

## LEARN@ISU Online Store Account Navigation

Use these instructions to purchase and complete a course through LEARN@ISU Online Store.

### Before you begin!

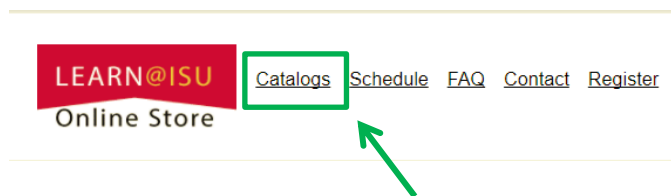
Manage your web browser settings to allow cookies, flash content and pop-ups from training.ehs.iastate.edu. Although most web browsers are compatible with the learning management system and the learning content, Google Chrome, Safari and Mozilla Firefox work best.

### Making my purchase...

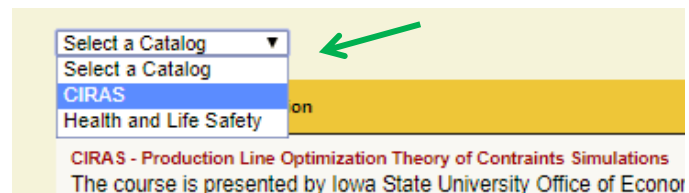
Follow these instructions to make a purchase prior to logging into or creating an account.

