Course Merchant Registration Instructions

1. Select a course.
2. Click add to cart.
3. If you are a consortium member, enter the current consortium member code "**wave**".
4. Click check out.
5. If you are a returning user, log in with your AHEC U user id and password.
6. If you are a new user, please register.
7. Fill in the invoice values if needed (may pre-populate with your registration information).
8. Select the payment options if requested (free (no value)).
9. Check you agree to terms and conditions and privacy policy.
10. Click "proceed".
11. Once you click proceed, a page will appear that says:

    Thank you for your order-your account is updated with your purchase.

    Training access details: Click here to access training.

    Click the hyperlink "click here" to go to AHEC U and access your course. This is an **important** final step in your registration - **even for live course registrations at Upstate AHEC. This is a new step for live courses at Upstate AHEC. BE SURE YOU COMPLETE THIS STEP.**

12. The course you registered for should appear in the "Course Overview Box". If your list is long, you may need to click "show more courses" at the bottom of the list.
13. Once you locate your course, **click on the title to access the course** and read any instructions or download handouts, if applicable. **THIS IS AN IMPORTANT STEP, EVEN FOR LIVE COURSES AT UPSTATE AHEC ONLY. YOU MUST COMPLETE THIS STEP TO COMPLETE YOUR REGISTRATION FOR ALL COURSES AT UPSTATE AHEC ONLY AND ALL DISTANCE EDUCATION COURSES.**
14. Your registration is now complete.
15. If this is an AHEC U class, you may begin your course.
16. If this is a live course, please follow the instructions on the screen.
17. You will also receive an email in your inbox to go to AHEC U to complete your registration. You do not have to do this step twice. If you have already accessed AHEC U in your initial registration, you do not have to do it again when you receive the email. This what the email will say:

Thank you for your order.

Your account has been updated with your purchase.

Training Access Details:

Click here to access your training now.
(If the above link does not work please copy and paste it into your web browser's address bar http://ahecu.ethinkeducation.com/my)

Username: xxxxxx
Password: Please use your existing password.