

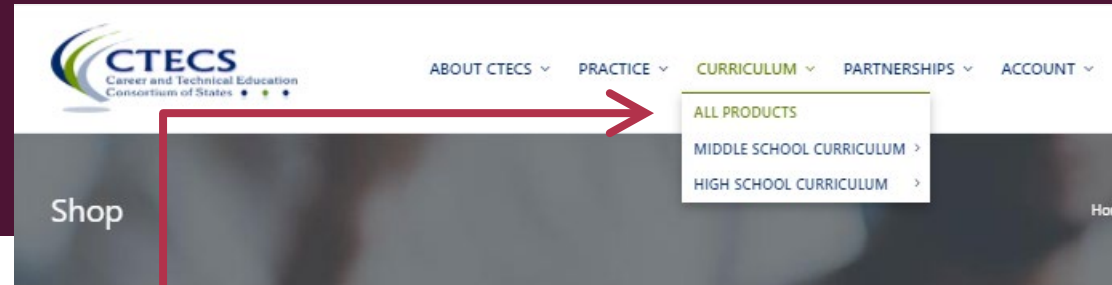


# ORDERING COURSE LICENSES ONLINE

BY CREDIT CARD OR BY PURCHASE ORDER/ISSUED COUPON CODE

**Go to [WRS.ctecs.org](http://WRS.ctecs.org)**

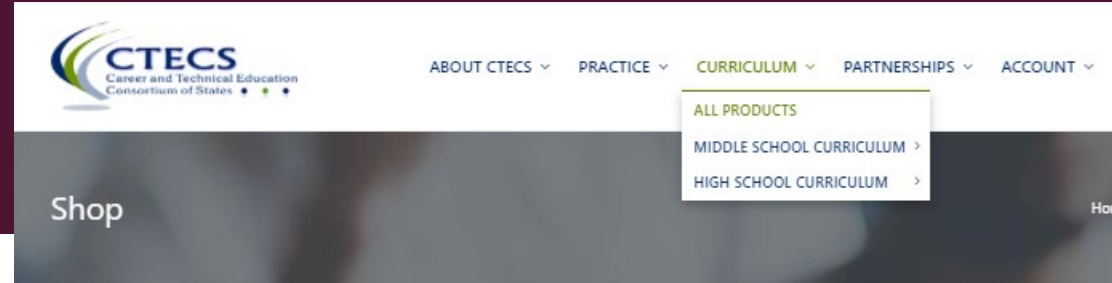
# ORDER



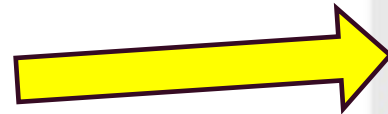
- If ordering through a PO, please contact CTECS and work with us to get a coupon code sent to you.
- To order your license automatically with a credit card or after you receive your coupon code, go to: <https://wrs.ctecs.org/shop/>
- This can also be found under our main menu under Curriculum/All Products



# ORDER



- On the same page, choose your license type.
- Currently there are two types for each course:
  - Classroom (individual teacher)
  - School (for up to 10 teachers).
- Let's choose the first Classroom license as our example. (School licenses are a bit more complex and we will handle that later).




A grid of product cards for CTECS WRS Curriculum. The top row contains three cards: 1. 'Middle School Career Interest Development – Individual Classroom License' with a 'Class License' and price of '\$400.00 / year'. 2. 'Middle School Career Interest Development – School Subscription' with a 'School License' and price of '\$3,400.00 / year'. 3. 'Workplace Readiness Skills (high school curriculum) – Individual Classroom License' with a 'Class License' and price of '\$400.00 / year'. Each card has a 'Sign up now' button. The bottom row shows the top of a fourth card, which is the 'Workplace Readiness Skills (high school curriculum) – Individual Classroom License' card.

# YOUR CART

- After you click on one of the licensed products, you will be taken to your cart.
- Note it will default to a single item along with the price.
- If you have a coupon, enter it in the lower left.
- To move forward scroll down.

