

Instructions for Purchasing the *Bullying 101 for School Principals* Online Course

Registering for the Course:

The *Bullying 101 for School Principals* online course is \$ 80/course. NAESP is providing discounts on this course.

If your order will be between \$ 250 and \$ 1,999 and you CANNOT pay with a credit card

OR

Your order is over \$ 2,000, contact a Hazelden Sales representative at 1-800-328-9000 or professionaled@hazelden.org to place your order.

Otherwise follow the instructions below:

1. Click on the **Create an Account** icon (see below). Fill in the information on the Account form and click the **Create an Account** button in the lower right corner of the page.



2. Once your account is set up you can select the *Bullying 101 for School Principals* course by clicking on the **Online Courses** tab (see below) on the top menu bar to go to the Course Catalog.

Online Courses

3. Courses are listed alphabetically, but you can also use the search function to find a specific title.

To search, click on the **Alphabetically** tab (see below) within the Course Catalog. A search box will appear. Type in *Bullying 101 for School Principals* and click the **Go** button.

A screenshot of a web interface for a course catalog. At the top, a yellow banner reads "Course Catalog: Alphabetically". Below this is a search bar with the text "Search for:" followed by an empty input field. To the right of the input field is a "Go" button and an "Advanced Search" button with a magnifying glass icon. Below the search bar are three buttons: "By Category", "Alphabetically" (which is highlighted with a yellow border), and "View Shopping Cart".

- Once you find the course, click on the title of the course, and then click the **Add to Cart** button (see below).



- You can add other courses to your cart by repeating Steps 3 and 4.
- Enter the coupon code "NAESP5 to receive a 5% discount on the course and click the **Apply Coupon** button. The price will be discounted.

NOTE: Coupon codes are case sensitive.

A screenshot of a web browser window titled "Course Catalog: View Shopping Cart". The page has a yellow header bar. Below the header, there are three tabs: "By Category", "Alphabetically", and "View Shopping Cart". The main content area shows a shopping cart with one item: "Bullying 101 for School Principals -DL142" with a unit price of \$80.00 and a subtotal of \$80.00. Below the cart, there is a coupon code field containing "NAESP5" and buttons for "Apply Coupon" and "Cancel Coupon". A summary section shows: Subtotal \$80.00, Discount (NAESP5) -\$4.00, and Grand Total \$76.00. A "Proceed to Checkout" button is at the bottom.

- Click the **Proceed to Checkout** button.
- Fill in any missing required information (see below) and under **Payment Information** choose **Credit Card**, fill in your credit card information, and click the **Submit** button.

A screenshot of a web browser window titled "Shopping Cart Checkout". The page has a yellow header bar. Below the header, there is a message: "Edit the necessary fields below and click Submit at the bottom of the page to submit your information for payment." and a note: "* Denotes the field is required and must be filled in." The form is divided into two sections: "Personal Information" and "Payment Information". The "Personal Information" section includes fields for First Name (John), Last Name (Doe), Company (Hazelden), Address (15251 Pleasant Valley), City (Center City), State/Province (Minnesota), Zip/Postal Code (55012), Country (United States), Telephone (651-000-0000), and Fax. The "Payment Information" section includes a dropdown for Credit Card Type (Payflow Pro), a dropdown for Credit Card Number, and dropdowns for Expiration Date (Month and Year) and Card Verification Number. A "submit" button is at the bottom.

9. Review your order and click the **Place Order** button.

Shopping Cart Checkout ?

Review Order

Billing Information

Billing Address | Change

Sue Thomas
Hazelden
15251 Pleasant Valley Rd.
Center City, Minnesota, 55012
United States
T: 651-000-0000

Payment Method | Change

Credit Card Type: Visa
Credit Card Number: xxxx-1050

Product Name	Price	Qty	Subtotal
Bullyng 101 for School Principals -DL142	\$80.00	1	\$80.00
Subtotal			\$80.00
Discount			-\$4.00
Grand Total			\$76.00

10. You will receive this confirmation that your order was processed successfully and a receipt will be sent to you by e-mail.

E-Commerce Payment

 **Notice: E-Commerce**

Your Transaction Processed Successfully

What would you like to do next?

 View Catalog View Catalog	 View Learning and Metrics View Learning and Metrics
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Taking the Course:

1. To begin your course, click on the **View Learning and Metrics** icon (see above) included in the purchase confirmation.

2. Click on the title of the course. This will open the course learning window that includes the course and any related documents in PDF format (see below).

The screenshot shows a web interface for a course catalog. The title bar reads "Course Catalog: OLT Activities". Below it, the course title is "Course: Bullying 101 for School Principals -DL142". There are tabs for "OLT Activities" and "Details". A "Drop Course" button is visible. The progress status is "Progress: Not Attempted", "Required: No", and "Subscription Term Expiration: N/A". A description follows, mentioning a three-hour innovative distance-learning course about bullying. Below the description is a "More" link. A note says "To launch a learning activity, click the activity name below." There are two tables: "OLT Lessons" and "Course Activities".

Activity Name	Score	Progress	Last Accessed	Time Taken	Attempts
Bullying 101 for School Principals -DL142		Not Attempted			

Activity Name	Type	Score	Progress	Last Accessed	Time Taken
Course Description - Bullying 101 for School Principals	pdf	N/A	N/A	N/A	N/A

At the bottom, there is a "Close Record" button and a note: "To go back, click Close Record."

3. Click on the course title to begin the course player. Click on a title within the Course Activities column to open any associated PDFs.
4. If you need to stop midway through the course, the system will remember where you left off when you return.

NOTE: You will have access to the course for one year.

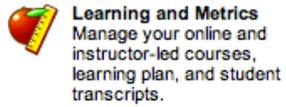
5. At the end of the course, you will be asked to take an assessment. If you complete the assessment with 80% accuracy, you will receive a certificate of completion. You can take the course assessment over, if need be.
6. This certificate can be e-mailed to foundation@naesp.org to receive 3 CEUs/PDUs or you can apply for these credits from participating state principal associations.

Logging Back In:

1. To log back into the system, click on the **Login** icon (see below).



2. Enter your Username and Password to have access to your courses.
3. Click on the **View Learning and Metrics** icon and select your course again.



If you have any technical difficulties, you can contact our dedicated Help Desk (available 24/7) at 1-866-948-6836 or e-mail hazeldenprofessionaled@sumtotalsystems.com