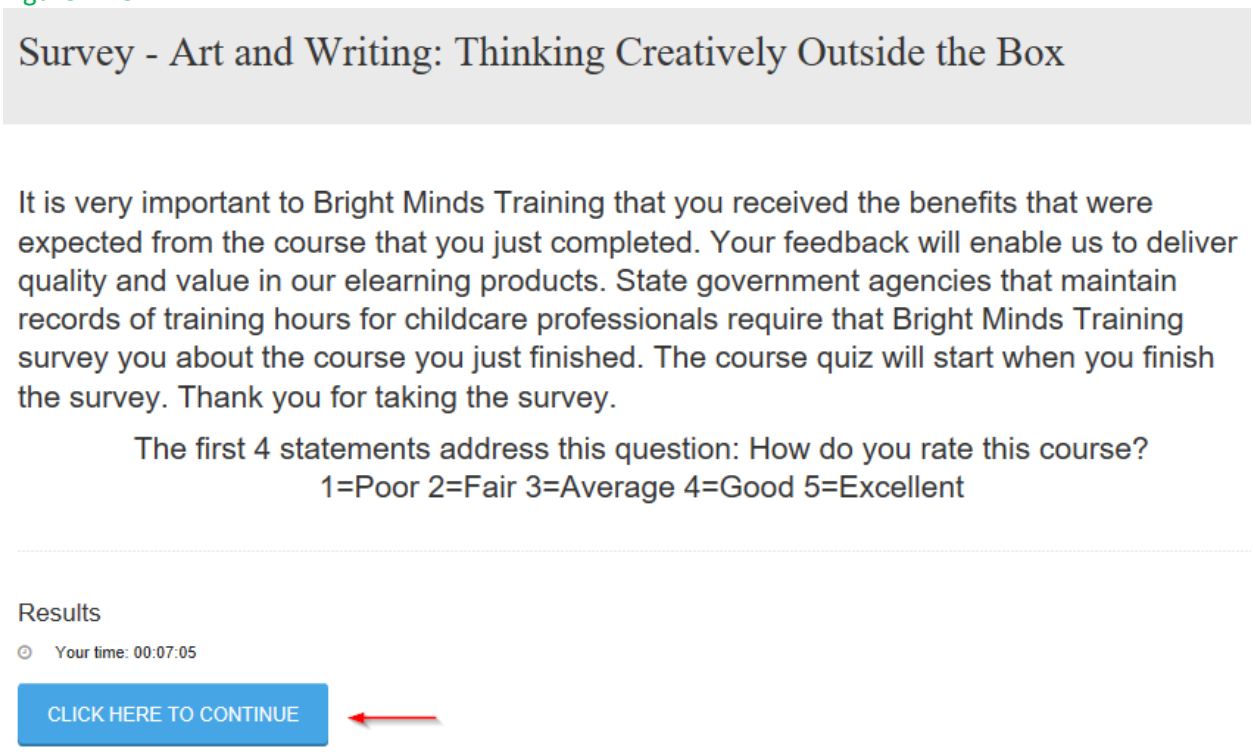
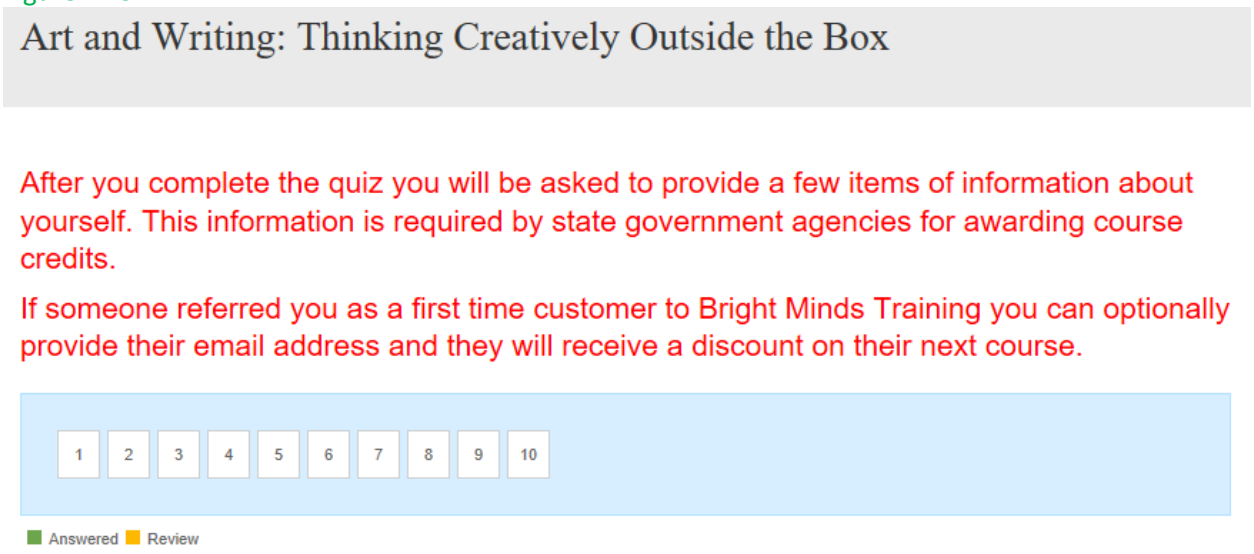