1. Go to store.learn.iastate.edu (type **store.learn.iastate.edu** into your web browser address bar).

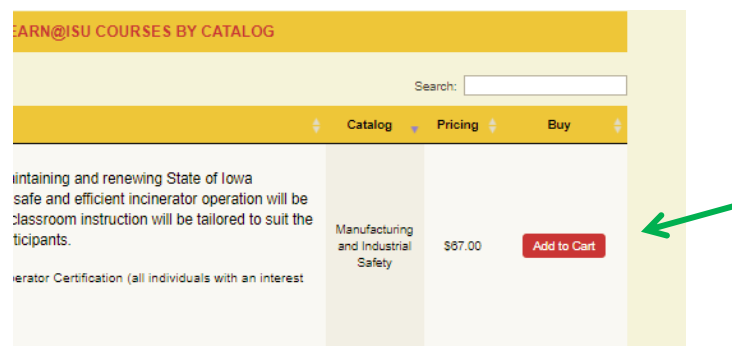
2. Click on **Catalogs**



3. Choose a category from the **Select a Catalog** dropdown.

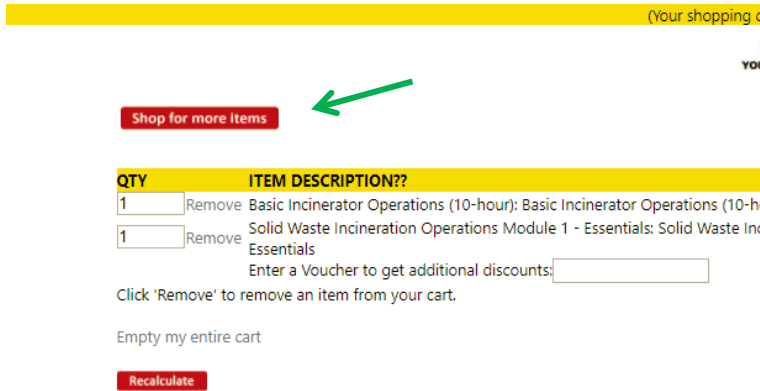


4. Add courses to your shopping cart by clicking on **Add to Cart**.

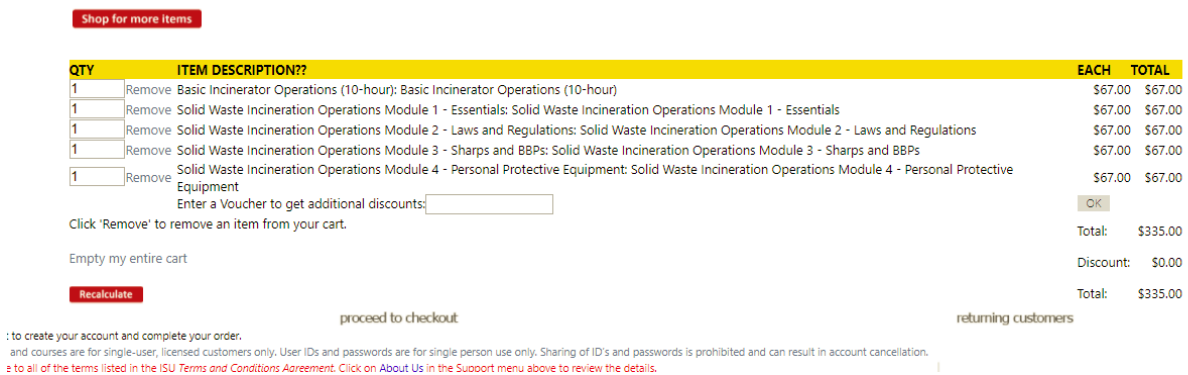


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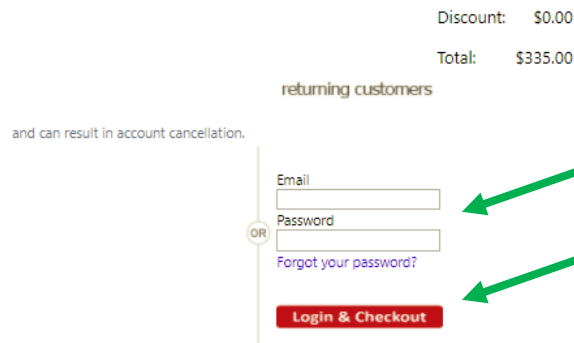
- After each addition to your cart, click on **Shop for More Items**.



- Repeat, until you have the desired items in your cart.

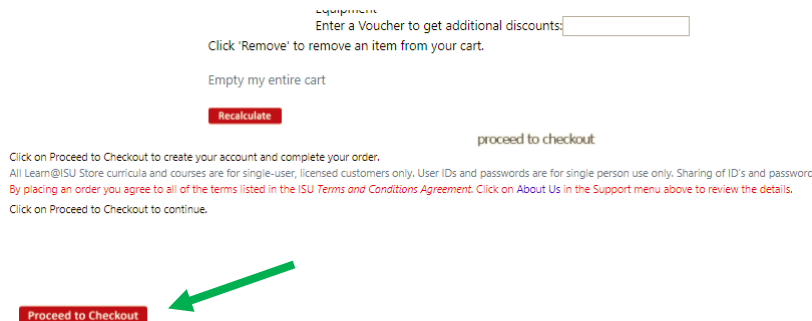


- Pay for your courses using a credit card.
  - If you already have an account, go to **returning customers**. Enter your email address and password and click on **Login & Checkout**.



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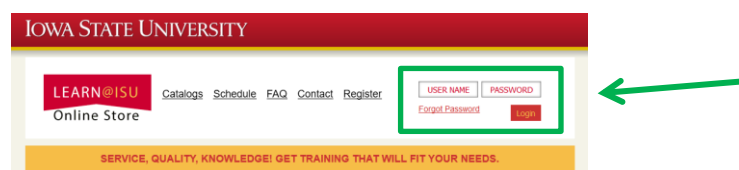
- b. If you do not have an account, click on **Proceed to Checkout** and create your account as part of making payment. Follow the website instructions for creating your account.



8. Verify your cart information. Payment method is Credit Card. Click on **Continue**.
9. Click on **Continue with Order** to enter your credit card information into TouchNet, our secure payment gateway.
10. After completing your purchase in TouchNet, you may print the confirmation webpage. You will also receive a confirmation email.
11. You can choose to access your training account and begin completing the online training modules.

### Navigating My Training Account...

On future visits to your account, log in by entering your full email address as your user name and the password you used to create your account or provided to you.



#### Note:

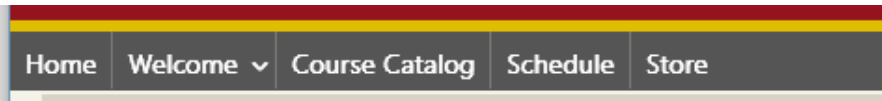
If you forget your password, choose **Forgot Password** to receive an email concerning your password.

