



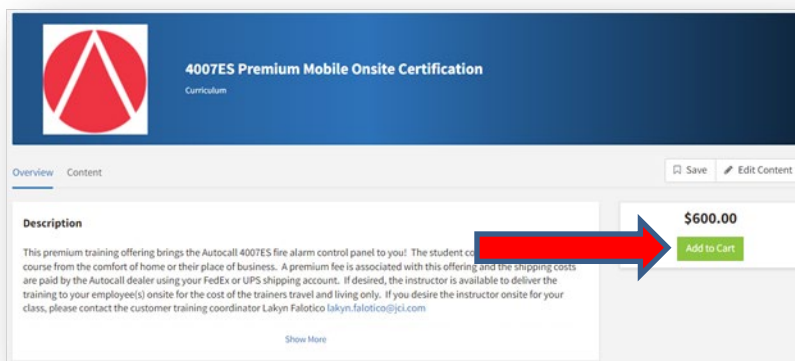
How to Apply an LMS Discount Code when Purchasing Training





September 22, 2022


Please follow this procedure to apply an order discount code when purchasing a training product

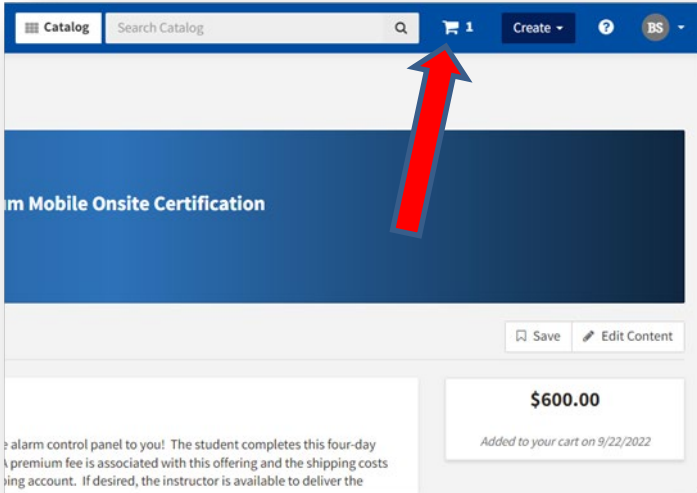
1. Log into the LMS: <https://fdna.jcittraininginstitute.com/>
2. Using the catalog button at the top of the page, select the training you wish to purchase. An example *4007ES Premium Onsite Certification* is shown

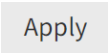


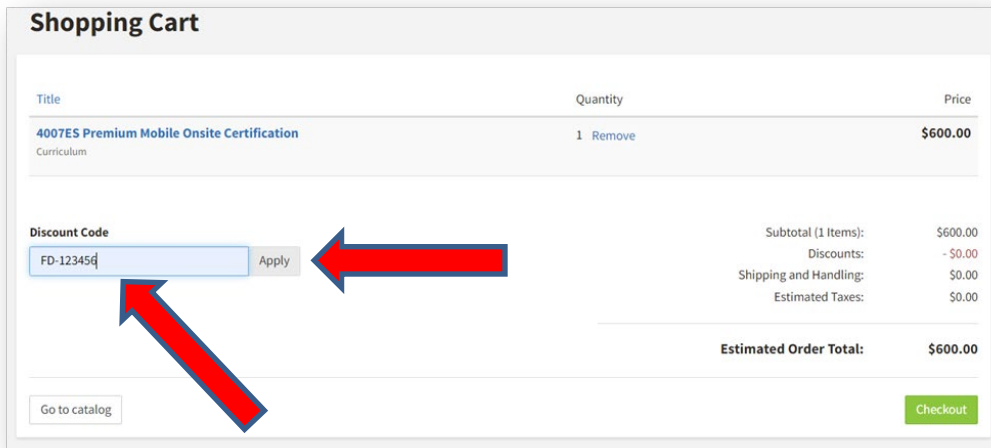
3. Click "Add to Cart" 
4. The training item is now in your "Cart"  and ready for discounting

