



*WebJunction & NYSL
~ Course Enrollment Procedure ~*

Version 1

This document includes the following sections:

[WebJunction Registration](#)
[Enrollment with Coupon Code](#)
[Technical Requirements](#)
[Troubleshooting Guide](#)



Where minds meet.

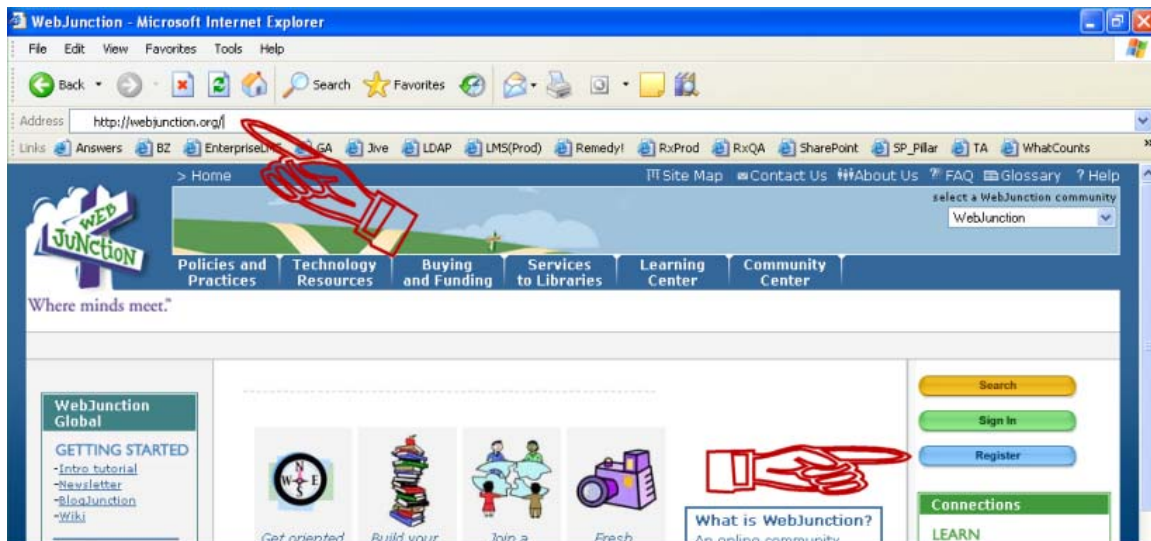


WebJunction.org

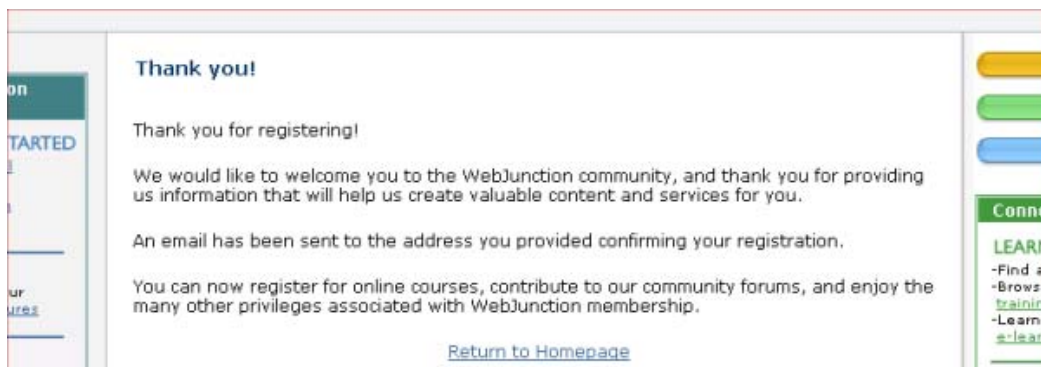
REGISTER FOR WEBJUNCTION MEMBERSHIP

Note: If you are already a WebJunction member, skip to the next section titled: [Enrolling in a Course Using a Coupon Code](#)

1. Open a browser window and navigate to: <http://webjunction.org>
2. Click [REGISTER](#)



3. Complete all required fields and click SUBMIT
4. Verify that you have successfully registered.





Where minds meet.



WebJunction.org

Note: If you are returned to the registration page after clicking SUBMIT, please look to the top of the page to see if there is an error message. The most common error is choosing a username that is already in use, or trying to register with an email address that is already in the system. If you cannot determine the cause of the error, please contact us at support@webjunction.org and we will be happy to assist you.

Self Registration

To register at WebJunction, please provide the following information. Registration is free. ([Why Register?](#))

WebJunction does not share information about individual members with any third party. ([Privacy Policy](#))

Required fields are denoted with an asterisk (*).

- The User ID or Email Address you selected has already been chosen. Please select a new User ID or Email Address.

