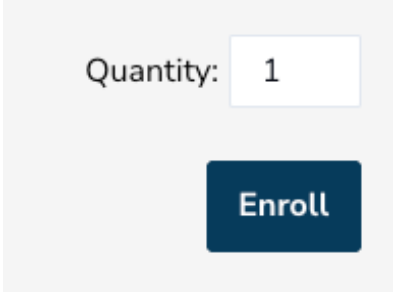


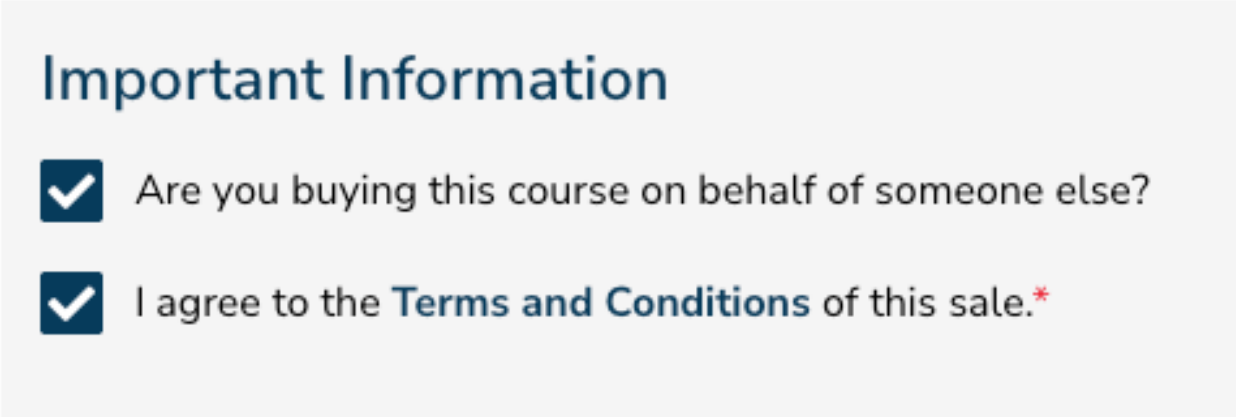
ACCE Store: Buying and Assigning a Product to Another User

Purchaser:

Add the product to your cart by clicking the **Enroll** button. If you are making the purchase and intend to assign it to someone else, only add the item(s) you are assigning to the cart.

A screenshot of a user interface element. It shows the text "Quantity:" followed by a white input box containing the number "1". Below this is a dark blue button with the word "Enroll" in white text.

On the checkout page, check the box that says, “Are you buying this course on behalf of someone else?” under **Important Information**.

A screenshot of a light gray box titled "Important Information" in a large, dark blue font. Below the title are two checkboxes, each with a white checkmark inside a dark blue square. The first checkbox is followed by the text "Are you buying this course on behalf of someone else?". The second checkbox is followed by the text "I agree to the **Terms and Conditions** of this sale.*".

Click the **Proceed** button on the bottom right and then complete your payment on the next screen.

After your payment is processed, you’ll see the confirmation screen and also receive a confirmation email. On both, you’ll see a link to manage additional learners. Click where it says, “Click here to manage additional learners for the course.”

Thank you for your order.

Your account has been updated with your purchase.

Purchase Access Details:

[Click here](#) to manage any additional learners for the course.

You will have two options:

- **Click Here to Add Students** – Use for assigning to learners you’ve not assigned items to in the past.
- **List Previously Enrolled Students** – Use if you’ve previously assigned items to the learner.

Your Orders (Click the Add Students Link to Enroll Students)

Order Number: 17767768828048	Click Here to Add Students
	List Previously Enrolled Students

To assign the item to someone new, fill out their **first name**, **last name**, and **email address** and then click the **Enroll** button.

Enroll a student

First Name:

Last Name:

Email Address:

Enroll

The page will track how many licenses you have remaining to assign to other people. If you’ve purchased more than one, you can complete the process until all the licenses are assigned.

Once the license has been claimed by the person you assigned it to, you will receive a confirmation email.

Learner:

Once a license has been assigned, you will receive an email with a subject line “Course enrollment invitation.” It will come from registration@acce.org. If you don’t receive it, please check your junk and spam folders.

Click the link in the email to complete your enrollment.

You have been given access to the item(s) listed below. Please [click this link to complete your enrollment](#).

Click to login or [register an account](#).

You will be enrolled in the following courses:

Test Course 1

To proceed you will need to login if you already have an account, or register a new account.

[Click here to login or register an account to proceed.](#) 

Once you are logged in, use the link that says, “Click here to redeem licenses to this account.”

You will be enrolled in the following courses:

Test Course 1

[Click here to redeem licenses to this account.](#) 

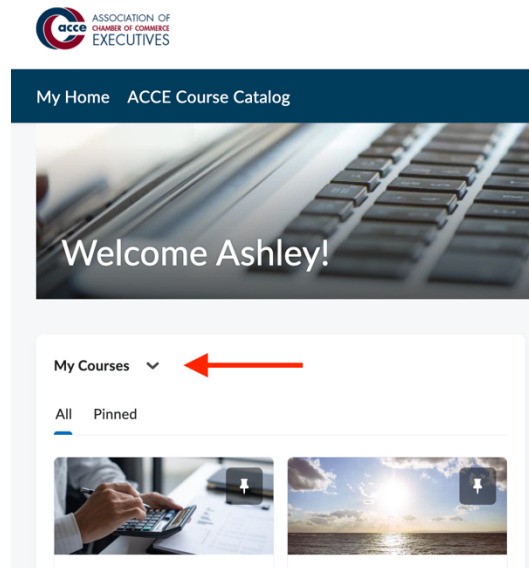
If you want redeem the courses to a different account please logout and restart this process.

Once you redeem the license, you will see the confirmation and a link to go to your courses.

You have been enrolled

[Click here to go to your courses.](#)

To access your item, click the link and then look for the **My Courses** section on the left. Find your course and click it to open.



To log into your courses in the future, go to learn.acce.org and click **Non-Member Login**. Fill out your username and password and click **Log In**.



Welcome to ACCE's learning platform!

Log in to view your resources, interact with your peers and customize your online learning experience.

If you have any questions, please contact education@acce.org.