BUYING COURSES FOR OTHERS

Whether you have your own account or not, MyGlassClass.com courses can be purchased on behalf of another person. This is especially handy for supervisors and others who wish to be the primary purchaser for their employees.

NOTE: Courses can ONLY be bought for someone else when more than 1 seat is purchased per course.

SINGLE-SEAT PURCHASES

If you need to buy from your own account only a single seat in a single course for someone else, complete checkout as you normally would when buying for yourself, except:

- Enter the learner's information on the *Shipping Information* form and uncheck the **Billing address is the same as shipping** box. Then, click **Proceed to Checkout.**

- Complete the remaining checkout process by entering your own billing information.
    - Select your *Payment Method*, and then clicking **Proceed to Checkout.**
    - Enter *Your email*, *Your Billing Address*, and your *Payment Method* information.
    - Click **Submit Your Order**.

If you've never bought a course on MyGlassClass.com, please see the Buying Courses for Yourself help document for further instructions.

Once you have completed your purchase, email MYGLASSCLASS@GLASS.ORG to request the course be transferred to the correct account, and include the learner's full name and email address. A response should be received within 24 hours.

MULTIPLE-SEAT PURCHASES

1. If you already have an account, log in to make sure you receive any special pricing that may apply.
    - If you don't have an account, you can still purchase courses for someone else. However, you will be required to create your own account during your first purchase.
        - MyGlassClass.com offers 50% off all courses* to National Glass Association (NGA) members. If you are interested in membership:
            → Click HERE for more information, OR
            → Contact Josh Lowe – Senior Manager of Member Recruitment, Retention and Operations – at JLOWE@GLASS.ORG.

    * Excluding OSHA and UL Safety courses and bundles.

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2. Browse the MyGlassClass.com catalog of courses via the **Buy Courses** tile if logged in, or **Click Here to Purchase Courses** tile if not logged in.

- View more details on a course by clicking the image tile.
- Add a course to your shopping cart by clicking the blue price banner.

Click the image to expand the course details.

Click the blue price banner to add the course to your cart.
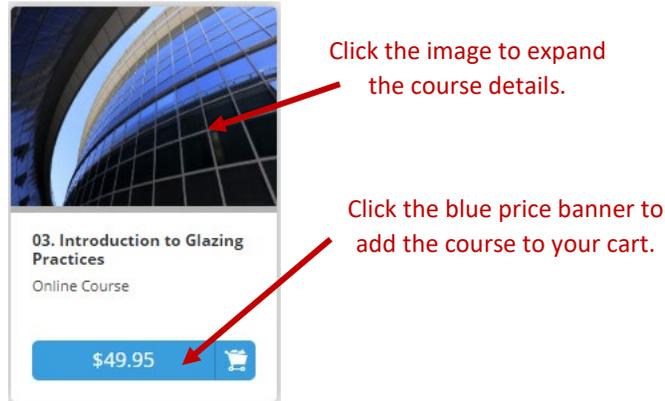
3. When you are ready to check out, click the shopping cart icon at the top right of the page, and then click **View Shopping Cart**.
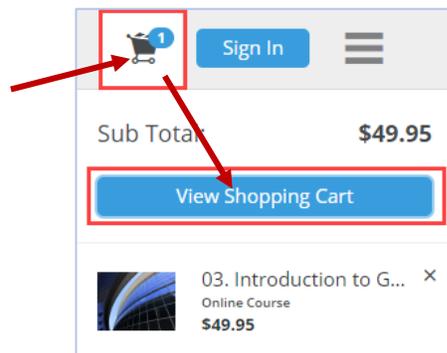
4. Review the items in your cart.

- Update the **Quantity** of seats you'd like to purchase for each course to a number greater than 1, then click the refresh icon to update the *Subtotal* and *Total*.
- Add a **Coupon Code** if you have one, and click apply.
- When you have verified the items in your cart are correct, click **Proceed to Checkout**.

5. If you are not already logged in, you will be prompted to either **Sign In** or **Sign Up**.

   - Click **Sign In** if you already have an account.

   - Click **Sign Up** if you don't have an account, then complete the *Sign Up* form. Fill in all asterisked (*) fields to create a new account.

<div align="center">

Sign in to continue checkout

Username

[   ]

Password

[   ]

Sign In

Forgot Password?

Don't have an account?

Sign Up

</div>

6. Click **Proceed to Checkout**.

7. Complete the *Shipping Information* form by entering your own information, filling in all asterisked (*) fields.

   - If the **Billing address is the same as shipping** box is checked, you will still need to select your state from the *State/Province* dropdown.

8. Click **Proceed to Checkout**.

9. Complete the remaining checkout process by:

   - Selecting your *Payment Method*, and then clicking **Proceed to Checkout.**

   - Entering *Your email*, *Your Billing Address*, and entering your *Payment Method* information.

   - Clicking **Submit Your Order**.

Once your order is submitted, you will receive at the email address entered in the billing section a confirmation receipt and an "Enrollment Key Information" email for each seat purchased. There is one key generated per seat purchased for each course.

Forward the "Enrollment Key Information" emails to your learners as applicable. Feel free to copy/paste the instructions on the following page also.

REDEEM AN ENROLLMENT/ACCESS KEY

To redeem an Enrollment/Access key:

1. Click the glass.myabsorb.com link within the "Enrollment Key Information" email.

2. Click the hamburger menu icon at the top right of the screen, then click **Enrollment Key**.

3. Enter or copy/paste the alpha-numeric key from the "Enrollment Key Information" email into the *Enter Key Here* field of the pop-up window, then click **Sign Up**.
   - You will be prompted to either sign into your account or sign up for an account if you don't already have one.

   Once you have signed in or completed sign up, the course will automatically be added to your account. Click the blue **My Courses** button on the *Enrollment Successful* popup to view your course. Your courses can also be found within the **Take Courses** tile of your dashboard.