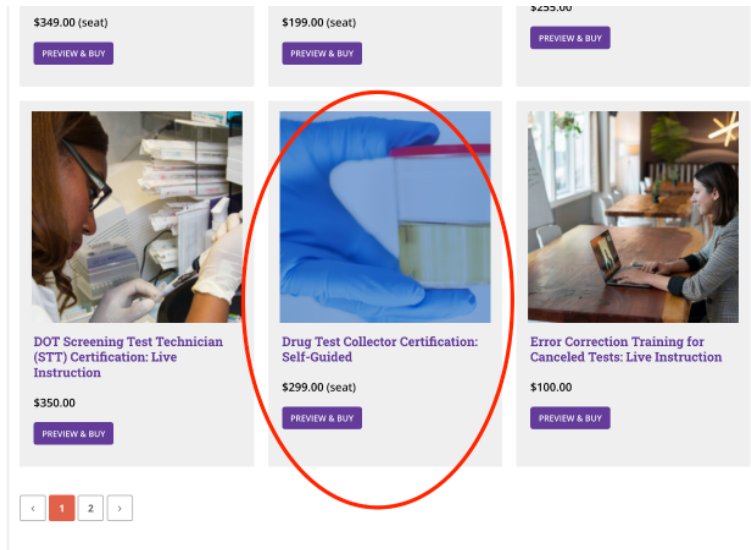# Instructions for Purchasing and Transferring Training on NDASA University

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).
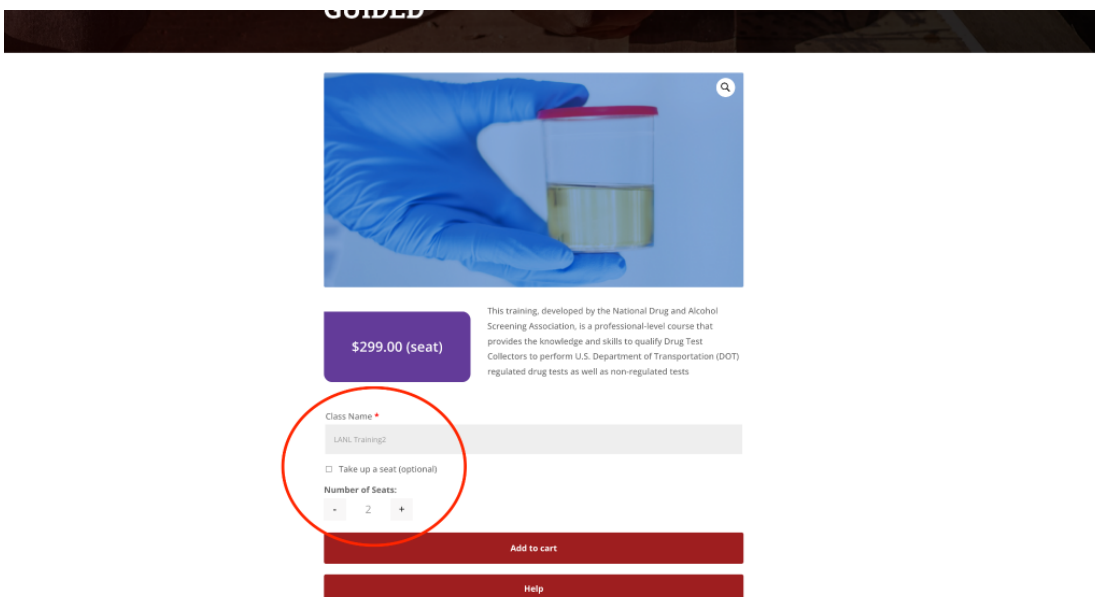
Add them to your cart and complete the checkout process.

