How to purchase classes on Brainier

1. You will start on your dashboard



1. Click on the tool icon in the top right corner



1. Click on user/groups at the top, select user



1. Use search bar to find user that needs training



1. Once you found the user you want, click on the pencil on the right hand side



1. That will take you to their profile, you should see a section where you can log in as them.



1. That will take you to their profile



1. Use search bar at the top to find classes. All your Classes are Label NP for non-provider, select the one needed.



1. You will see an option to add to cart, click on that,



1. That will bring you to a place where you can select a date. Click on arrow to bring the drop down bar down. Select the date wanted.



1. It is at this time where you can decide to purchase more classes using the search bar at the top or you can click on the cart icon in the top right corner



1. Click on the option check out now



1. Fill out information and then click continue



1. Look over the confirm order page and click on proceed to payment.



1. It will then ask for your credit card information. Once that has submitted you are all set and have purchased the class.