**STEP-BY-STEP REGISTRATION/ENROLMENT & PURCHASING GUIDE for ctgeducation.com**

**REGISTER/ENROL FOR OUR COURSE**
You must first “enrol/register” to purchase a CTG course.

**GO TO MY ACCOUNT**
Once registered, go to the "MY ACCOUNT” page. This page serves as your personal account page on the CTG website.

**ACCESS THE SHOP**
Go to "COURSE INFO” and then the "CTG SHOP” page and choose your course, and click "ADD TO BASKET”. Click "VIEW BASKET” and commence the purchasing process by clicking "PROCEED TO CHECKOUT”.

**USE YOUR COUPON CODE**
Insert the coupon code you have been given, and click "APPLY COUPON". Check that total and "PROCEED TO CHECKOUT". Fill in your details and, tick terms and conditions, and "PLACE ORDER".

**ACCESS YOUR COURSE**
Go to the "LOGIN TO MY COURSE” page which will include a link to your purchased course on our LMS system. When you log out of the LMS, you will be directed back to the CTG site. Access your purchased course by simply visiting the "LOGIN TO MY COURSE” page.