The screenshot shows the CTECS website's cart page. At the top, the CTECS logo is on the left, and navigation links for 'ABOUT CTECS', 'PRACTICE', 'CURRICULUM', 'PARTNERSHIPS', and 'LOGIN' are on the right. A shopping cart icon with a '1' notification is also present. Below the navigation is a 'Cart' header with a background image. A green checkmark icon and a message state: '"Middle School Career Interest Development – Individual Classroom License" has been added to your cart.' A 'CONTINUE SHOPPING' link is to the right of the message. Below this is a table with the following data:

	Product	Price	Quantity	Subtotal
× 	Middle School Career Interest Development - Individual Classroom License Courses: <ul style="list-style-type: none"><li>• CTECS Middle School Career Interest Development</li></ul>	\$400.00 / year	1	\$400.00 / year

At the bottom of the cart, there is a 'Coupon code' input field, an 'Apply coupon' button, and an 'Update cart' button. Annotations include a yellow arrow pointing to the shopping cart icon, a yellow arrow pointing to the 'Update cart' button, a yellow arrow pointing to the 'Quantity' column, and a red arrow pointing from the 'Coupon code' field to the third list item.

# CHECKOUT

- Complete the checkout form. Scroll to bottom.
- If you are paying with a coupon, click the link at the top of the page.

Returning customer? [Click here to login](#)

Have a coupon? [Click here to enter your code](#)

**Billing details**

First name \*  Last name \*

Company name (optional)

Country / Region \*

Street address \*

Town / City \*

State \*

ZIP Code \*

Phone \*

Email address \*

Ship to a different address?

**Additional information**

Order notes (optional)

**Group settings**

Group Name \*

**Your order**

Product	Subtotal
Middle School Career Interest Development - Individual Classroom License Courses: <ul style="list-style-type: none"><li>• CTECS Middle School Career Interest Development</li></ul> × 1	\$400.00 / year
<b>Subtotal</b>	\$400.00
<b>Total</b>	<b>\$400.00</b>
<b>Recurring totals</b>	
Subtotal	\$400.00 / year

# CHECKOUT

- Complete the checkout form. Scroll to bottom.
- If all is complete and correct, click “Sign Up Now”

State \*  
Georgia

ZIP Code \*

Phone \*

Email address \*

Account username \*  
Username

Create account password \*  
\*\*\*\*\*  
Weak - Please enter a stronger password.

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " \$ % ^ & ; .


Courses:	
• CTECS Middle School Career Interest Development × 1	
Subtotal	\$400.00
<b>Total</b>	<b>\$400.00</b>
Recurring totals	
Subtotal	\$400.00 / year
Shipping	Shipping costs will be calculated once you have provided your address.
Recurring total	<b>\$400.00 / year</b> First renewal: January 5, 2023

Credit Card (Stripe)  
Pay with your credit card via Stripe.

Card Number \*  
1234 1234 1234 1234

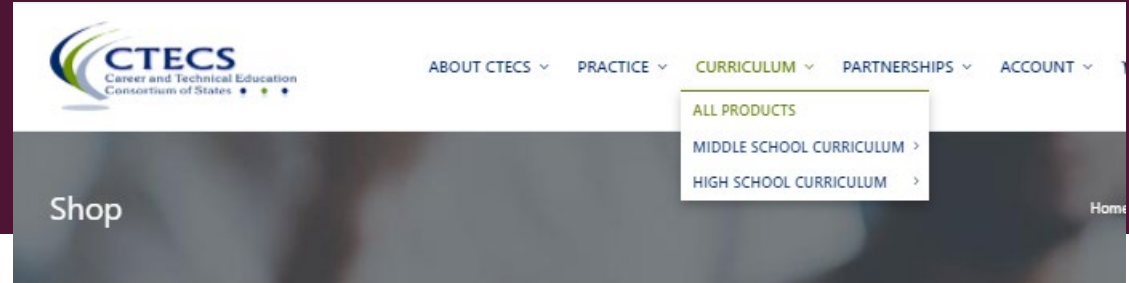
Expiry Date \*  
MM / YY

Card Code (CVC) \*  
CVC

Captcha \*  
 I'm not a robot   
Refresh Captcha

Sign up now

# ORDER SCHOOL LICENSE



- Back in the shop, let's select a different license type: the school license, which is good for up to 10 classrooms.
- School licenses require you to select different options, because the purchaser assigns participating teachers after purchase.



