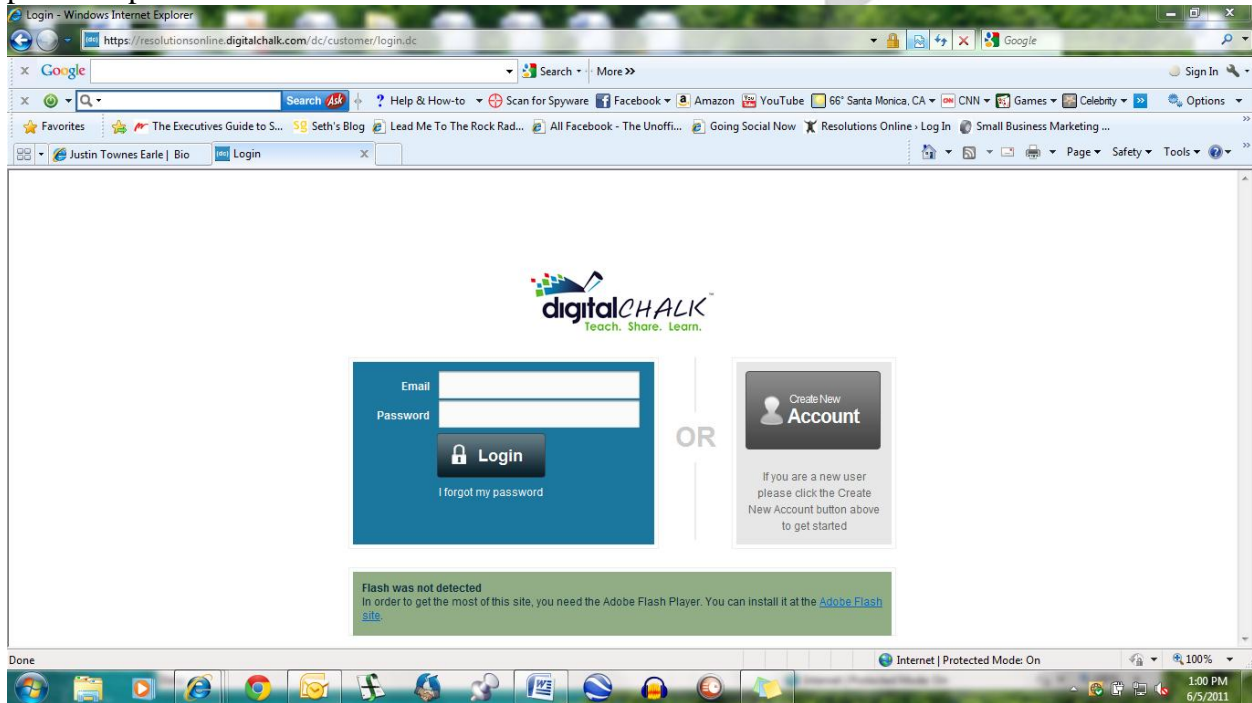




Fast Track Management Training Instructions (Total of 5 Pages)

After you have clicked the Fast Track Management Training Program “Buy Now” button, you will be brought to this page: <https://resolutionsonline.digitalchalk.com> The registration and purchase process starts here.



Please click the **“Create a New Account”** icon to register.

RESOLUTIONS MANAGEMENT SERVICES



You will now be taken to this page to register.

Please provide all the required information. After you have provided the registration information, you will be taken to the below page to choose the course.

Please click on the catalog tab.

RESOLUTIONS MANAGEMENT SERVICES



You will now be taken here:

The screenshot shows a web browser window displaying the DigitalChalk website. The URL is <http://resolutionsonline.digitalchalk.com/dc/course/registerCourses.dc>. The page features a navigation bar with 'Home', 'Catalog', and 'My Gradebook' links. A 'Your Shopping Cart' section on the left indicates it is empty. The main content area shows 'Available Courses 1-1 of 1' with a search filter. A course titled 'Fast Track Management Training \$8.24' is listed, with a description: 'Fast Track Management Training is the quick, efficient way to learn basic management techniques. This program is jam-packed with information that covers the core elements and basic principles of managing people effectively.' An 'Add and Checkout' button is visible next to the course icon.