Member Information

*Username ([what's this?](#))

*Password

*Re-type Password

*Email Address

Search

Sign In

Register

Connections

LEARN

- Find a [course](#)
- Browse [training resources](#)
- Learn more about [e-learning](#)

SHARE

- Become a [member](#)
- Contribute ideas or documents

DISCUSS

- All Aboard

ENROLLING IN A COURSE USING A COUPON CODE

This section describes the steps to purchase a course through WebJunction's Learning Center using a Coupon. The Coupon allows users to enroll in courses they wish to complete. Please note: In order to purchase courses using a Coupon, you must have been issued a Coupon number either by WebJunction or by your library/library system/etc.

GETTING STARTED

5. You must be a registered WebJunction user (it's free.) If you have already registered, simply [sign-in](#). If you have not registered, you can register by completing the [registration form](#). ([See above](#))
6. The Learning Center utilizes "pop-ups", so you will need to disable your pop-up blocker to purchase, enroll, and/or launch a course.

PURCHASING A COURSE

7. Once signed-in, simply visit the [Learning Center's Online Course Catalog](#) and select the course(s) you wish to purchase by clicking on the "Purchase" link.



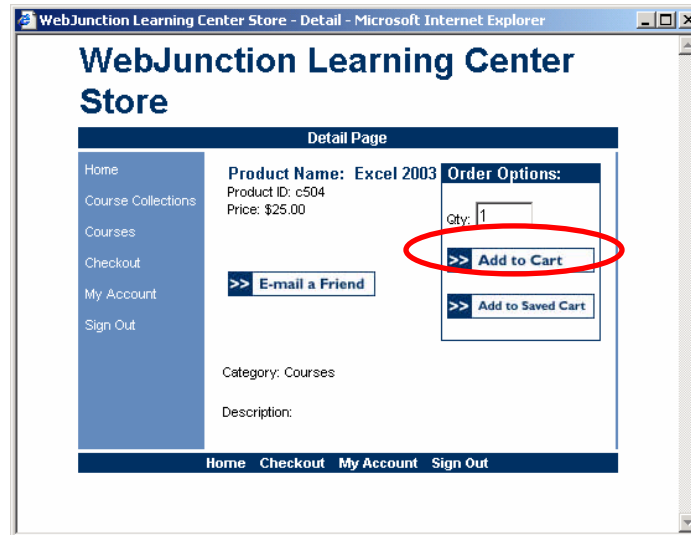
Where minds meet.



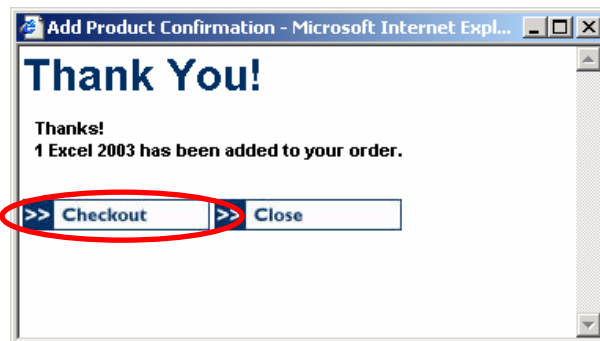
WebJunction.org

Note: You can add multiple courses to your cart before checking out. Your coupon code is good for 100% of a *single* purchase (which can include multiple courses).

8. In the "pop-up" Learning Center Store, simply click on "Add to Cart".



9. A "Thank You" page will confirm that the course was added to your cart. Click on "Checkout" to continue the purchase process.



10. The "Checkout Page" will display. Simply verify that the course is accurately reflected in the Order Summary section. If everything appears correct, enter the "Coupon Code" in the Sales and Discount section and click "Apply". Verify that the Order Total is equal to "\$0.00" and click on "Checkout" to continue the purchase process.



Where minds meet.



WebJunction.org

WebJunction Learning Center Store - Shopping Cart - Microsoft Internet Explorer

WebJunction Learning Center Store

Checkout Page

Your current order is displayed below. To remove an item from the order, click Remove. To move an item to your Saved Cart to be purchased at a later time, click Save Cart. To change the quantity of an item, change the number displayed in the Quantity field and then click Update. If you have any Coupons you wish to use, enter them in the Coupon Code field and click Apply.

Product	Qty	Price	Status	Total	Options
c504 Excel 2003	1	\$25.00		\$25.00	Remove Save Cart

[Update Quantity](#)

Sales and Discounts	Order Total
Coupon Code: <input type="text"/> Apply	Merchandise Total: \$25.00 Order Total: \$25.00 Tax and Shipping Not Included

[Checkout](#)

Home Checkout My Account Sign Out

11. Although the course will not physically shipped to you, you are required to complete the following "Ship To Information" form. Enter the required fields (*) and click on "Continue" to continue the purchase process.



Where minds meet.