Your name should appear by "Welcome" in the red banner.



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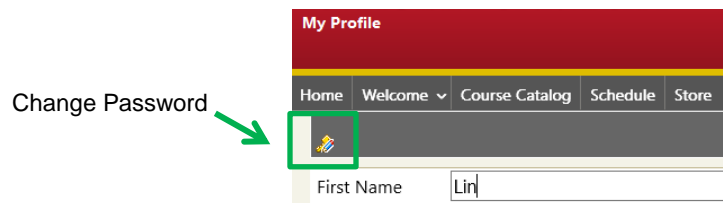
Use the menu items to navigate your account.



**Home:** Returns you to your dashboard

**Welcome:** A drop down menu containing:

**My Profile:** Displays information about yourself. You may reset your password by clicking on the **Change Password** icon.



**My Enrollments:** Shows your current enrollments.

**My Reports:** Shows your training history.

You can view your training history by going to My Menu>My Reports. Choose a report to view. Click on the icon in the action column. Print and email certificates from here.

Report Name	Category	Report Type	Action
Transcript of Completed Training	Course	Internal	
Transcript of All Training	Course	Internal	
Expiring Training	Course	Internal	
Total Re:			

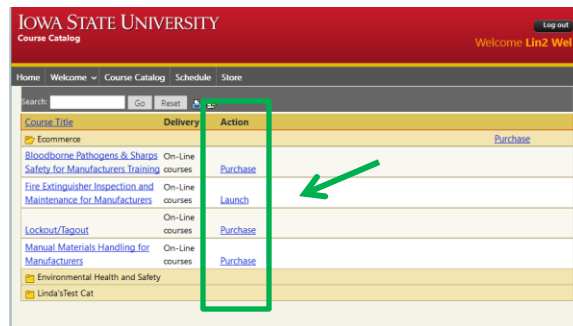
/2018 [Print](#) [Email](#)  
 /2016 [Print](#) [Email](#)

**Course Catalog:** Displays catalogs. Courses are listed alphabetically within each catalog.

**Purchase** a course by using the Purchase link.

**Register** for a classroom course using the List Events link.

**Launch** an online course using the Launch link.



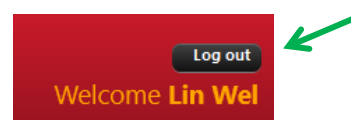
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**Schedule:** Displays scheduled face-to-face events. Click on the title of a course to purchase or register.

	29	1:30PM Forktruck Safety Training	30
	5	9:00AM Radiation Safety for Materials Users - Part 4, Performance Based Training	6

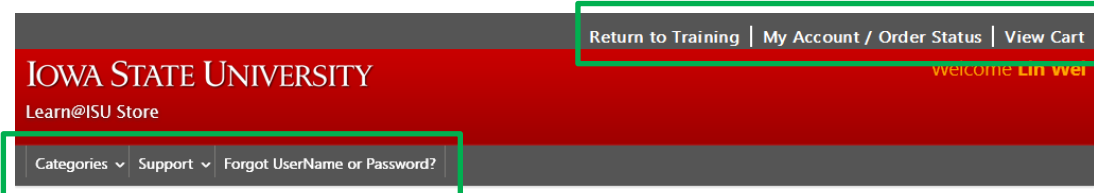
**Store:** The Store link returns you to the Online Store account where you can manage your LEARN@ISU Online Store account.

**Log out:** Log out of your account by clicking on the Log out button. Be sure to exit the web browser after logging out of your account.



### Managing My LEARN@ISU Online Store Account...

Your LEARN@ISU Online Store account has two menus. Use these menus to manage purchases and return to your training account.



**Categories:** Displays the categories of courses.

**Support:** Displays links to **FAQs**, **Contacts** and **About Us** found on the support website [help.learn.iastate.edu](http://help.learn.iastate.edu).

**Forgot Username or Password:** Opens the Forgot Your Password window.

**Return to Training:** Returns you to your training account. You must return to your training account to log out of your account session.

**My Account/Order Status:** Displays all of your orders.

**View Cart:** Displays the contents of your shopping cart.