Figure – 19 illustrates the introduction and summary portion of the course quiz. Scroll down the page to see the actual quiz questions.

Figure – 19



Click on the “Quiz Summary” button after you have answered all of the quiz questions. This is illustrated in Figure – 20.

Figure – 20

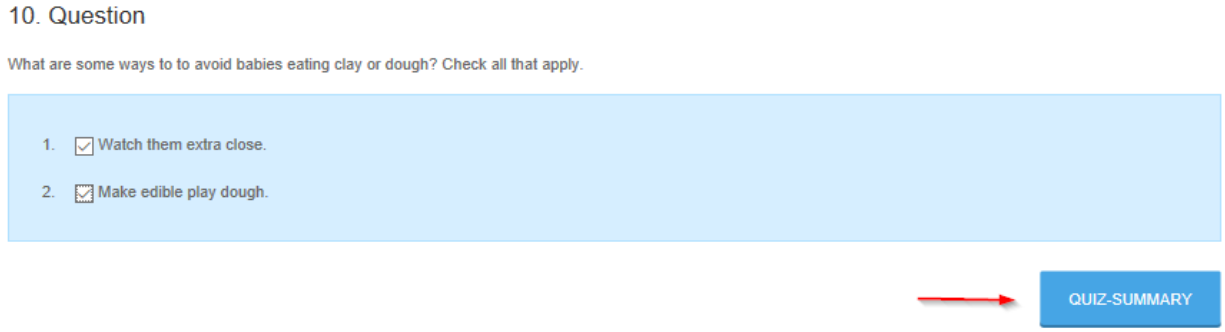


Figure – 21 Illustrates the quiz summary. Note that question 10 is not highlighted in green because it was not answered. Click on the box corresponding to any unanswered question to go back to that question. Then you can answer the skipped question and click again on the ”Quiz Summary” button to return to the quiz summary.

Enter the requested personal information after you have answered all of the quiz questions. If your state has provided to you a state identification number for child care, enter that number in the pertinent field. Click on the “Finish Quiz” button after you have finished entering the requested information.

