



Tutorial for ordering courses

This is a step by step guide to facilitate participants during ordering, purchasing and attending LiberoAssurance online courses.

[Prefer a video?](#)

Click on the button below or continue reading:



**Libero-platform Tutorial
Video**

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Step 0: Choose course(s)

Looking for...   3 ITEMS [PROCEED TO CHECKOUT](#)


International Safety Management Code and Designated Person Ashore

This course has been designed by ISM experts to meet with the criteria of the IMO Guidelines contained in Circular MSC – MEPC.7 Circ. 6 (19 October 2007), but it has also been developed with much practical knowledge of both the shipping industry and the legal issues that surround the role of the DPA.

Become proficient in ISM Code matters, guidelines, applicable codes, standards, procedures by participating in ISM & Designated Person Ashore course offered by LiberoAssurance.

[View LiberoAssurance Certificate](#)

Price:
200,00 €

[Contact us for more information](#) 

[Course Overview](#) [Course Outline](#) [Learning and Teaching](#) [Assessment and Certification](#)

Aims & Objectives

- * Identify the key requirements and benefits of the ISM Code
- * Provide the knowledge and skills required in accordance with the guidance and

When you click on a course you will see a screen similar to the one on the left.

The training syllabus, as well as the learning outcomes, study hours and qualifications can be seen in the course description when you click on the course you want to buy, under the relevant tabs.

If you like the course click on **"Add to Cart"** button.

You can get group package by adding multiple courses to your cart, note that special discounts apply for multiple courses.

After you have added all the courses click on the **"Proceed to checkout"** button.

You will see the Screen on the right.

Product successfully added to the cart

No. of course products	Discount
2-5	10%
6-10	15%
11-15	20%
≥ 16	30%

[Continue shopping](#) [Proceed to checkout](#)



Step 1: Cart

You will be then redirected to your cart and see the below image, click on **"Next"**.

1 ITEM

PROCEED TO CHECKOUT

1 Cart

2 Login

3 Address

4 Shipping

5 Payment

6 Cart

7 End

Image	Name	Unit price	Quantity	Total price
	International Safety Management Code and Designated Person Ashore	200,00 €	1	200,00 €
Subtotal				200,00 €
Shipping				0,00 €
Total				200,00 €

Next

Step 2: Login & register

Immediately after in case you are not a registered user you have to register yourself using the registration form on the right part of the below image. Use the same credentials in the future to login.

In case you are already registered user then you will use the **"Login"** button of the below image.

1 ITEM

PROCEED TO CHECKOUT

1 Cart

2 Login

3 Address

4 Shipping

5 Payment

6 Cart

7 End

Login or create a new account

Login

☐ Remember Me

Registration

☐ I'm not a robot

Fields marked with an asterisk (*) are required.

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Step 3: Address details

After being registered or login you will see the following image.

Be sure all are correct because we will use these details for printing the certificate and send the invoice to you or your company.

Then click "Next".

Step 4: Shipping method

The Next stage is to choose if you want to receive the certificate online or to receive hard copy via courier.

The Questions to the following screen are self-explanatory.

Note: For delivery of multiple certificates to the same address at a single dispatch, the delivery charge will remain 30€ regardless of the number of certificates.

After choosing the way of shipping, click the "Next".



Step 5: Payment method

Here is the stage you choose the way to pay. You have to choose either credit card or PayPal. Please note that you can use your credit card within PayPal environment or go directly to bank environment.

After choosing the way of payment you click "**Next**" from the following screen.

1 ITEM [PROCEED TO CHECKOUT](#) [Edit profile](#)

1 Cart

2 Login

3 Address

4 Shipping

5 Payment

6 Cart

7 End

Payment method

☒ **PayPal**

You can make your purchase using credit card or paypal.

In case you wish to use other payment methods, such as bank transfer, please [contact us](#). Note that payment confirmation via bank transfer will take approximately 1-2 working days.

☐ **Credit card**

› You can pay through Visa, Mastercard, Maestro, American Express, Diners credit, debit and prepaid cards

› Using the Masterpass e-wallet

[Add](#)

☐ Please accept the Terms and Conditions before proceeding

[Next](#)

Step 6: Order Sum

1 ITEM [PROCEED TO CHECKOUT](#) [Edit profile](#)

1 Cart

2 Login

3 Address

4 Shipping

5 Payment

6 Cart

7 End

Image	Name	Unit price	Quantity	Total price
	International Safety Management Code and Designated Person Ashore	200,00 €	1	200,00 €
Subtotal				200,00 €
Shipping				0,00 €
Total				200,00 €

[Finish](#)

The above screen summarizes your order. Then click "**Finish**".



