ORDERING COURSE LICENSES ONLINE
BY CREDIT CARD OR BY PURCHASE ORDER/ISSUED COUPON CODE

Go to 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
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).
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.
- Complete the checkout form. Scroll to bottom.
- If you are paying with a coupon, click the link at the top of the page.
- Complete the checkout form. Scroll to bottom.
- If all is complete and correct, click “Sign Up Now”
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.
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.
- This should look familiar. Use coupon...
- Or if using a credit card, scroll to bottom of page

<table>
<thead>
<tr>
<th>Cart</th>
<th>Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School Career Interest Development - School Subscription Courses:</td>
<td>$3,400.00 / year</td>
<td>1</td>
<td>$3,400.00 / year</td>
</tr>
<tr>
<td>CTECS Middle School Career Interest Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Name: Team TestName</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take a seat: ✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coupon code
Apply coupon

CONTINUE SHOPPING
Scroll down and, if all is correct, click “Proceed to Checkout.”
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 C. 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.
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.

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”

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

Add member