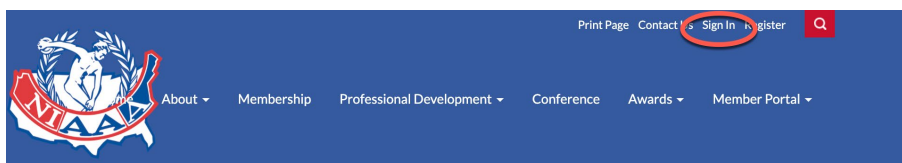




## HOW TO ORDER YOUR ONLINE CLASSES

1. Sign into the NIAAA site (you need to be a member to do so)



2. go to Professional Development and Enter the Classroom



3. Once in the Classroom select the Professional Development Academy Tab and you will see all the courses that you will be offered on this page. Select the one you want to take by clicking on the BUY NOW Button

My Dashboard
Professional Development Academy
My Courses

Refine Search
Sort By: Name

I'm looking for: 


☒ Keywords & Title
☐ Abstract & Description

Course Topics

RAA
RMSAA
CAA
CMAA

Legal

Law
Legal Duties
Sexual Harassment
Title IX

	Title	Credit Hours
1	<div>LTC 501</div> <div>LTC 501: Guiding Foundations &amp; Philosophies</div> <div>View Details   Enjoy 6 Months of unlimited access for (\$125.00) <input type="button" value="Buy Now"/></div>	FOUND:4.0
2	<div>LTC 502</div> <div>LTC 502: Strategies for Organizational Management</div> <div>View Details   Enjoy 6 Months of unlimited access for (\$125.00) <input type="button" value="Buy Now"/></div>	FOUND:4.0
3	<div>LTC 503</div> <div>LTC 503: Enhancing Organization Management</div> <div>View Details   Enjoy 6 months of unlimited access for (\$125) <input type="button" value="Buy Now"/></div>	FOUND:4.0
4	<div>LTC 504</div> <div>LTC 504: Legal Issues I (Risk Management)</div> <div>View Details   Enjoy 6 Month of unlimited access for (\$125.00) <input type="button" value="Buy Now"/></div>	FOUND:4.0
5	<div>LTC 506</div> <div>LTC 506: Legal Issues II (Title IX &amp; Sexual Harassment)</div> <div>View Details   Enjoy 6 Months of unlimited access for (\$125.00) <input type="button" value="Buy Now"/></div>	FOUND:4.0

4. Once you select the course you want to take hit the **BUY NOW** button and it will ask you to verify the information to add to your cart. **NOTE:** Make sure to fill in the Quantity and also to add OK in the response box then click **ADD ITEM**.

Online Store: Learning

Main Storefront

Cart (1)

Additional information is required before we can add this item to your cart!  
Please provide all the necessary information requested below, then click "Add Item."

LTC 501: Guiding Foundations & Philosophies

Item Options

You save \$85.00!

Your Price:

\$125.00

Quantity:

I understand that this course is available for 6 months after the purchase date and must be completed in that time frame. If the course has not been completed, the course will no longer be available and I will need to purchase it again.

Please enter your response below: \*

25 (of 255 characters remaining)

Add Item

5. When you go to checkout add the promo code **DIAA2023** to the order. This will allow you to take the course free of charge (thanks to our DIAA funding).

**Your Cart**

You can manage the items in your cart by viewing your cart and then proceeding to checkout. You can also shop for additional items by returning to the main storefront or searching below.

Search: All Categories [Find]

Qty.	Product	Price
1	LTC 501: Guiding Foundations & Philosophies ok	\$125.00
<b>DIAA2021</b>		Apply Promotional Cod Update Price
Subtotal:		\$125.00
Clear Entire Cart		Total: \$125.00 Recalculate

6. You now can check out. You may have to put the promo code in one more time but when done you will see your order confirmed for **FREE!**

Qty.	Product	Price
1	LTC 501: Guiding Foundations & Philosophies ok	\$125.00
Promotional Discount Applied (DIAA2021) - 100%		(\$125.00)
Subtotal:		\$0.00
Grand Total:		\$0.00
Edit Cart		

**Complete Order**

7. After hitting the Complete Order Button you are good to go.

8. Whenever you are ready to take your class go to the Classroom and look under my courses and you are good to go.