

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:

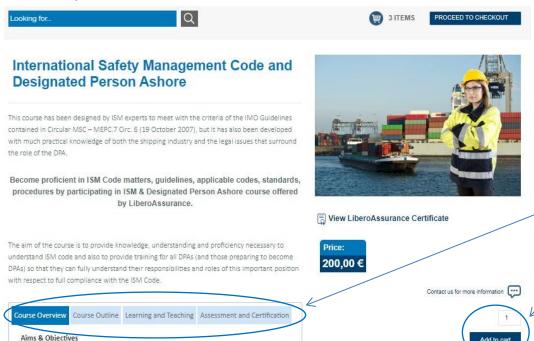
Libero-platform Tutorial Video

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Step 0: Choose course(s)



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.

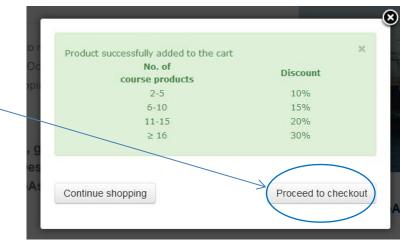
You can get group package by adding multiple courses to your cart, note that special discounts apply for multiple courses.

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

You will see the Screen on the right.

Identify the key requirements and benefits of the ISM Code

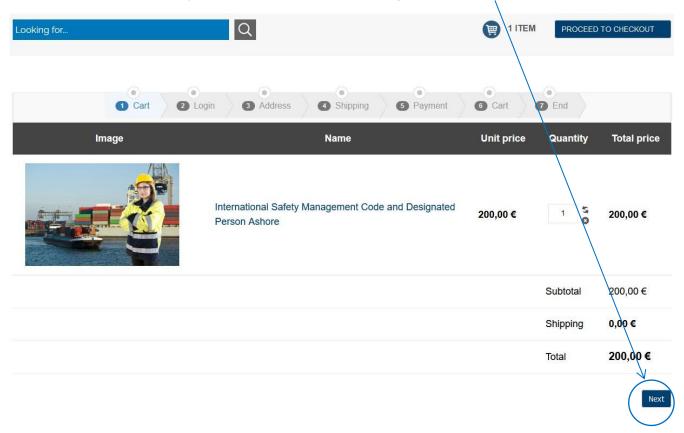
* Provide the knowledge and skills required in accordance with the guidance and





Step 1: Cart

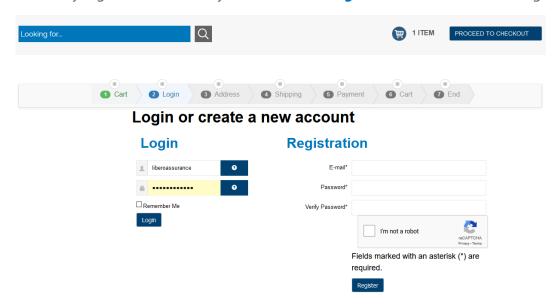
You will be then redirected to your cart and see the below image, click on "Next".



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.



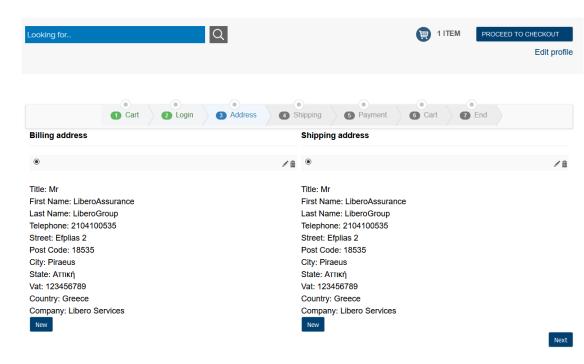


Step 3: Address details

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".

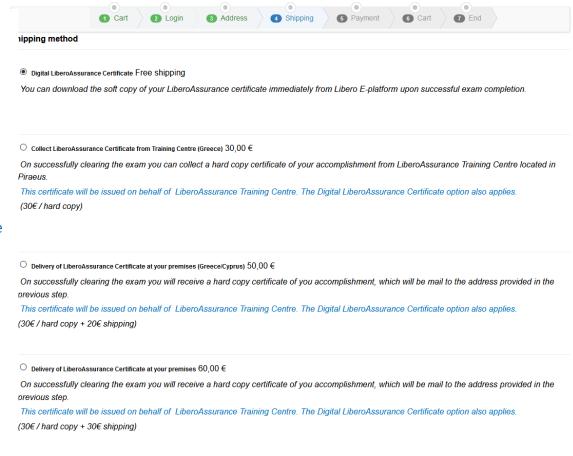


Step 4: Shipping method

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.



