

## Online Law & Ethics procedures “How to Register”

Log in to the CSRC website at [www.csrc.org](http://www.csrc.org)

Click on “Education” (at the top of the home page)

When the page comes up, scroll towards the bottom of the page, you will see a link, Click on “CSRC Ethics Course”

This will take you to our web host.

**YOU WILL KNOW YOU ARE IN THE LAW & ETHIC SITE WHEN IT SAYS “CSRC INSPIRE” AT THE TOP OF THE PAGE**

On the left-hand side of your screen you will see a “Register” button. Please click

“Create a Peach New Media Account” will come up. This is where you will complete your profile.

Once you have completed your profile click “Create Account”

If the system gives you a message – “Account already exists” This means you may have already created an account with that email in the past.

You will then need to try and log in using your email address and the password you created in the past. If you do not remember your password just give the CSRC a

call, we can reset your password over the phone (888/730-2772).

Once your account has been created, you will see, “Your account has been successfully created.” “Click here to proceed.”

Click on the “CSRC Law & Professional Ethics 2018-2021”

Over to the right you will see a box that says “Products”

Click at the bottom of that box “Register”

The page “Select Options” will come up

Click (below the Coupon Code box) “Review Basket”

You will see your basket with the price of the course.

Click “Checkout”

You will see your “Billing Information” pop up. Please update if your billing matches the address on the credit card you will be using by clicking (at the bottom) “Edit my Billing Info”

To enter your credit card information, click on “Credit Card”

You will see the credit card information boxes appear.

Once you have entered your credit card information, Click on “Save Billing Information”

You will see another page come up with your invoice for payment. Click on “Submit”

Once you have submitted your payment, You will see a “Thank you for your purchase”

Click here to proceed to your classroom.

If you don't see “Click here to proceed to your classroom” look to the left of your screen, you will see a grey box that says, “My Account” under My Account is “My Profile” Click on that.

Center of the page will say “Streaming Classroom”

Click on “Click here to proceed to your classroom”

At the top of the course page your will se a tab that says, “Start Course” Click on that and you will see a new window pop up. Once you click the play button your presentation begins. You must watch videos from start to finish. There are check points in the videos. It will not let you proceed until the video is complete.

### **IF YOU ARE A STUDENT:**

Check the box for student and be sure to fill in your graduation date as well as the name of your school (only use this field if you are a student). This will also tell the system to charge student price of \$10. Once profile is complete – View your purchase basket

## **USING YOUR COUPON CODE:**

The coupon code for this course is **SEIU1219**.

You'll need to put your code in prior to final purchase. This will tell the system, what to charge. Once coupon code is entered, click (Coupon code only) "Apply" then click "Review Basket" You will see the invoice is for \$0. Click submit order.

If you do not require a coupon code and you are a non-member, your price for the L&E course is \$40. Just click "Review Basket" then at the bottom of your invoice page click on "Edit my billing info" Click on Credit card, once you have entered your credit card information, click Save Billing info. Then click "Submit order." You will receive a Thank you for your order. Your purchase is complete.

You will not need a coupon code if you are a student unless your instructor tells you different.

**PLEASE NOTE: The videos have check points. You must complete each video to completion. At the end of each video there is a button that comes up that says, Continue to next section. Wait for that button to come up. If you do not complete all videos, the system will not let you go to final exam. Under the video/material pages window, you will see as you complete each**

**section, a check mark will appear. That tells the system that section is complete. If there is a section that does not have a check mark you won't be able to complete the course until each section has been checked off. Please make sure all sections have check marks before you try and do your final.**

After you have completed the final video (Final Exam Instructions), close out that window and if you can't find the final exam button, go back to "My Account" click on "My Profile" Under "Manage Credits" then click "Click here to submit CE's....." Under pending credits, you will see a button (yellow) that says "Take Final Exam"

You can log off and log on as often as you choose (do not log off during final exam).

After you complete your final exam and survey you can print a copy of your certificate for your files.

Should they have any problems or questions they can call support directly at 1/866/702-3278 or you can call

Jo Ann at CSRC 888/730-2772