Step 7: Payment

Almost done! After the previous screen you will see either PayPal environment or your bank environment, depending what was your choice.

Option 1: Payment via PayPal

Login to your PayPal account and follow the instructions of PayPal to complete payment.

The image shows a PayPal payment interface. At the top, the PayPal logo is on the left and a shopping cart icon with '€200.00 EUR' is on the right. The main heading is 'Pay with PayPal'. Below it, a sub-heading says 'Enter your email or mobile number to get started.' There is a text input field labeled 'Email or mobile number'. Below the field is a link 'Forgot email?'. A large blue button labeled 'Next' is centered. Below the button is a horizontal line with 'or' in the center. Below that is a grey button labeled 'Pay with a Bank Account or Credit Card'. At the bottom, there is a link 'Cancel and return to LiberoServices/LiberoAssurance' and a language selection bar with a dropdown arrow and options: Ελληνικά, English, Français, Español, 中文.

Option 2: Payment via bank

Select payment method and follow bank's instruction to complete payment.

The image shows the Alpha Bank e-Commerce payment interface. At the top, the Alpha Bank logo is on the left and 'Alpha e-Commerce' is on the right. Below this is a message: 'You have been redirected to Alpha Bank's secure payments platform.' The main content area is divided into two sections. The first section is 'Payment Information' with a table containing the following data: Merchant: ESHOP.LIBEROSERVICES.ORG, Order ID: 108, Order Description: Order 108, and Grand Total: EUR 200.00. The second section is 'Payment Method' with two sub-sections. The first sub-section is 'Payment with Card:' showing logos for VISA, MasterCard, Maestro, Diners Club INTERNATIONAL, and Discover. The second sub-section is 'Payment with wallet:' showing a 'masterpass' logo with a right arrow and a 'More > WALLET' link. At the bottom, there are two buttons: 'Cancel' with a red 'X' icon and 'Proceed' with a right arrow icon.



Step 8: Access the course

Upon confirmed payment you will receive an email with the following details.



Your order

The status of your order No. **00463** has been changed to confirmed.

Hi xxxxxxxxxxxx,

Thank you for your order at <https://eshop.liberoservices.org/>.

Billing address

Title: xx
First Name: xxxxxx


Last Name: xxxxxx
Telephone: xxxx
Street: yyyyyyy
Post Code: xx
City: xxxx
State: xxxxx
Vat: xxx
Country: xx
Company: xxx

Shipping address

Title: x
First Name: xxxxxx

Last Name: xxxxxxxx
Telephone: xxx
Street: yyyyyyy
Post Code: xxx
City: Gxxxxx
State: xxx
Vat: xxxx
Country: Txxxx
Company: xxx

Summary of your order

Name	Unit price	Qty	Total
	232,00 €	1	232,00 €
ISO 50001:2018 Lead Auditor			
Total			232,00 €

Payment method : Credit card

Shipping method : Digital LiberoAssurance Certificate

Once again, thank you for your order at <https://eshop.liberoservices.org/>. We hope to see you again soon.

Best regards,
LiberoAssurance

A similar automatic course access email will be also provided to login to your course.



Trouble accessing the course

In case you cannot find this email, note that sometimes automatic e-mails ends up to the spam/junk folders, other reasons for not seeing it may be due to limited email space, connection problems, or e-mail settings. We suggest checking the above potential issues for future orders.

In order to access the course, use your e-shop credentials in the following login address:

LiberoAssurance
E-Platform

Useful information for all e-courses

- ✓ Enrolment duration is 90 days from the date of purchase, so that you can study the material or take the exam whenever you have free time, within that period.
- ✓ Each course has different average number of private study hours required to read the whole material, for example a course may require up to 24 hours of private study, however this depends on your familiarisation with the material/subject.
- ✓ The courses basic structure follows the [demo course](#) where you can see all the steps on how to choose and buy a course, the material is PowerPoint presentation embedded inside the platform. Please note that this demo course is generic and not specific for the subject courses.
- ✓ All courses include downloadable material
- ✓ Exam is online with multiple choice questions, and you have three attempts.
- ✓ To get certified you must pass the examination within 3 months from the enrolment date.
- ✓ Upon successful completion of the exam you will be able to immediately download your digital certificate.

For any assistance please [contact us](#), our team will be happy to help!

LiberoAssurance

Continuous Professional Development Training Centre