

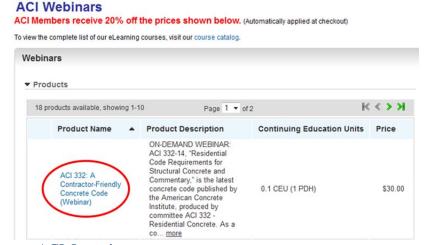
WEBINARS

TO PURCHASE AND REGISTER FOR A WEBINAR GO
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TO PURCHASE AND REGISTER FOR A WEBINAR:



- **1.** Go to <u>ACIeLearning.org</u>
- 2. Click on
- 3. Enter your ACI username and password or click **REGISTER** to create one.
- **4.** On the ACI eLearning site, scroll down to **ACI Webinars** and click on the desired webinar title to add to your cart and complete checkout procedures.

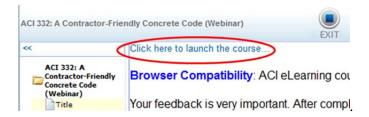


5. The purchased webinar can be found in **My Courses**.



6. Click on the webinar title and click **Click here to launch the course...**

IMPORTANT: Please note browser compatibility (Firefox, Chrome, or IE version 10 or below [do not use IE version 11])



7a. Click **Register for Webinar** for live webinars.



-or-

7b. Click View webinar recording and/or Take quiz for On-Demand webinars.

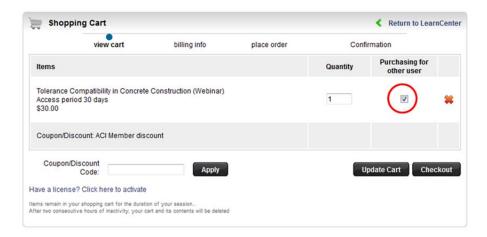


8. Complete the GoToWebinar registration form to receive the link to the live webinar.

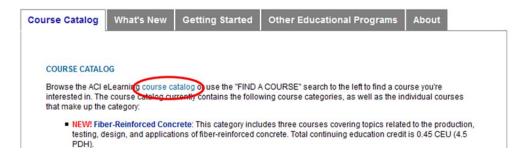


PURCHASING FOR OTHER USER:

- 1. Follow **Steps 1- 4** above.
- 2. At checkout, check the box **Purchasing for other users**, adjust quantity as necessary, and follow the remaining checkout procedures.



- **3.** On the purchase receipt, find the 8-digit **License Key** and give that to the individual(s) who will access the webinar.
- **4.** To redeem the **License Key**. Follow **Steps 1- 3** from **TO PURCHASE AND REGISTER FOR A WEBINAR**.
- 5. Click on course catalog.



6. Click on **Have a license?** Click here to activate.



7. Enter license key and click **Activate License**



8. Follow **steps 5 - 8** from **TO PURCHASE AND REGISTER FOR A WEBINAR**.

SITE LICENSE:





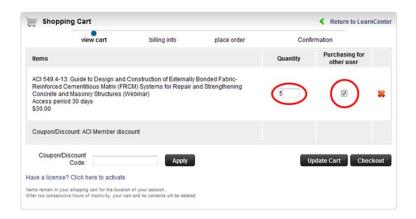
GROUP DISCOUNTS:



We offer group discounts for **live** webinars where a Site License is not offered. A unique set of discount codes are issued for each live webinar.

- 50% off the webinar price for 3 10 people
- 65% off the webinar price for 11+ people

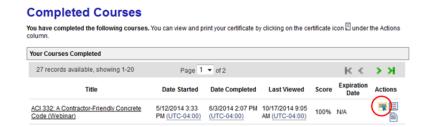
If you are interested in purchasing a live webinar for three or more people in your organization, contact Claire.Hiltz@concrete.org for a discount code. To use the discount code, follow the steps in PURCHASING FOR OTHER USER, adjust the quantity and enter the discount code in the Coupon/Discount Code box and click Apply. Individuals are still required to register for the live webinar, log in, and attend for the entire duration.



PDH CREDIT AND CERTIFICATES:



• For **On-Demand webinars**, certificates are issued upon successful completion (score of 80% or higher) of the 10-question quiz. They are emailed to the individual and can also be accessed from **My Courses** under **Completed Courses**.



- For **Live** webinars, certificates are issued to individuals who attended the live webinar for the entire duration. Certificates will be emailed to the individuals who meet the attendance requirements:
 - O You must be logged in with your full name and email address, and attend the entire Webinar to receive a certificate. Certificates will not be given for partial attendance. You must purchase the Webinar to be eligible for a certificate.
 - o For SITE LICENSE purchasers: If you viewed the Webinar within a group, your name, email address, and signature must appear on your organization's group attendance sign-in sheet.
 - o The attendee must respond to all polls presented during the Webinar.
 - o Although the Webinar will be recorded for later viewing, certificates will only be given for attendance during the LIVE Webinar <u>or</u> by passing the quiz that is available after the live Webinar.