1. Link to the Lumens webpage

https://spcollege.augusoft.net//index.cfm?fuseaction=1995&retURL=/&waitingList=0&addToCart =0&int_class_id=0&int_catalog_id=0&int_category_id=0&int_sub_category_id=0&int_certificate _____id=0

2. Sign In with you user information you created.

You are not logged in. LOGIN/CREATE	ज्रू VIEW CART (0)	
BROWSE V	LAST VIEWED	
	-	
	Sign In New Students	
	Use your username and password to sign in here. Click Create New Profi	le to create your own username,
	Please note that the password is case sensitive. password and profile.	
	Forgot your username?	eate New Profile
	Password	
	Forgot your password?	
	Sign In	
	Invisible Image	

3. For a list of courses, click Browse Courses.



4. Then click on "Public & Fire Safety".



5. Click on "Fire Science In-Service Training".



6. Now you will see all the courses offered. You can view more class details or download the course flyer by clicking the course title.

If you are paying for the course yourself

7. Click "Add to Cart".

Apparatus Fump Op		
– Edit		
Class ID:	77849	
Start date:	02/17/20	
End date:	02/21/20	
Days of the Week : Daily .	Daily - Mon,Tue,Wed,Thu,Fri 9:00 AM - 6:00 PM (2/17/2020-2 /21/2020)	
Class Price:	\$310.00	
Location :	Fire Training Center	
Room: FR-PT101		
Instructor :	Scott Burford	
Please read:	The curriculum will cover the laws, rules, &More	
Total/Filled: 12/3		
	ADD TO CART	

8. Once you have selected the course or courses you would like to take click "View Cart" then select "Checkout".

TUTE		advanced search options >
	,	
LAST 🗍 FIRE SCIENCE IN-SERVICE 🗍 FII VIEWED TRAINING TF	Shopping Cart	clear your cart x
	Aerial Apparatus Operations	\$360.00 ×
Public Safety >> Fire Scien <u>« back to courses page</u> Fire In-Service	Subtotal	\$360.00
	Checkout »	
		Emergency Use & Evacuation of Elevators by Firefighters » More featured classes

9. To checkout and pay, click "Agree to Refund Policy" then click "Checkout".

	· -			
Class Details	Amount			
Aerial Apparatus Operations, 62088 Start Date: 5/9/2016 Instructor: Sclafani	\$360.00			
Location: Fire Training Center	Agree to Refund Policy			
	Remove Class			
Tuition Fee	\$360.00			
Total				
IVIAI				
\$360.00				
Discounts and Checkout				
Apply Promo Code Apply Class Code				
Choose Additional Classes Clear Cart				
Checkout				

10. Input your payment information and click "Process Payment".

11. You have now registered for your course.

If you are taking a class that your department is paying for, you'll have to have your Training Chief send an email to <u>calvert.stephanie@spcollege.edu</u>. With your name, date of birth and the title of the course the department will be paying for.