Order Instructions for New and Returning Customers

- Select the course you wish to purchase.
- Click on a “Course Title” to view description, pricing, shipping/handling information.
- Click “Order Now”
- Log on:
  - Returning Customers:
    - Enter Email Address
    - Enter your password or Don’t have a password?/Forgot?
    - Select Log On
  - New Students:
    - Select Sign Up
    - Complete form and Add Account
- Enrollment Cart:
  - Select type of course: On-line or CD/DVD
  - Select Workbook (For On-line Orders) only if you wish to have a printed copy mailed to you. The on-line workbook is downloadable. CD/DVD orders include a hard copy workbook.
  - *Licensure Information is Required:
    - Select one:  “Add a License”  “Skip License”  “Confirm License”
  - Select “SAVE TO CART” and/or “ADD MORE COURSES” and/or “ENROLL SOMEONE ELSE IN THIS COURSE” or “PROCEED TO CHECKOUT”. *Be sure to have your credit card information ready before proceeding to payment (exact name on the card, number, expiration date, and the security code which is on the front of the AE card and on the back of all others).
  - After all courses are added select PROCEED TO CHECKOUT. Verify your Credit Card account information and then Select PAYMENT SERVICE. Enter your payment information and select PROCESS PAYMENT. Verify your selections and click “Submit”.

- Check Out
  - This is a secure and timed site and will allow only one payment attempt. If time does expire or if your payment fails, please call 1-833-419-8528 to provide the necessary credit card information needed to complete your order. Failure to pay within five (5) business days will be designated an incomplete order and result in cancellation. Orders will not be processed until payment has been received.

For Online Orders:

- Retain your Confirmation Email.
- You will receive an email with instructions for accessing your course. Add the domain @instructure.com to your trusted contact list to ensure you receive the email. If you have not received this email within one hour of completing your purchase, please check your “spam and/or trash” folder. You need only reply to one of the emails.
- You may also go directly to https://auburncatalog.instructure.com/login/canvas to access your course(s).
- RETAIN YOUR CONFIRMATION EMAIL. You will receive a receipt in the mail.

For DVD/CD orders:

- Retain your Confirmation Email. You will receive a receipt in the mail. Your order (DVD, workbook and exam) will be shipped from our office within 3-5 business days. Rush orders must be received by 1:00 pm CST in order for it to be shipped as next day delivery.