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.**
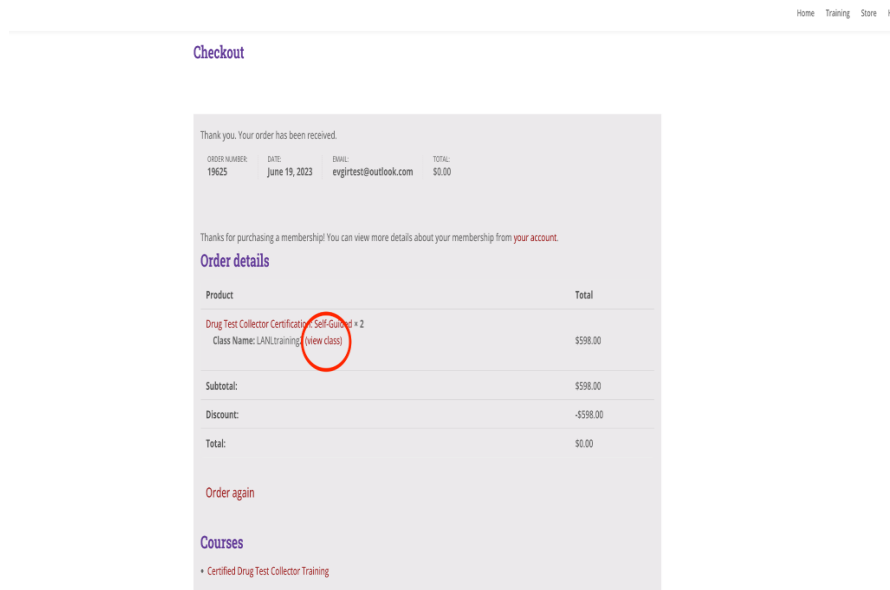
Now, it is time to add your students. Simply enter their email address(es) and add them as members of the class. Your students will receive an automated email inviting them to take the class.
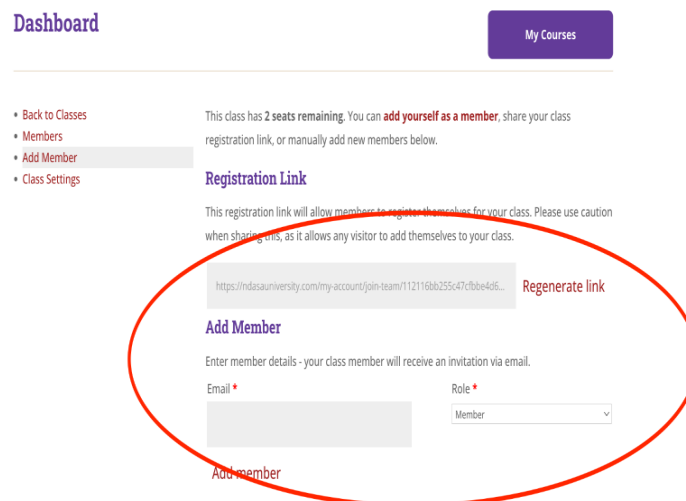
NOTE: Sometimes, these automated emails end up in spam or are blocked by your organization's firewall (especially if you are a government entity). If your students do not receive their automated email, you can cut and paste the registration link into an email coming from you and send it to them. By clicking 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.

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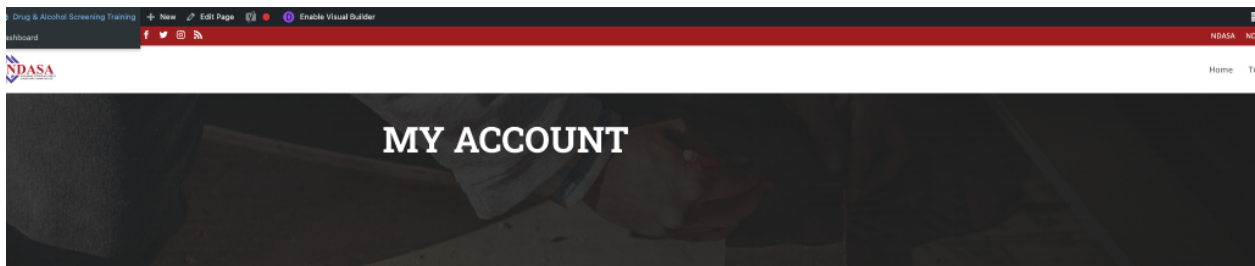
If you run into any problems along the way, please contact the support desk at ndasauniversity.com/help.