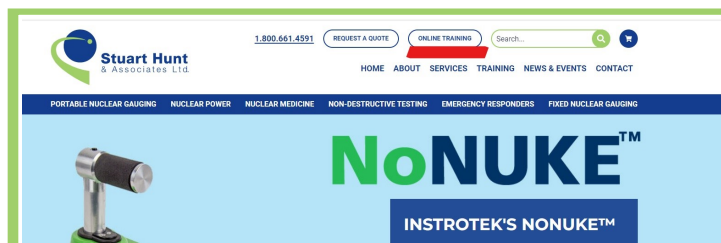


EASY STEPS TO PURCHASE AND ASSIGN CREDITS

STEP ONE

To begin, you need to go to <http://www.stuarthunt.com/onlinetraininglogin> and select the highlighted button that says: **Online Training**.

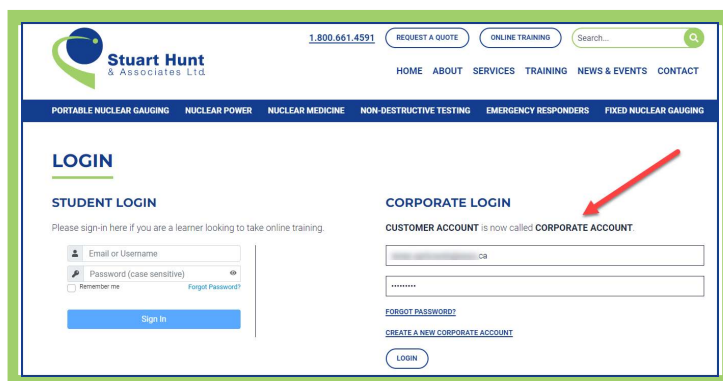


STEP TWO

Next, please log in under Corporate Login.

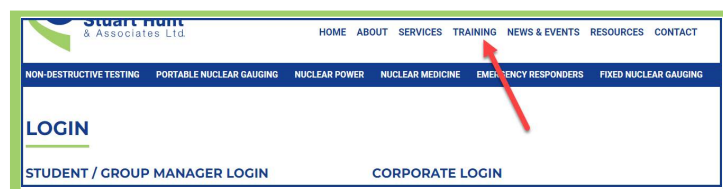
Email:

Password: (If you don't remember your password, please use the FORGOT PASSWORD? Option)



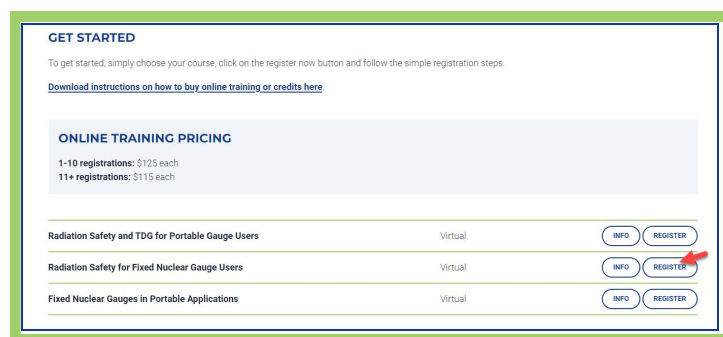
STEP THREE

Once you have logged in, select **TRAINING** from the menu bar and choose **ONLINE TRAINING** from the drop down.



STEP FOUR

Scroll to the bottom of the page to see the three online courses that are available for you to purchase credits for.



STEP FIVE

Hit the register button to bring up the cart. Change the quantity to show the number of credits you wish to purchase. Proceed through the payment steps. Once your purchase is completed, you can get to where your credits are by selecting the **ONLINE TRAINING** button at the top of the screen.



STEP SIX

Click the **EDIT** button to input a Group Manager's email address and select the associated Student Group that you want this employee assigned to. Choose a Student Group from the drop down window that appears after you put in the Group Manager's email. Input the student's name, email and hit the **REGISTER PARTICIPANT** button. That person will be automatically registered into the training and login instructions will be sent to them via email.

STEP SEVEN

The last step is to input the student's name, email and hit the **REGISTER PARTICIPANT** button. That person will be automatically registered into the training and login instructions will be sent to them via email.