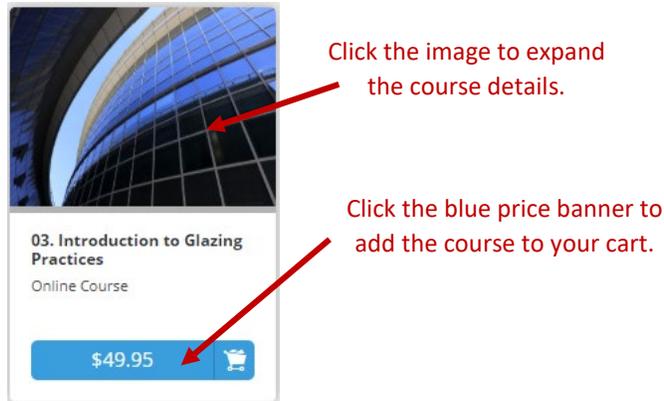


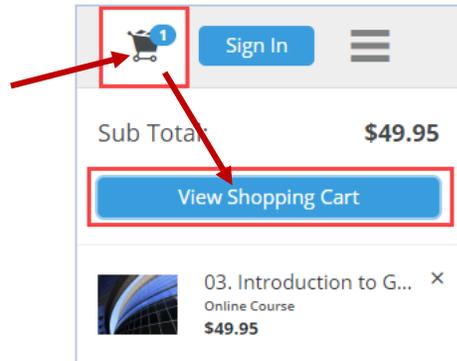
CREATING AN ACCOUNT

A MyGlassClass.com account is created during the checkout process.

1. Visit MyGlassClass.com and click **Get Started**.
2. Browse the MyGlassClass.com catalog of courses.
 - View more details on a course by clicking the image tile.
 - Add a course to your shopping cart by clicking the blue price banner.



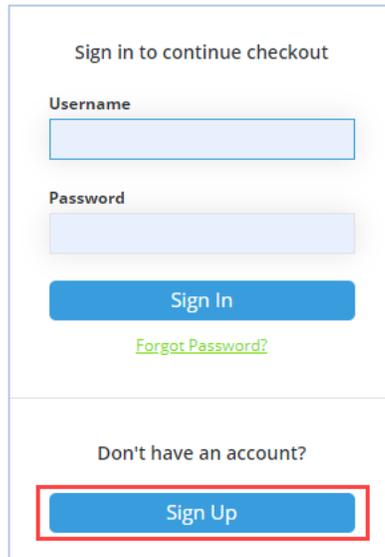
3. When you are ready to check out, click the shopping cart icon at the top right of the page, and then click **View Shopping Cart**.



4. Review the items in your cart. Add a **Coupon Code** if you have one, and click apply. When you have verified the items in your cart are correct, click **Proceed to Checkout**.



5. On the next screen, you will be prompted to either **Sign In** or **Sign Up**. Click **Sign Up** to create a new account.



Sign in to continue checkout

Username

Password

Sign In

[Forgot Password?](#)

Don't have an account?

Sign Up

6. Complete the *Sign Up* form, filling in all asterisked (*) fields. Then, click **Proceed to Checkout**.
7. Complete the *Shipping Information* form, filling in all asterisked (*) fields. Then, click **Proceed to Checkout**.
 - Notes:
 - If the **Billing address is the same as shipping** box is checked, you will still need to select your state from the *State/Province* dropdown.
 - Though MyGlassClass.com courses are all Online, this section is necessary in the event that a printed manual is purchased. Even if there is no manual in your cart, this form must be completed.
8. Complete the remaining checkout process by:
 - Selecting your *Payment Method*, and then clicking **Proceed to Checkout**.
 - Verifying *Your Billing Address* and entering your *Payment Method* information.
 - Clicking **Submit Your Order**.
9. Once your order is submitted, you will receive a confirmation receipt and have immediate access to your new MyGlassClass.com account.
 - View the courses you purchased by clicking the **My Courses** tile of your account dashboard.