# CART FOR SCHOOL LICENSE

ABOUT CTECS ▾

PRACTICE ▾

CURRICULUM ▾

PARTNERSHIPS ▾

ACCOUNT ▾



- When selecting a school license, the system forces you to go to a license page before your cart.
- Note the cost increase.
- If the purchaser will also be one of the teachers under the license, select this box.
- Name your team usually after your location.



## Middle School Career Interest Development – School Subscription

**Categories:** School License

Add up to 10 Teachers for 25 seat x 6 period classrooms!

**\$3,400.00 / year**

Team Name \*

Take up a seat (optional)

Use a seat to add me as a team member

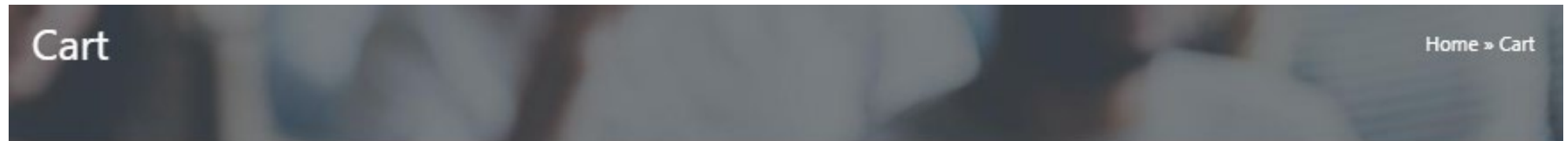


OR

Sign up now



# SCHOOL LICENSE CART



- This should look familiar. Use coupon...
- Or if using a credit card, scroll to bottom of page

✔ "Middle School Career Interest Development – School Subscription" has been added to your cart. [CONTINUE SHOPPING](#)

		Product	Price	Quantity	Subtotal
		Middle School Career Interest Development - School Subscription Courses: <ul style="list-style-type: none"><li>• CTECS Middle School Career Interest Development</li></ul> Team Name: Team TestName Take up a seat: ✔	\$3,400.00 / year	1	\$3,400.00 / year

[Apply coupon](#) [Update cart](#)

# SCHOOL LICENSE CART

- Scroll down and, if all is correct, click “Proceed to Checkout.”

## Cart totals

Subtotal	\$3,400.00
<b>Total</b>	<b>\$3,400.00</b>
Recurring totals	
Subtotal	\$3,400.00 / year
Shipping	Shipping costs will be calculated once you have provided your address.
<b>Recurring total</b>	<b>\$3,400.00 / year</b> First renewal: January 5, 2023

Buy with  Pay

— OR —

Proceed to checkout

# CONFIRMATION EMAILS WITH LINKS

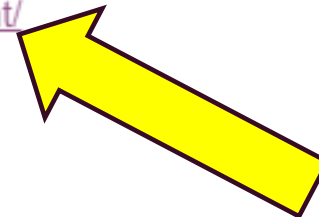
- After you complete the purchase form for a classroom, you will receive three emails:
- 1. New Group Created with link to your account page.
- 2. Account Created with link to your account page.
- 3. Order Complete with your purchase invoice.