WebJunction.org

WebJunction Learning Center Store - Shipping Information - Microsoft: Internet Explorer

WebJunction Learning Center Store

Ship To Information

Home
Course Collections
Courses
Checkout
My Account
Sign Out

In the form below, enter the address that your order will be shipped to or select an address from your Address Book. New addresses will be saved to your Address Book and you'll be able to retrieve and reuse this information the next time you order. When you've finished, click Continue to proceed to the next step of the checkout process.

Ship To Information

Shipment Address

Save As: My Address
First Name: John
Middle Initial:
Last Name: Smith
Company: Central Memorial Library
Address: 10 Main Street
Address2:
City: Toledo
State/Province: Ohio
Postal Code: 55555
Country: United States
Phone: (nnn-nnn-nnnn) 555-555-5555
Fax:
E-mail Address: jsmith@centrallib.org

>> Continue

Home Checkout My Account Sign Out

12. The "Shipment Summary" page will display. Simply verify that the information is accurately reflected. If everything appears correct, click on "Continue" to continue the purchase process.



Where minds meet.



WebJunction.org

WebJunction Learning Center Store - Shipment Summary - Microsoft Internet Explorer

WebJunction Learning Center Store

Shipment Summary

Your current order is shown below. Please review the contents of the order. If changes to your order are necessary, click on the Checkout link and make any corrections. When you are satisfied with the contents of your order, click Continue to proceed to our secure location and begin the checkout process.

Ship To: My Address		ProductQtyPrice	
John Smith	c504	1	\$25.00
Central Memorial Library	Excel		2003
10 Main Street			
Toledo, OH 55555			
US			
555-555-5555			
jsmith@centrallib.org			

Special Instructions

Order Total

Merchandise Total	\$25.00
Discounts	-\$25.00
Grand Total:	\$0.00

Payment Method:

>> Continue

13. The "Billing Information" page will be displayed. Simply verify that the information is accurate. If everything appears correct, click on "Continue" to continue the purchase process.

WebJunction Learning Center Store - Billing Information - Microsoft Internet Explorer

WebJunction Learning Center Store

Billing Information

This step of the checkout process and the next collect the information that will be used to bill your order. In the form below, enter your billing address or select a suitable billing address from your Address Book, then click Continue. This address must match that associated with your payment method.

Billing and Account Information

Select From Address Book:

Save As:

First Name:

Middle Initial:

Last Name:

Company:

Address:

Address2:

City:

State/Province:

Postal Code:

Country:

Phone: [nnn-nnn-nnnn]

Fax:

E-mail Address:

>> Continue

Home Checkout My Account Sign Out

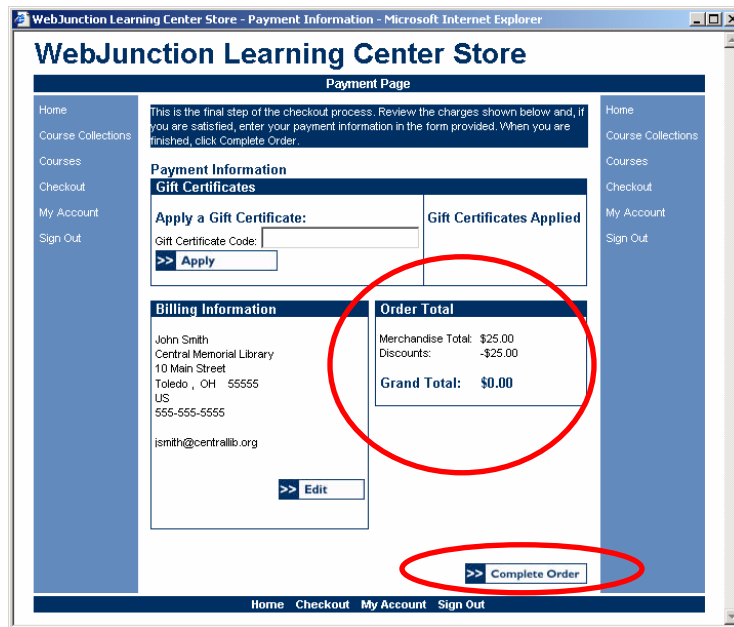


Where minds meet.

