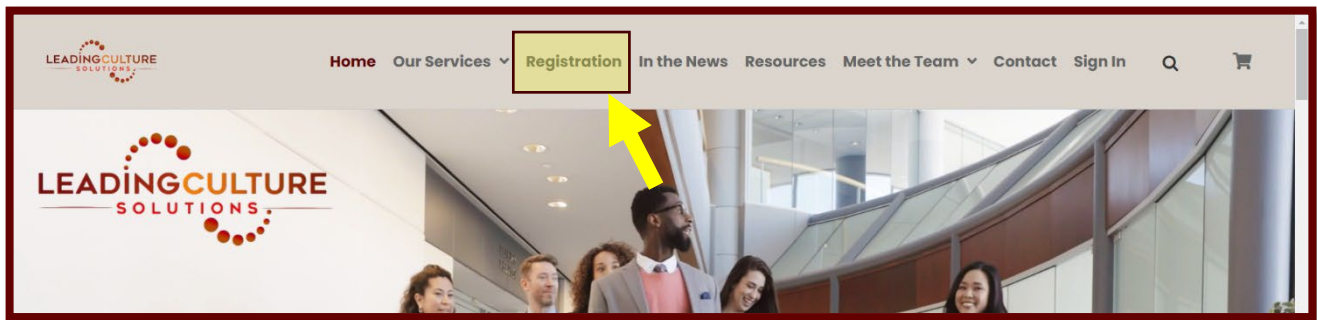




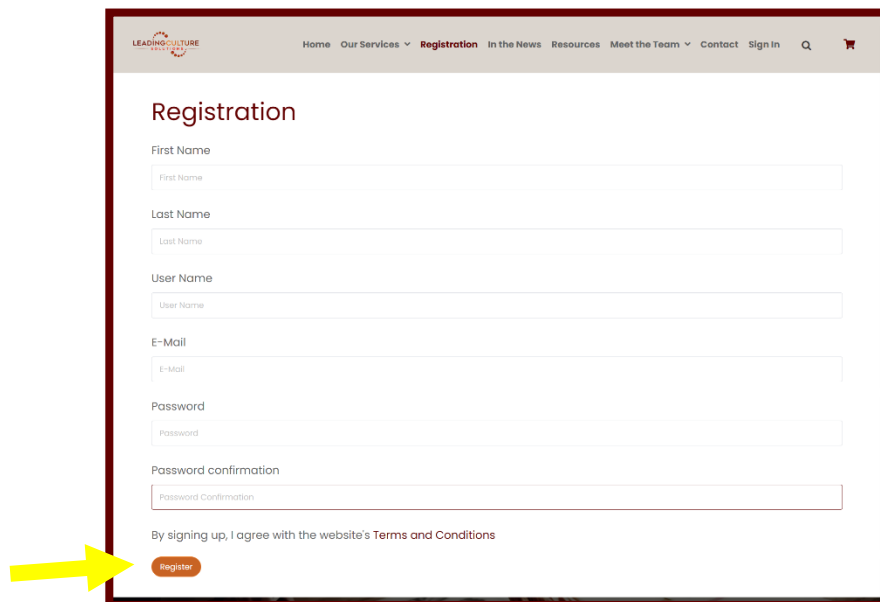
LCS Client Dashboard Instructions- Registration & Course Access