Figure – 21

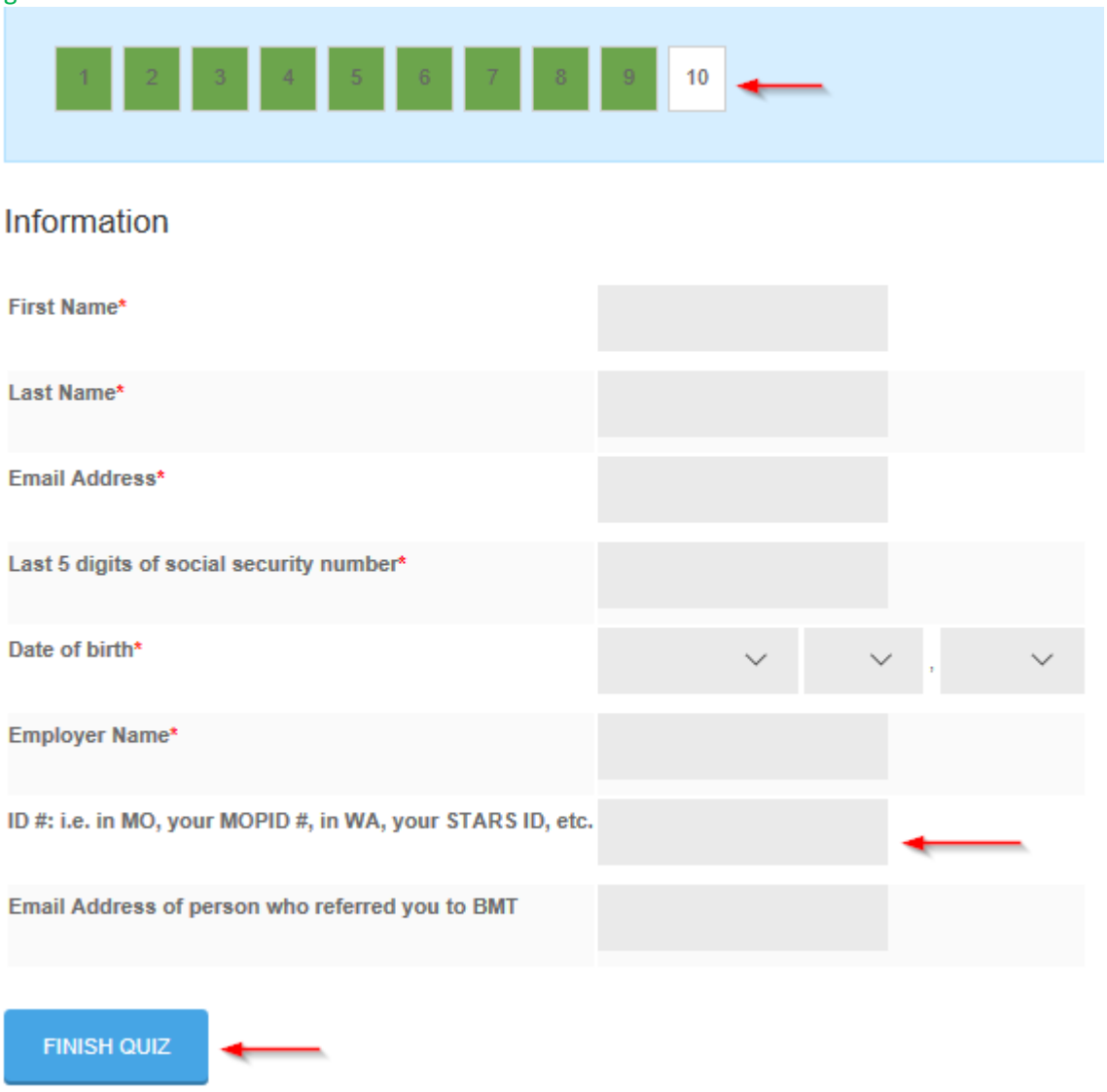


Figure – 22 illustrates the quiz completion page. Click on the “Click Here to Continue” button to return to the course page where you can print your certificate.

Figure – 22

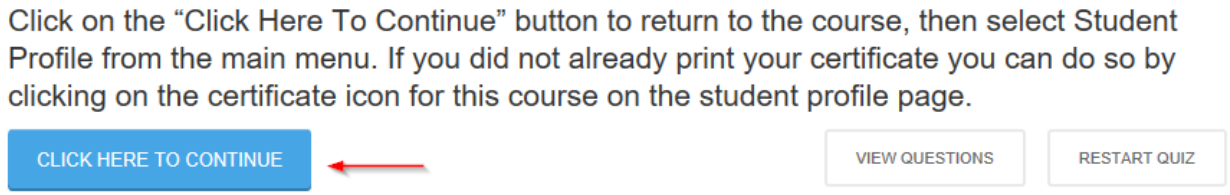


Figure – 23 illustrates the course page with the “Print Your Certificate” button. Click the “Print Your Certificate” button to display and print your certificate.