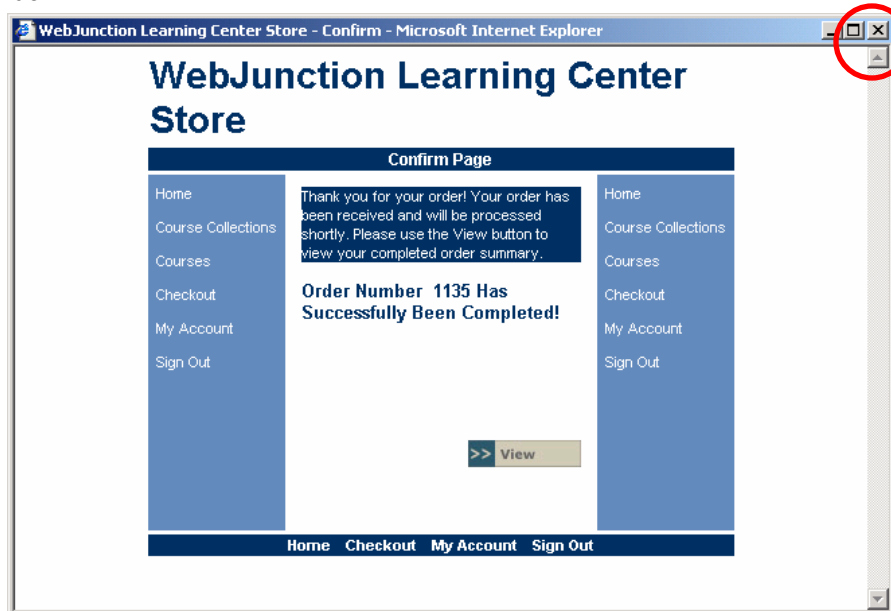


WebJunction.org

14. The "Payment" page will display. Verify the "Order Total" (The Grand Total should be \$0.00) and click on "Complete Order".



15. The "Confirm" page will be displayed and an email will be sent to the email address you specified when you registered with WebJunction. Simply close the pop-up window by clicking on the browser "X" or Close in the upper right-hand corner of the browser window.





Where minds meet.



WebJunction.org

LAUNCHING A COURSE

16. To launch your course, simply go to "MY COURSES" located in the Learning Center and click on the "Launch Course" link.

The screenshot shows the WebJunction website interface. The left sidebar contains a navigation menu with 'My Courses' highlighted. The main content area displays a list of courses under various categories. Each course entry includes a 'Launch Course' link, which is circled in red. The categories include 'Web Development Series', 'Using the Internet', 'Sustainability, Advocacy, & Outreach', 'Managing Public Access Computing', and 'Unix and Linux Series'.

Course Name	Course Description	Launch Course
FrontPage 2000	Course Details	Launch Course
Work and Life Balance (Videos)	Course Details	Launch Course
Introduction to Bibliomining	Course Details	Launch Course

Course Name	Course Description	Launch Course
WebJunction's Evaluating Web Sites	Course Details	Launch Course
WebJunction's Browsing the World Wide Web	Course Details	Launch Course

Course Name	Course Description	Launch Course
WebJunction's Media Relations	Course Details	Launch Course
WebJunction's Hispanic/Latino Youth Librarianship	Course Details	Launch Course

Course Name	Course Description	Launch Course
WebJunction's Troubleshooting Computer Problems	Course Details	Launch Course

Course Name	Course Description	Launch Course

TECHNICAL REQUIREMENTS

All minimum system requirements are as follows:

- P500+ Processor, 128MB of RAM
- Minimum screen resolution 800x600
- Windows 2000, 2003, and XP
- 56K minimum connection; broadband (256 kbps or higher) connection recommended
- Internet Explorer 5.5 or higher
- Sound card with speakers or headphones strongly recommended
- Windows Media Player 9.0 or higher
- JavaScript, DHTML and cookies enabled
- Flash 8.0 or higher.



Where minds meet.



WebJunction.org

Note: Because the courses launch in a pop-up window, pop-up blocking software must be disabled. If you have firewall or cookie management software, please allow www.mindleaders.com as a trusted site.

TROUBLESHOOTING GUIDE

1) Do you have JavaScript enabled?

If you are using Internet Explorer 6.0, here is how to verify that javascript is enabled: On the top toolbar, Click Tools > Internet Options > Security (tab) > Custom Level > scroll to the bottom of the window, then back up just a little until you see Scripting, under which Active Scripting must be set to Enable (radio button.)

If it is not, please select Enable, then click Ok. When you are prompted as to whether or not you want to change this security zone, click yes, then ok on the original window. Close all instances of your browser then open a new one.

2) To use online courses, your web browser must have 'cookies' enabled. If cookies are disabled, the site will sign you out.

3) To receive the best experience, you should use Internet Explorer 5.5 or higher and have the Macromedia Flash 8.0 or higher plugin installed; Netscape and Mozilla browsers are not supported.

Although Flash 8.0 is not required, it is highly recommended. Please check that you have a recent version of Flash installed on your computer. Please download the latest version here: <http://www.adobe.com/shockwave/download/alternates/>

4) Courses must be launched from a PC—they are not compatible with Macs.

5) Because our courses launch in a pop-up window, pop-up blocking software must be disabled.

6) If you have firewall or cookie management software, please allow www.mindleaders.com and <http://webjunction.org> as a trusted site.

QUESTIONS?

If you have any questions, please send an email to support@webjunction.org