# HOW TO ORDER YOUR ONLINE CLASSES

**1.** <u>Sign into</u> the NIAAA site (you need to be a member to do so)



**2. go to the Classroom Tab and** <u>Enter the Classroom</u>



**3. Once in the Classroom REGISTER for the** <u>Online Class you would like to take</u> **then** <u>go to Checkout</u>

**4. Checkout – select the DISCOUNT CODE button and apply the DAAD### code (### = course number, ex. LTC506) . Once the code is applied you will see the balance due is $0.00 ☺ Hit Process Fees . You will be given a link to your course on your home page**



**6. You are ready to take the course – hit the link to access!**