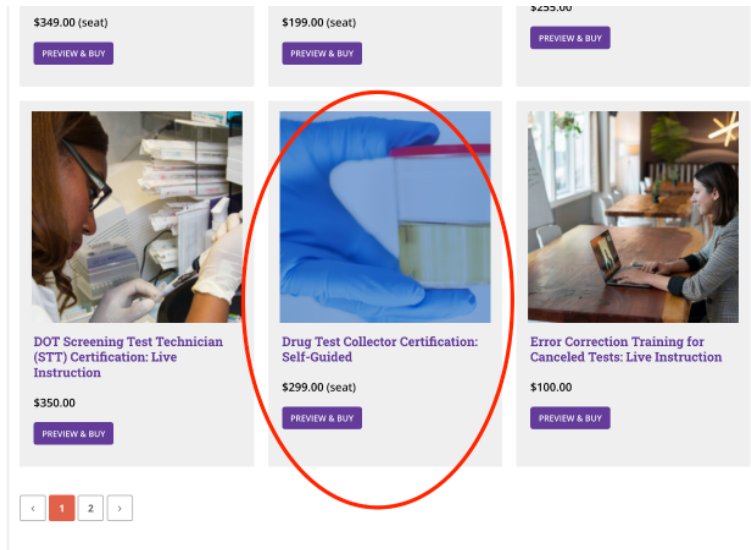


Instructions for Purchasing and Transferring Training on NDASA University

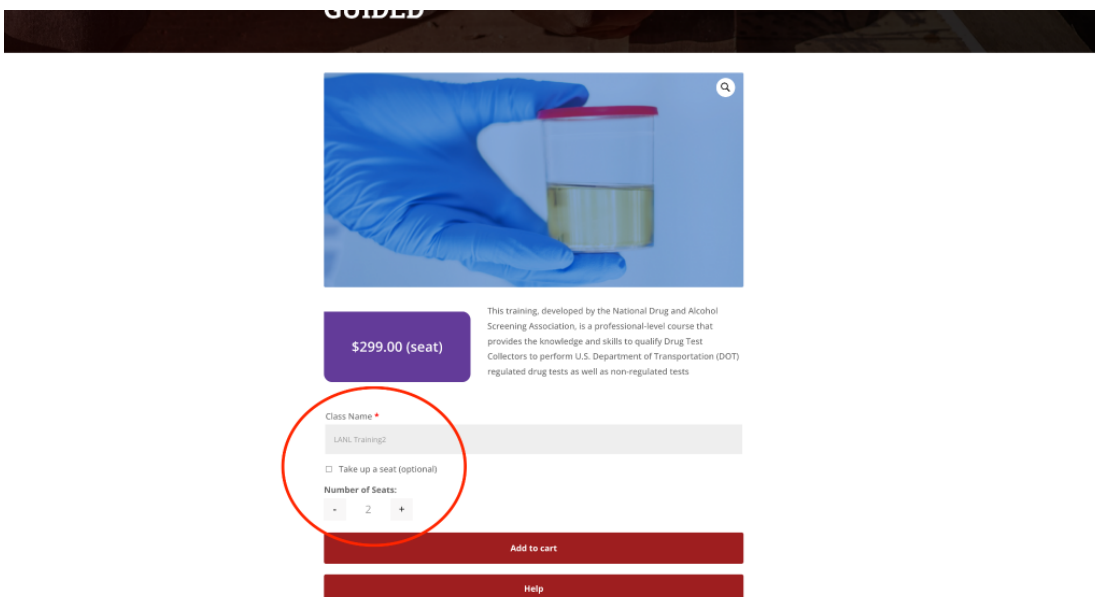
Here are directions for purchasing courses and transferring them to other students.

Go to: <https://ndasauniversity.com/>

Scroll down to the course you want to purchase and click on it.



When you are in the purchase window, name your class (anything you like that will help you keep track). As you will not be taking the course yourself, do **NOT** check the "Take Up a Seat" box. Then enter the number of seats for the class you will be purchasing. (In this case 2).

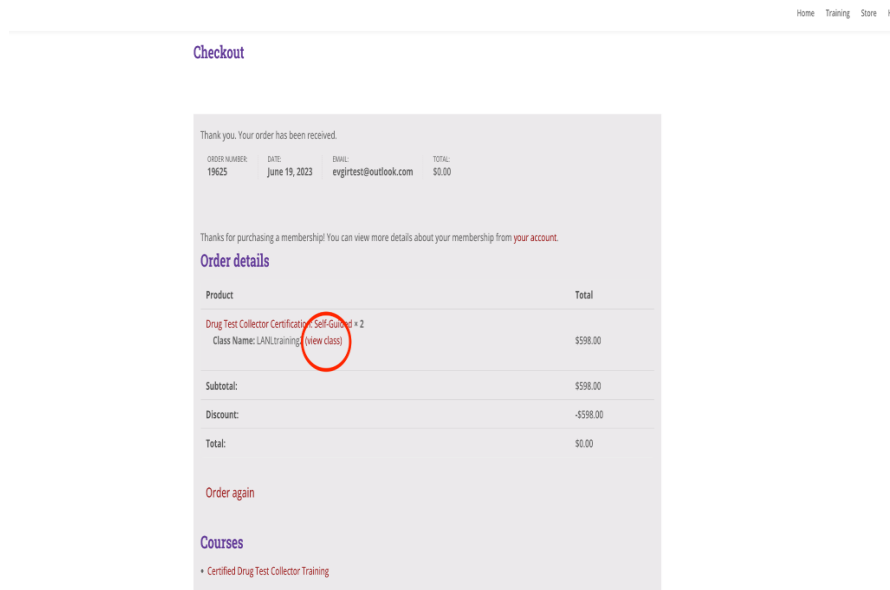


Add them to your cart and complete the checkout process.

