



## BUY MORE COURSES OPTION FROM THE LMS QUICK GUIDE

We're excited to introduce your upgraded learning management system (LMS)! While some features may look a bit different from the previous system, these updates are designed to enhance functionality and improve your experience.

One of the key changes is how you purchase training. Instead of buying courses directly within the LMS, you'll now make all purchases through our website. This change provides access to a wider selection of courses and more secure payment options.

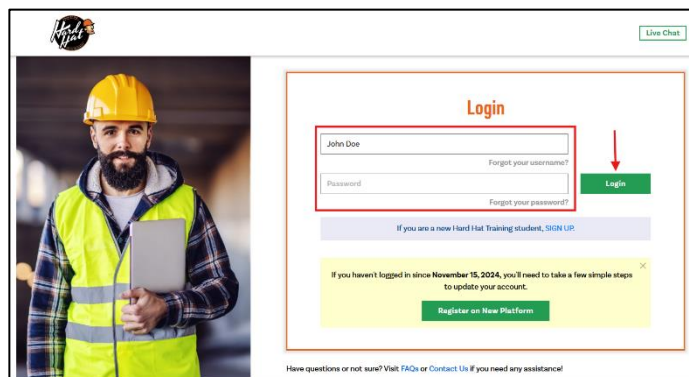
This guide will walk you through the process, step by step.

**Please note:** If this is your first-time logging into the site since November 15, 2024, click on [REGISTER ON NEW PLATFORM](#) and follow the steps. Otherwise, proceed as indicated below.

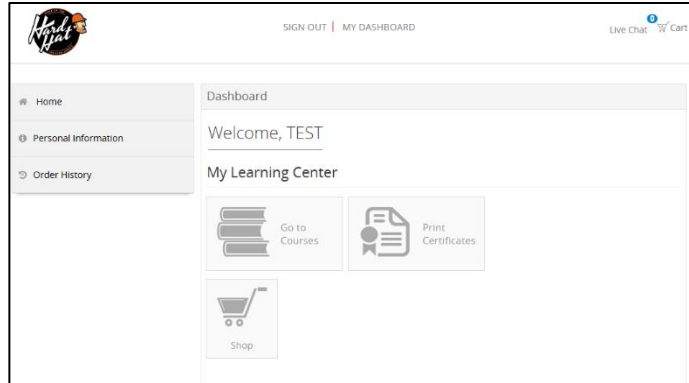
- Go to [hardhattraining.com](https://hardhattraining.com) and click **eLearning Login** at the top of the page.



- Enter your Username and Password, then click **Login**.

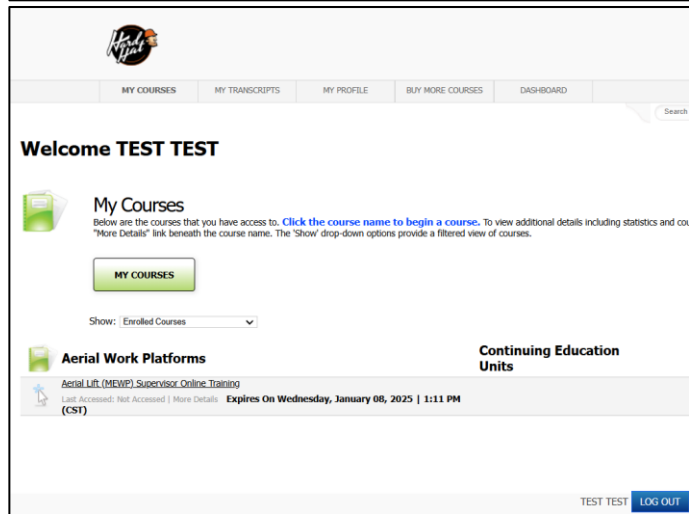


- c. Once you have logged in with your credential, you will see your Dashboard. Click **Shop**.



OR

When after clicking Go to Courses, you can select BUY MORE COURSES from the top menu.



- d. Clicking on either will take you to the home page where you can begin your order.



- e. After selecting the course(s) you would like to purchase, follow the prompts to complete your transaction. If these courses are for you, you will still be logged into the LMS and can immediately access your courses.

When you are finished, at the top of the page, you may return to **My Dashboard** to access your courses or **SIGN OUT**.

The screenshot shows a confirmation page for a purchase. At the top right, there are links for 'My Dashboard' and 'SIGN OUT'. Below that, there is a 'Hard Hat Training' logo, a link for 'Any questions?', and a chat icon with the text 'Start a live chat >' and an email link 'Email us support@360training.com >'. The main heading is 'Thanks TEST' followed by 'your order number is 21766224' and a 'PRINT RECEIPT' button. A section titled 'Here's what happens next' contains two columns of information. The left column, titled 'From us:', states that a confirmation email will be sent shortly and provides instructions for assigning courses to groups. The right column, titled 'Visit your dashboard and start learning', lists three steps: 'Your course will appear in the My Courses list', 'Assign a course to someone else if needed', and 'Check your orders'. A 'GO TO MY DASHBOARD' button is located at the bottom of the right column.

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