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5. Click on your "Cart" and begin the checkout process 

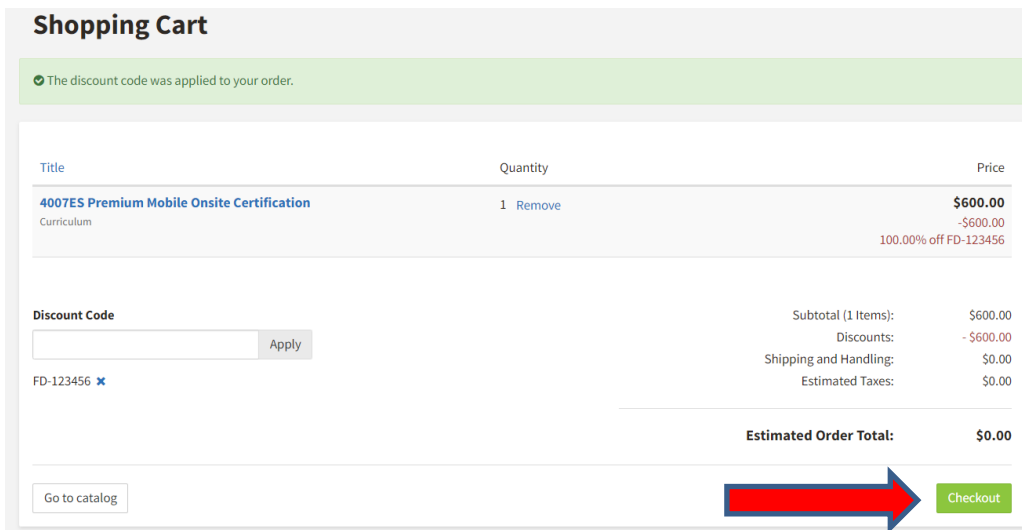


6. Enter your code in the "Discount Code" box, press Apply 



7. The order total now reflects the applied discount code

8. Select "Checkout" 



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9. Complete the checkout process by checking the “Terms and Conditions” box and then “Place Order”

Checkout

Payment Method

No Payment Required


Order Summary Edit

Title	Quantity	Price
4007ES Premium Mobile Onsite Certification Curriculum	1	\$600.00 - \$600.00 100.00% off FD-123456

Subtotal (1 Items): \$600.00
Discounts: -\$600.00
Shipping and Handling: \$0.00
Taxes: \$0.00

Order Total: \$0.00

Accept Terms and Conditions Place Order



10. After placing the order, a receipt window appears. If desired, print/save a copy for your records

Order Receipt

Thank you for your order! Your order has been successfully processed. You will receive an email confirmation shortly.

Order #120 Receipt Print

Title	Quantity	Price
4007ES Premium Mobile Onsite Certification Curriculum	1	\$600.00 -\$600.00

Subtotal (1 Items): \$600.00
Discounts: -\$600.00
Shipping and Handling: \$0.00
Taxes: \$0.00

Order Total: \$0.00

View Orders

11. Now that the checkout process is complete, simply navigate to the catalog and select the course or curriculum you’ve just discounted.

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This example shows some prerequisite training completions for the sample account. To complete any required training items listed, simply begin at the top and complete items in order shown.

4007ES Premium Mobile Onsite Certification
Curriculum
66%
Complete 1 required item(s)
View Content
Cancel Enrollment

Overview Content History Save Edit Content

> **Mobile Training** ★ Required Complete all in order 2 / 3

	1. Autocall 4007ES Fire Alarm System - Service (AC201) (2.0 hours) Online	Completed 0.2 Continuing Education Credits (CEU)	Review
	2. Autocall 4007ES Basic Programming Workbook Document	Completed	Review
	3. Autocall 4007ES Fire Alarm Technician - Mobile (AC204M) (32 hours) Classroom	Not Enrolled 2.2 Continuing Education Credits (CEU)	Start

If you questions or need ordering support, please contact your Customer Training Administrator at the JCI Training Institute below.

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