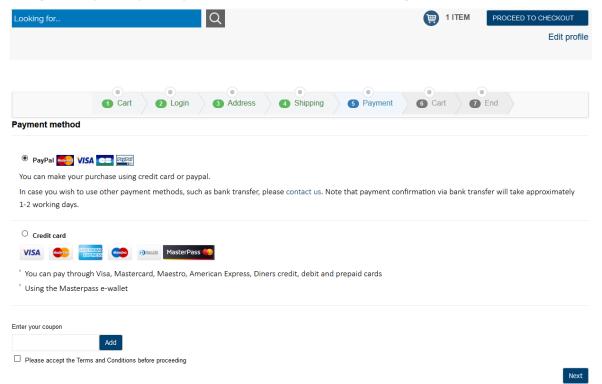
After choosing the way of shipping, click the "Next".



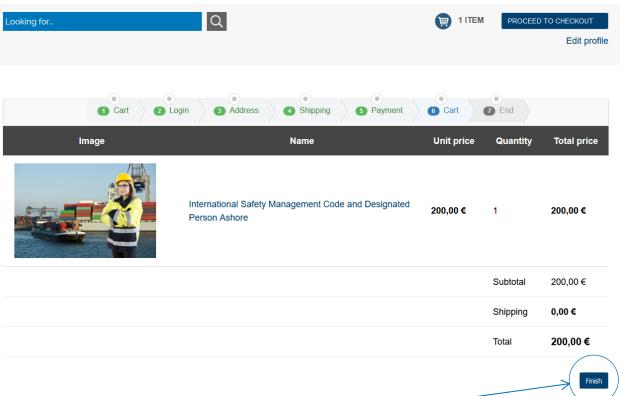
Step 5: Payment method

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.



Step 6: Order Sum



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

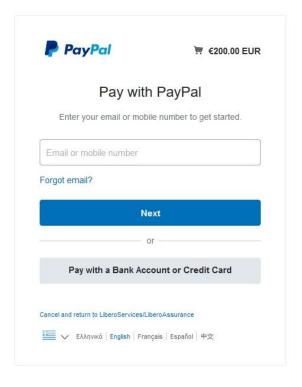


Step 7: Payment

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

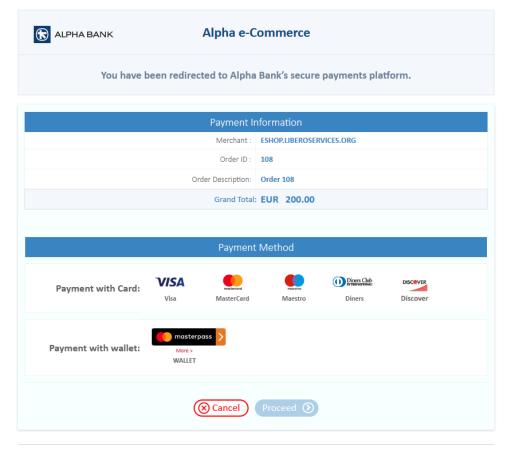
Option 1: Payment via PayPal

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



Option 2: Payment via bank

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

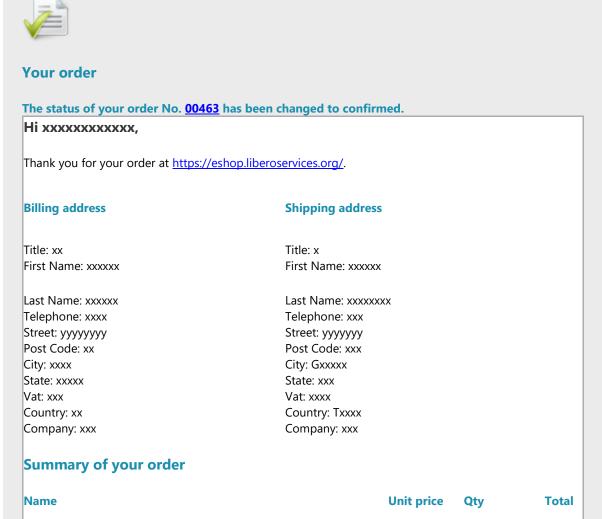






Step 8: Access the course

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



232,00 € 1 232,00 €

Total 232,00 €

Payment method: Credit card

ISO 50001:2018 Lead Auditor

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 <u>demo course</u> 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