## Welcome to CTECS - WRS

Hi C

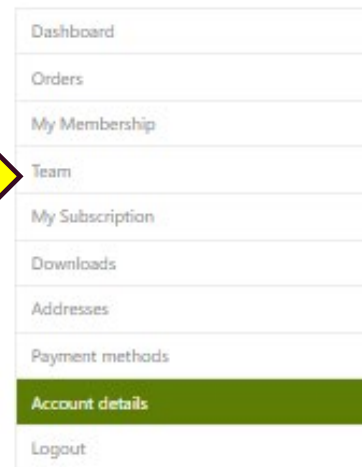
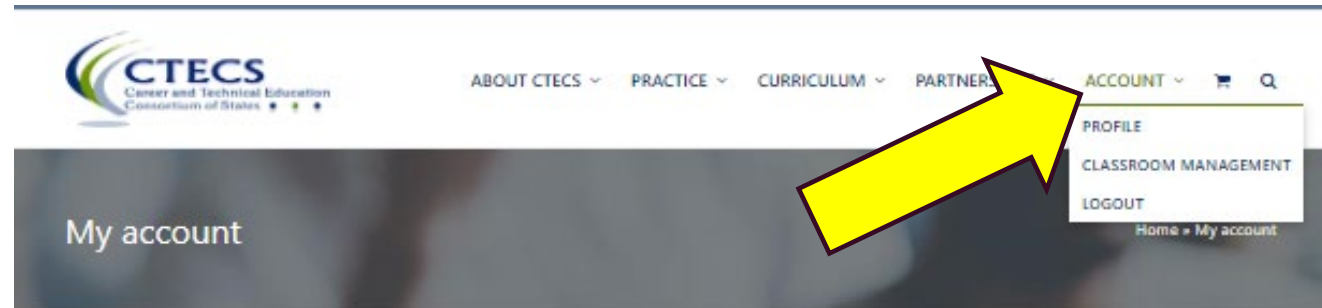
Thanks for creating an account on CTECS - WRS. Your username is [REDACTED].  
You can access your account area to view orders, change your password, and more at: <https://wrs.ctecs.org/my-account/>

We look forward to seeing you soon.



# LOGIN TO SCHOOL LICENSE ACCOUNT PAGE

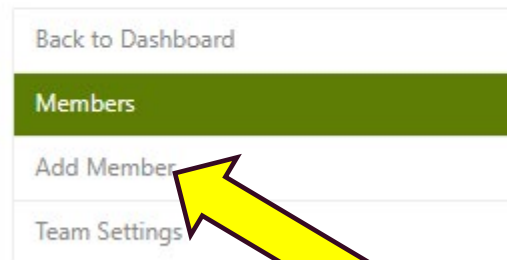
- School license is different from classroom. As purchaser, it allows you to:
  - Act as the team manager.
  - Assign team manager to someone else.
- As team manager, you can add other members (teachers) to your team.

A screenshot of the account details form. It includes fields for First name, Last name, Display name, Email address, Password change (Current password, New password, Confirm new password), and a Save changes button. A yellow arrow points to the "Account details" menu item in the sidebar. A text box on the right says "Your info will be populated here" with arrows pointing to the form fields.

Your info will be populated here

# MANAGE YOUR TEAM

- Click on Team on your Account page (see previous) and you will arrive at this page.
- Now let's add a fellow teacher: Click "Add Member"



This team has 9 seats remaining.

Members (1) | Pending invitations (0)

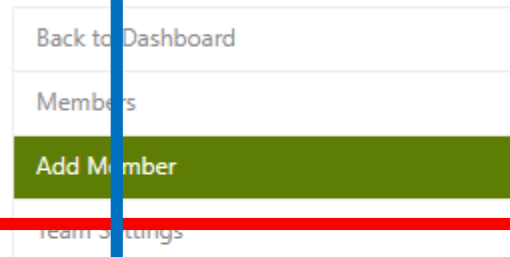
Name	Email	Role	
Clemmy2	demorris9+800@gmail.com	Owner	<a href="#">Remove</a>

Remember, we took up one of the memberships because we, as purchaser, wanted to teach this course.

# SCHOOL LICENSE ONLY: INVITE OTHERS TO TEACH THIS COURSE



- Add the teacher's email.
- Change the role of that teacher: typically they should come in as "member."
- That teacher will receive an email with a link to login to their account under your license.



This team has **9 seats remaining**. You can share your team registration link or manually add new members below.

## Registration Link

This registration link will allow members to register themselves for your team. Please use caution when sharing this, as it allows any visitor to add themselves to your team.

<https://wrs.ctecs.org/my-account/join-team-...>

## Add Member

Enter member details - your team member will receive an invitation via email.

Email \*  Role: Member