Please click the "Add and checkout" tab next to the Fast Track Management Training icon.

You will be taken here:

The screenshot shows the checkout page on the DigitalChalk website. The URL is <https://resolutionsonline.digitalchalk.com/dc/payment/checkout.dc>. The 'Your Shopping Cart' section shows one item: 'New Registration: Fast Track Management Training' for \$8.24, with a 'Remove' button. The total is \$8.24. The 'Checkout' section contains a 'Credit Card Billing Information' form with fields for: *First Name, *Last Name, *Email, Company, *Billing Address, *City, *State/Province (with a dropdown menu), and *Zip/Postal Code. Below this is a 'Credit Card Details' section with a field for *Card Number.

Please provide your payment information.

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After you provide your payment information you will be shown a copy of the receipt that will be emailed to you.

Receipt

digitalCHALK™ Jun 06, 2011 @ 6:44 PM GMT
Teach. Share. Learn. derf min

Resolutions Management Services Receipt

Here is a copy of the receipt that was also emailed to you. Please print this page or keep that email on file as a record of your purchase. Any inquiry about your transaction will need to include your transaction number.
Transaction # 8a4152502f3e14401306644f64c6d68
derf min (Billed to 41*****8046)

| Purchased Item | Amount |
|--|--------|
| New Registration: Fast Track Management Training | \$8.24 |
| | \$8.24 |

For more information about your transaction contact [John Fischette](#) (3104580058) at Resolutions Management Services

OK

Click the "OK" button to be taken to the course listing.

Home

My Courses: 1-1 of 1 First | Previous | Next | Last

Fast Track Management Training
Fast Track Management Training is the quick, efficient way to learn basic management techniques. This program is jam-packed with information that covers the core elements and basic principles of managing people effectively.

POWERED BY digitalCHALK™ © 2011 DigitalChak
http://www.digitalchalk.com

Please click Fast Track Management Training and you will be taken to the course.

RESOLUTIONS MANAGEMENT SERVICES



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derf min | Cart: 0 Items | Account | Help | Sign out


Home | Catalog | My Gradebook

Home > Take Course

Fast Track Management Training

5 days remaining

Fast Track Management Training is the quick, efficient way to learn basic management techniques. This program is jam-packed with information that covers the core elements and basic principles of managing people effectively.

NEXT:  **Directions to Course**

Welcome to the Fast Track Management Training home page.
FOR EASE OF USE, PLEASE MAKE A NOTE OF THE FOLLOWING STEPS

1. After you have read these instruction, click the submit button. You will then be taken back to the Fast Track Management Training home page for the course.
2. Next, click on the Fast Track Management Training video icon to launch and view the Fast Track Management Training video.
3. After the screen launches, click the arrow to start the video.
4. After the video has been viewed, click the continue course button on the bottom of the screen. You will be taken back to the Fast Track Management Training home page.
5. Next, click on the Fast Track Management Training Questionnaire icon to launch the test.
6. Answer the questions and then click done.
7. You will be taken to the Fast Track Management Training course listing page. From here you can sign out. Your certificate of completion will be emailed to you.
TO GET THIS PROCESS STARTED, PLEASE CLICK THE SUBMIT BUTTON.

My Course Activity

Course Elements 1-3 of 3 First | Previous | Next | Last - show: All

Directions to Course
Welcome to the Fast Track Management Training home page.
FOR EASE OF USE, PLEASE MAKE A NOTE OF THE FOLLOWING STEPS

1. After you have read these instruction, click the submit button. You will then be taken back to the Fast Track Management Training home page for the course.

Internet | Protected Mode: On | 100% | 11:49 AM 6/6/2011

From here, please follow the simple instructions to the course.

POINTS TO REMEMBER:

- You have 5 days to complete the course from the date of purchase!
- After you have finished your test DON'T FORGET to view your score in your grade book.
- Please also, don't forget to view and print your certificate.

THAT'S IT. CONGRATULATIONS

Thank you for choosing Resolutions Management Services as your Management Training resource.