

## Accessing Online Training Courses with a Training Code

1. Open your web browser and go to: [www.nspf.org](http://www.nspf.org).
2. Click the “Training and Products” link at the top of the page.

INSTRUCTORS   CPO CERTIFICATION   RESOURCES   **TRAINING AND PRODUCTS**   EVENTS   ABOUT US

3. Select “View All” under Online Training and add your desired online course to your cart by clicking the *Add to Cart* button.
4. Go to your cart by clicking the “your cart” text that displays after the item:



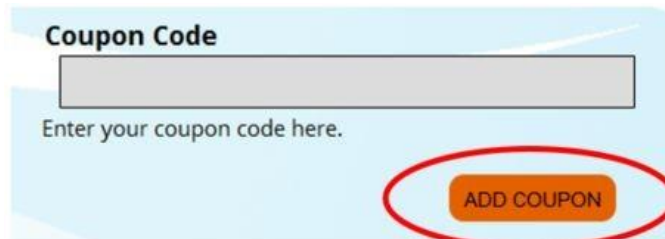
5. Login if you have an existing account or create a new account. If logging into an existing account, go to step 7.

Thank you for shopping on our site! To continue checking out, please [click here to login or create an account](#).

6. If creating a new account, you will need to verify your email address. Once you have verified your email and created your password, click on the shopping cart icon at the top of the page.



7. Enter your code in the Coupon Code field and select the *Add Coupon* button:

A light blue rectangular box containing a "Coupon Code" field. The field is a grey rectangle with a white border. Below the field is the text "Enter your coupon code here." To the right of the field is an orange button with the text "ADD COUPON" in white. The button is circled in red.

8. Continue with checkout by following the steps to add your billing and shipping information and Continuing to the Next Step.

To access your online course, click on the *My Courses* button at the top of the page.

**My Courses**

*If you need any further assistance or have any questions, please call NSPF Customer Service at 719.540.9119 or email [service@nspf.org](mailto:service@nspf.org).*

You can view all of the General FAQs, [here](#).