TIP SHEET for Organizations
Successfully Supporting People with Prader-Willi Syndrome

An organization can purchase the E-learning Course as an affordable training resource for a maximum of 50 staff, to be used within six months of the purchase date.   This option provides the convenience of a single purchasing process, at a significant savings for organizations with a number of staff.

The organizational purchase will allow the "administrator" to:
- provide learners with an agency code to allow individual access to the course
- enable learners to take the course on-the-job or at home
- monitor the activity of each learner and check the quiz results

Each learner receives a certificate of completion at the end of the course.

A preview of the PWS Course is available, by clicking on "Catalogue," then the course title.
Address: www.learninglibrary.com/pws

HOW TO MAKE A PURCHASE FOR AN ORGANIZATION

Before you register:
- have e-mail address and password of your organization's administrator (this should be the person who wants to administer the use of the Course, and to have access to the learners' progress taking the Course)
- choose an organizational code (for example, the organization's initials, such as CLE for Community Living Erin)
- have a credit card ready, with billing address, etc.

How to Register: On the title page, click on "Organization Register"

Account and contact information:
- Enter the administrator's username (email address) and a password
- Name, address, etc.
- Client prefix: your organizational code
- Click on "Create Account"

Product page: click on Categories: all courses

All Courses:
- Click on Successfully Supporting People with Prader Willi Syndrome
        (Organization Purchase: $300)
- Add to cart
- Check out now

4. Payment Information
- Enter credit card information
- Check: Agree with conditions
- Click: Continue check out

5. Order confirmation
- Place order

6. Order Completed
- Thank you – "click here"

An E-mail will immediately be sent to the administrator, which will include the "coupon" or code, for your organization. The administrator can then provide the E-course information to the learners, along with the organization's complete coupon number. (see Tip Sheet for organizational learners)