



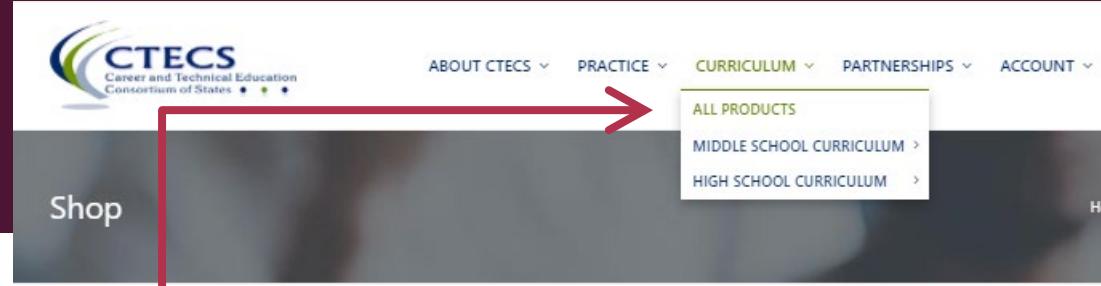
ORDERING COURSE LICENSES ONLINE

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



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).

The screenshot shows the CTECS website. At the top, there is a navigation bar with links: ABOUT CTECS, PRACTICE, CURRICULUM (which is currently selected), PARTNERSHIPS, and ACCOUNT. Below the navigation bar, a dropdown menu titled "ALL PRODUCTS" is open, showing options for MIDDLE SCHOOL CURRICULUM and HIGH SCHOOL CURRICULUM. The main content area features a large image with the word "Shop" overlaid.

The screenshot shows a product listing page on the CTECS website. It displays three items:

- Middle School Career Interest Development – Individual Classroom License**
Class License
Buy a 25x6 period classroom!
\$400.00 / year
- Middle School Career Interest Development – School Subscription**
School License
Add up to 10 Teachers for 25 seat x 6 period classrooms!
\$3,400.00 / year
- Workplace Readiness Skills (high school curriculum) – Individual Classroom License**
Class License
Buy a 25x6 period classroom for high school!
\$400.00 / year

Each item has a "Sign up now" button at the bottom. A yellow arrow points from the text above to the first item.



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.

A screenshot of the CTECS website's cart page with several annotations:

- A red bracket on the left side groups the third and fourth items in the list above, pointing to the "Coupon code" input field and the "Apply coupon" button below it.
- A yellow arrow points to the "Coupon code" input field.
- A yellow arrow points to the "Update cart" button in the bottom right corner of the cart table.
- A yellow arrow points to the quantity "1" in the cart table.
- A large yellow arrow points to the price "\$400.00 / year" in the cart table.

The cart table shows the following data:

	Product	Price	Quantity	Subtotal
x	Middle School Career Interest Development - Individual Classroom License Courses: • CTECS Middle School Career Interest Development	\$400.00 / year	1	\$400.00 / year

Below the table are two buttons: "Coupon code" and "Apply coupon".

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](#)

Ship to a different address?

Billing details

First name *

Last name *

Company name (optional)

Country / Region *

Street address *

House number and street name

Apartment, suite, unit, etc. (optional)

Town / City *

State *

ZIP Code *

Phone *

Email address *

Additional information

Order notes (optional)
Notes about your order, e.g. special notes for delivery.

Group settings

Group Name *

Your order

Product	Subtotal
Middle School Career Interest Development - Individual Classroom License Courses: • CTECS Middle School Career Interest Development	\$400.00 / year
x 1	
Subtotal	\$400.00
Total	\$400.00
Recurring totals	
Subtotal	\$400.00 / year

CHECKOUT

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



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

State *

ZIP Code *

Phone *

Email address *

Account 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 ! ? \$ % ^ &).

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

Card Number *

Expiry Date * Card Code (CVC) *

MM / YY CVC

Captcha *

I'm not a robot 
reCAPTCHA
Privacy - Terms

Refresh Captcha

Sign up now

ORDER SCHOOL LICENSE

The screenshot shows the CTECS website's navigation bar with options like 'ABOUT CTECS', 'PRACTICE', 'CURRICULUM' (which is highlighted), 'PARTNERSHIPS', and 'ACCOUNT'. Below the main menu, a dropdown for 'ALL PRODUCTS' is open, showing 'MIDDLE SCHOOL CURRICULUM' and 'HIGH SCHOOL CURRICULUM' as sub-options.

- 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.

The screenshot displays three product cards in the CTECS Shop:

- Middle School Career Interest Development – Individual Classroom License**
Class License
Buy a 25x6 period classroom!
\$400.00 / year

[Sign up now](#)
- Middle School Career Interest Development – School Subscription**
School License
Add up to 10 Teachers for 25 seat x 6 period classrooms!
\$3,400.00 / year

[Select options](#)
- Workplace Readiness Skills (high school curriculum) – Individual Classroom License**
Class License
Buy a 25x6 period classroom for high school!
\$400.00 / year

[Sign up now](#)



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">• CTECS Middle School Career Interest Development 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
Total	\$3,400.00
Recurring totals	
Subtotal	\$3,400.00 / year
Shipping	Shipping costs will be calculated once you have provided your address.
Recurring total	\$3,400.00 / year First renewal: January 5, 2023

Buy with  Pay

— OR —

[Proceed to checkout](#)

CONFIRMATION EMAILS WITH LINKS

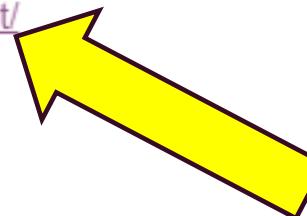
- After you complete the purchase form for a classroom, you will receive three emails:
- 1. New Group Created with link to your account page.
- 2. Account Created with link to your account page.
- 3. Order Complete with your purchase invoice.

Welcome to CTECS - WRS

Hi C

Thanks for creating an account on CTECS - WRS. Your username is CTECS-WRS-123456789. 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.

The screenshot shows the CTECS website with a yellow arrow pointing to the 'ACCOUNT' dropdown menu. The 'My account' page is displayed, featuring a sidebar with links like Dashboard, Orders, My Membership, Team, My Subscription, Downloads, Addresses, Payment methods, and Account details (which is highlighted in green). The main area contains fields for First name, Last name, Display name, Email address, Password change, New password, and Confirm new password. A large yellow arrow points to the 'Account details' link in the sidebar. A purple callout box with arrows points to the account information fields, stating 'Your info will be populated here'.

CTECS
Career and Technical Education
Consortium of States

ABOUT CTECS ▾ PRACTICE ▾ CURRICULUM ▾ PARTNER ▾ ACCOUNT ▾ Logout

My account

Dashboard
Orders
My Membership
Team
My Subscription
Downloads
Addresses
Payment methods
Account details
Logout

First name *
Last name *
Display name *
This will be how your name will be displayed in the account section and in reviews
Email address *
Password change
Current password (leave blank to leave unchanged)
New password (leave blank to leave unchanged)
Confirm new password

Save changes

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"

My account

Home » My account

This team has 9 seats remaining.

Members (1) | Pending invitations (0)

Name	Email	Role
Clemmy2	demorris9+800@gmail.com	Owner

Back to Dashboard

Members

Add Member

Team Settings

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.

My account Home » My account

Back to Dashboard Members Add Member Team Settings

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> Regenerate link

Add Member

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

Email * 

Role: Member 