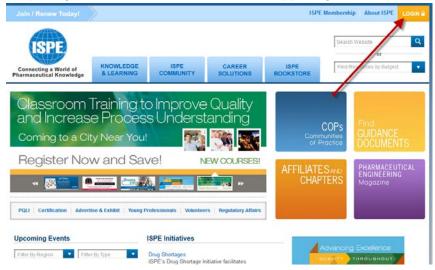# eLearning Registration Instructions

**If you are new to ISPE and do not have a login to the website**, you will need to create a profile as a "new user".  Remember to save your member ID # that will be provided to you during this registration process. Continue to step 2 below.
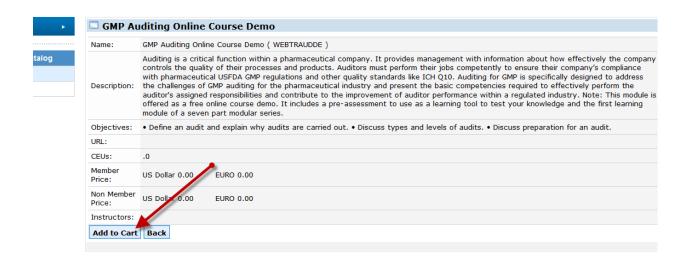
**If you are a returning ISPE customer,** continue to follow step 1.

**Step 1:**  go to the [LOGIN 🔒] button on the upper right hand corner of www.ispe.org  and login.



**Step 2**:  Now that you are logged in, you can browse by topic  in ISPE's eLearning Catalogue to select your webinar or course. Or click direct link to catalogue http://lms.ispe.org/topclass/topclass.dll?expand-CatalogBrowse
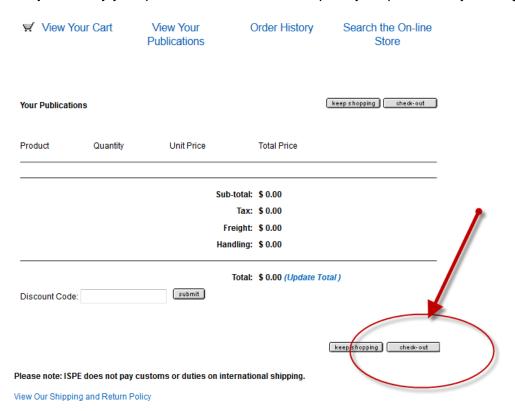
**Step 2:**  Once you select your course/ webinar, click "add to cart"
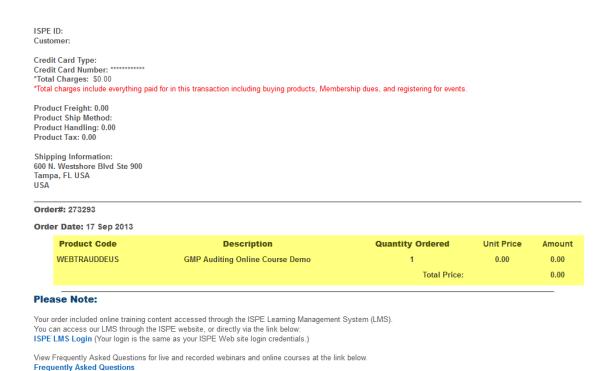
**Step 3:** You will be directed into the eLearning LMS (Learning Management System). Click on "Shopping Cart" in the upper right hand corner.



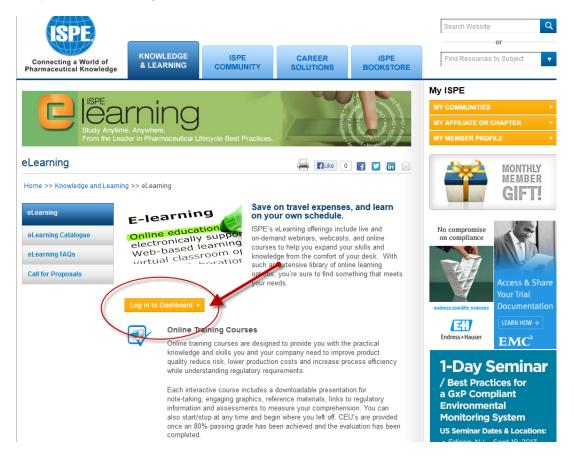**Step 4:** Verify your purchase is listed and complete your purchase by clicking "check out"



**Step 5:** You will then see a confirmation screen of your purchase. (To purchase the free demo, you do **not** need a credit card)

ISPE ID:
Customer:

Credit Card Type:
Credit Card Number: ************
*Total Charges: $0.00
*Total charges include everything paid for in this transaction including buying products, Membership dues, and registering for events.

Product Freight: 0.00
Product Ship Method:
Product Handling: 0.00
Product Tax: 0.00

Shipping Information:
600 N. Westshore Blvd Ste 900
Tampa, FL USA
USA

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**Order#: 273293**

**Order Date: 17 Sep 2013**

| Product Code | Description | Quantity Ordered | Unit Price | Amount |
|---|---|---|---|---|
| WEBTRAUDDEUS | GMP Auditing Online Course Demo | 1 | 0.00 | 0.00 |
| | | **Total Price:** | | 0.00 |

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**Please Note:**

Your order included online training content accessed through the ISPE Learning Management System (LMS).
You can access our LMS through the ISPE website, or directly via the link below:
**ISPE LMS Login** (Your login is the same as your ISPE Web site login credentials.)

View Frequently Asked Questions for live and recorded webinars and online courses at the link below.
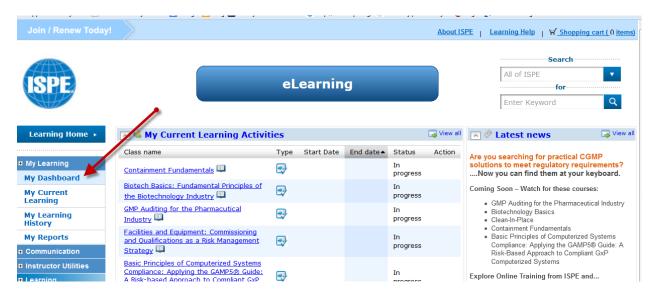**Frequently Asked Questions**

**Step 6:** Log into the eLearning dashboard view your course. Go to http://www.ispe.org/elearning

You can also locate this webpage by navigating to the "knowledge and learning" tab from the ISPE home page.

**Step 7:** Click on "log into Dashboard"

**Step 8:** You are now in the eLearning LMS, Click on "My Dashboard" in the left column.



Your purchase should appear in the main window of this page.