## The power behind your mission





## 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.jcitraininginstitute.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

Overview Content					Save	🖋 Edit Content
Description This premium training: course from the comfor are paid by the Autocal training to your employ class, please contact th	offering brings the Autocall 40 t of home or their place of bur dealer using your FedEx or UI dealer the cost of the ec(s) onsite for the cost of the e customer training coordinat	07ES fire alarm control panel to siness. A premium fee is associa PS shipping account. If desired, trainest travel and living only. or Lakyn Falotico lakyn.falotico; Show More	you! The student co ted with this offering and the ship the instructor is available to defin fyou desire the instructor onsite I @icl.com	ping costs er the for your	\$600. Add to 0	.00 Cart
	А	dd to Cart	-			

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



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

**Shopping Cart** Title Quantity Price 4007ES Premium Mobile Onsite Certification \$600.00 1 Remove Subtotal (1 Items): Discount Code \$600.00 Discounts: - \$0.00 FD-123456 Apply Shipping and Handling: \$0.00 Estimated Taxes: \$0.00 Estimated Order Total: \$600.00 Go to catalog

Apply

7. The order total now reflects the applied discount code

Checkout			
Shopping Cart			
C The discount code was applied to your order.			
Title	Quantity		Price
4007ES Premium Mobile Onsite Certification Curriculum	1 Remove	100.00%	\$600.00 -\$600.00 off FD-123456
Discount Code Apply FD-123456 ×		Subtotal (1 Items): Discounts: Shipping and Handling: Estimated Taxes:	\$600.00 - \$ <b>600.00</b> \$0.00 \$0.00
		Estimated Order Total:	\$0.00
Go to catalog			Checkout

continued on next page

8.

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

No Payment Required     Discounts:     - \$6       Shipping and Handling:     Taxes:     Taxes:       Order Summary     Edit     Order Total:     \$
rder Summary Edit Order Total: \$
Edit Order Total: \$
litte Quantity Price
4007ES Premium Mobile Onsite Certification 1 \$600.00

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

у.	
	🕀 Print
Quantity	Price
1	<b>\$600.00</b> -\$600.00
Subtotal (1 Items):	\$600.00
Discounts: Shipping and Handling:	- \$600.00
Taxes: Order Total:	\$0.00
	View Orders
	y. Quantity 1 Subtotal (1 Items): Discounts: Shipping and Handling: Taxes: Order Total:

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

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		Complete 1 required item(s) View Content Cancel Enrollment	
rerview Content History		🖂 Save 🧳 Edit Content	
> Mobile Training * Required	Complete all in order	2/3	
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.

Lakyn Falotico Customer Training Administrator JCI Training Institute <u>lakyn.falotico@jci.com</u>