Figure – 23

Figure – 24 Illustrates a course certificate. Note that your certificate will be a PDF document that you can print or download and save on your device.

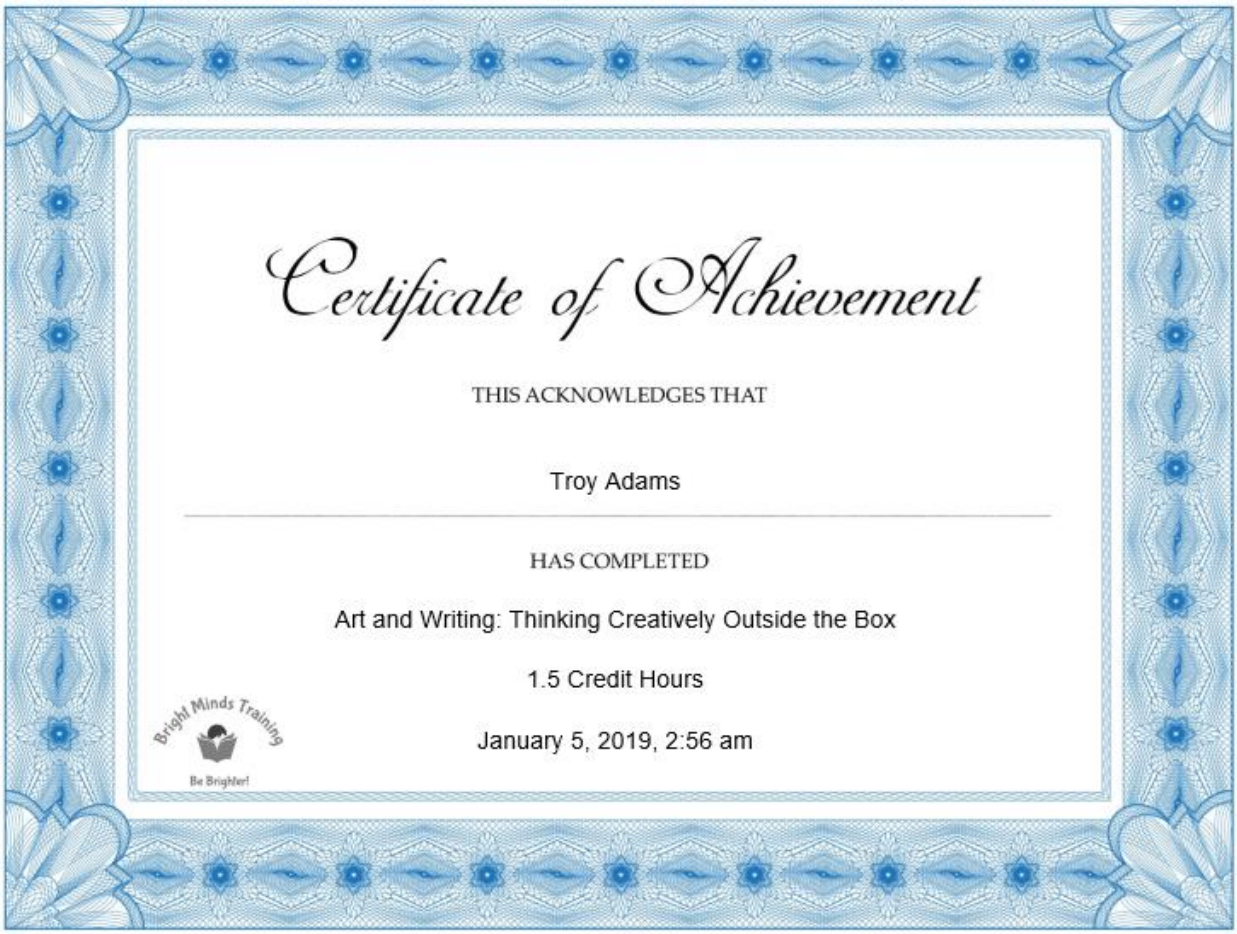



Figure – 24