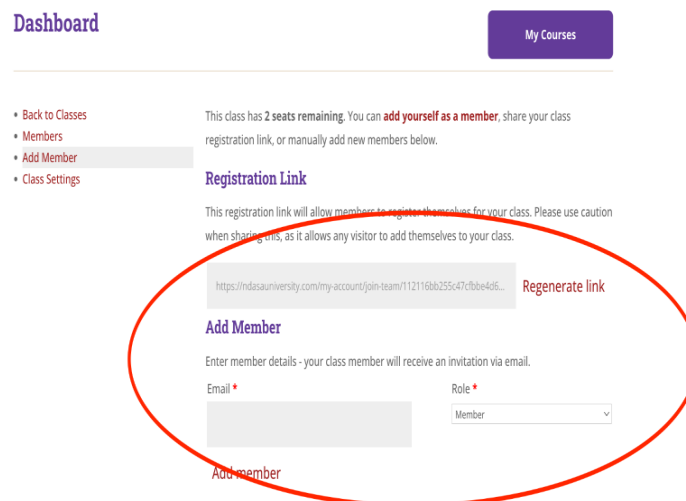
NOTE: Your account is tied to the email address so take care to enter an email address that you or your organization will always be using to purchase courses through NDASA University.

NOTE2: Sometimes the system is picky about accepting the credit card mailing address. Please contact the support desk, if your order has failed repeatedly.

Next, your confirmation window will pop up. Here, you will want to click on **view class**.



Now, it is time to add your students. Simply enter their email address(es) and add them as members of the class. Your students will receive an automated email inviting them to take the class.



NOTE: Sometimes, these automated emails end up in spam or are blocked by your organization's firewall (especially if you are a government entity). If your students do not receive their automated email, you can cut and paste the registration link into an email coming from you and send it to them. By clicking on the link they can set up their information in the NDASA University system and access the course by clicking on the MY COURSES button on their Dashboard.

Your credentials have been saved for future purchases. So the next time you want to purchase a course, you can access the system, by clicking the log in button and either clicking on "lost your password" or Register and entering your email address to go through the set password process.



Login

Username or email address *

Password *

[Log in](#) Remember me

[Lost your password?](#)

Register

Email address *

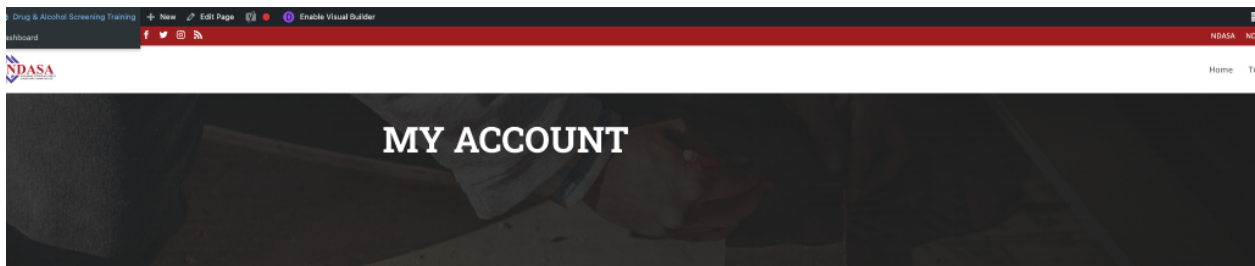
A link to set a new password will be sent to your email address.

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

[Register](#)

If several people with your organization are responsible for purchasing training for your organization, make sure you have one centralized email address that those individuals are linked to. For, example: "training@companyname.com" and have everyone use the same password.

You can make changes to your profile and password in the dashboard.



Dashboard

My Courses

- Dashboard
- Orders
- Memberships
- Classes
- Courses
- Subscriptions
- Downloads
- Addresses
- Payment methods
- Register as an affiliate
- Account details
- Support Tickets
- Log out

Hello test.test (not test.test?) [Log out](#)

From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and [edit your password and account details](#).

If you run into any problems along the way, please contact the support desk at ndasauniversity.com/help.

NDASA NDASA University Member Login 0 Items

Home Training Store **Help** My Account

NDASA UNIVERSITY

Drug & Alcohol Collections Training
Online Courses & Instructor Led Classes

Qualified & Certified for
DOT, FAA, FTA, FMCSA, PHMSA & USCG

Expert Support Desk
Staffed by Industry Professionals

Find Courses My Account

Approved Trainer of Drug Test Collectors Certification: Self Guided

Become an Approved Trainer of Drug Test Collectors by the National Drug and Alcohol Screening Association (NDASA). This course meets the regulatory standards of United States Department of Transportation (DOT) Rule 49 CFR Part 40 and provides a solid foundation for...

PREVIEW & ENROLL

Find Courses and Classes

Start typing to find training

Training Library Course Previews