

## How to purchase courses using a discount code

**Step 1:** With the selected course(s) in the basket, click on the checkbox for **Apply a discount** to select it

**Step 2:** When you select the Apply a discount checkbox, a secondary box opens underneath it. It will say **Coupon Code**. Add in the E1A1 Grant Discount Code you have been provided with into this field.

**Step 3:** Once you apply the E1A1 Grant Discount Code, the page will refresh and you will see the tuition cost appear in red parenthesis. Select checkout and proceed to checkout with the discount applied. If you are being prompted to pay any amount above zero, please stop and contact our office at [epp@sccoe.org](mailto:epp@sccoe.org). **DO NOT** attempt to purchase the course if you are a grant recipient.

Troubleshooting Errors:

If you receive any of the following errors, please stop and do not attempt to purchase the course

- Something is wrong (red box warning)
- If you do not see an option to apply a discount when purchasing a course
- If your discount code doesn't work
- If you still have a balance in your account and are being prompted to pay for the course, **STOP. DO NOT PURCHASE** the course
- Contact our office at [epp@sccoe.org](mailto:epp@sccoe.org). We will be available to Zoom and help troubleshoot issues as needed.

**See the next page for further instructions with pictures**

## Checking out with the E1A1 Grant:


You will receive an email confirmation with the discount code for the E1A1 grant. Please do not share the discount code with non-grant recipients.

**Step 1:** With the selected course(s) in the basket, click on the checkbox for Apply a discount to select it

### Cart (1 Item)

Keep Shopping

Checkout

Item	Options	Quantity	Subtotal
 <b>Test Course 500</b> 0047 - 001 Fee \$1,650.00 Review	EPIC Tuition Cost 3 units \$1,650.00 <input type="checkbox"/> Apply a discount	1	\$1,650.00
<b>Subtotal</b>			\$1,650.00
<b>Total</b>			<b>\$1,650.00</b>

Click on the discount checkbox

**Step 2:** When you select the Apply a discount checkbox, a secondary box opens underneath it. It will say Coupon Code. Add in the E1A1 Grant Discount Code you have been provided with

**Step 2: With checkbox selected, a new box appears to insert Coupon Code**

Apply a discount

Coupon Code



**Step 3:** Once you apply the E1A1 Grant Discount Code, the page will refresh and you will see the tuition cost appear in red parenthesis. Select checkout and proceed to checkout with the discount applied. If you are being prompted to any amount above zero, please stop and contact our office at epp@sccoe.org. DO NOT attempt to purchase the course if you are a grant recipient.

**Type in Discount Code. The cost of the course will be generated in red parenthesis. Proceed through checkout**

EPIC Tuition Cost 3 units \$1,650.00

Apply a discount **(\$1,650.00)**

EPICGrant



You also have [1 saved item](#)

## Something went wrong

There is a problem with one or more of the items in your shopping cart. Review these issues then try to checkout again.

- Discount 'Test Discount EPIC Grant' is not applicable: Current student is not present in any Marketing Communication recipient list associated with the Discount.

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