Registration

1. Navigate to the website [Leading Culture Solutions](#)
2. Select 'Registration' tab



3. Complete the form and select "Register"- **Must use your company email address.**



Registration

First Name

Last Name

User Name

E-Mail

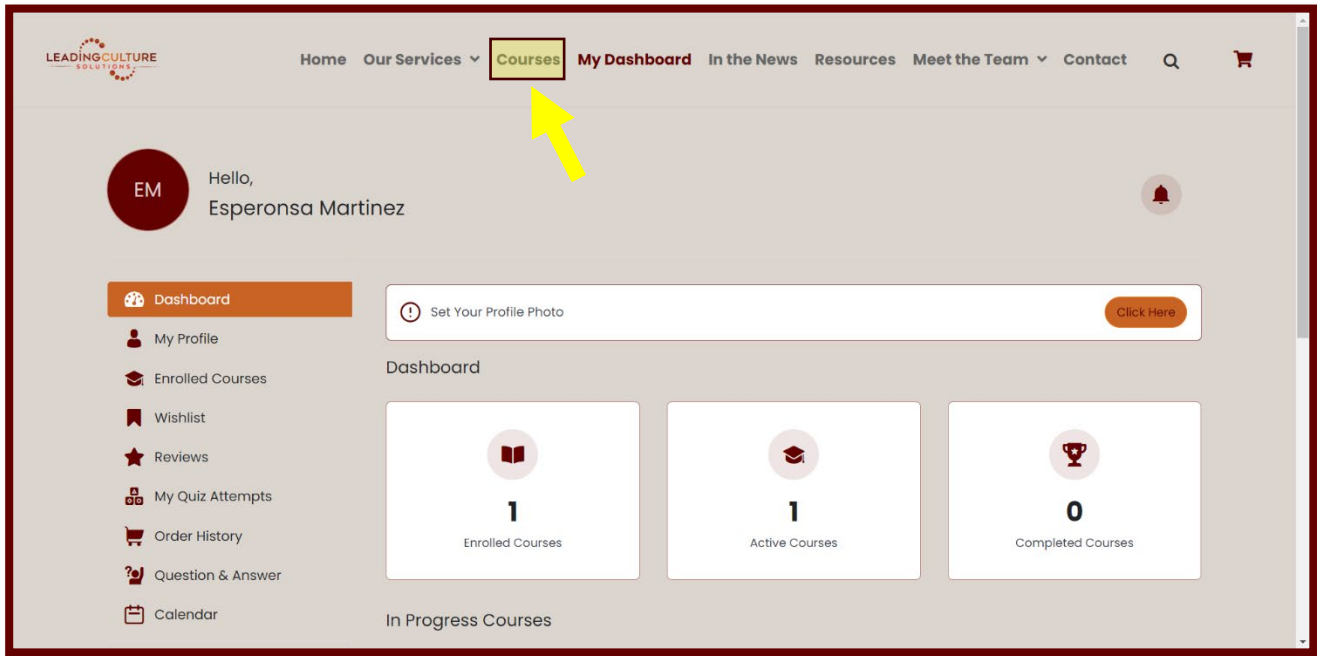
Password

Password confirmation

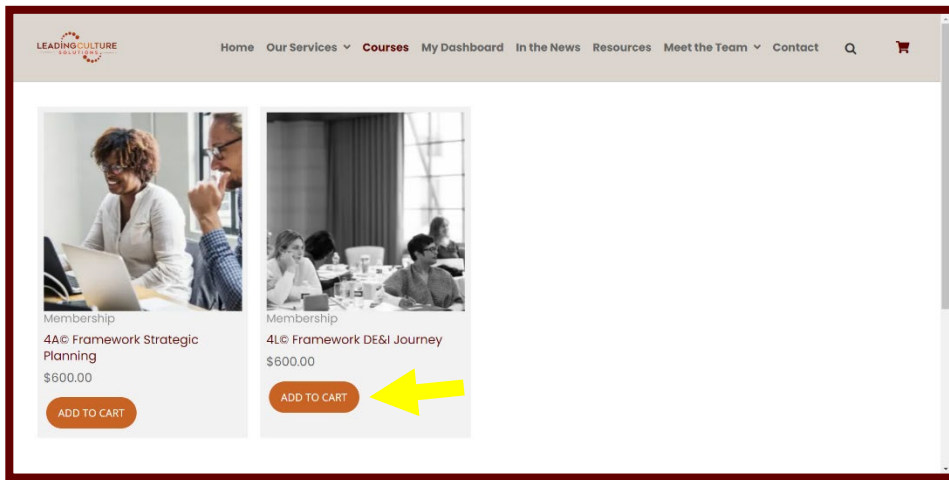
By signing up, I agree with the website's Terms and Conditions

Course Selection & Enrollment

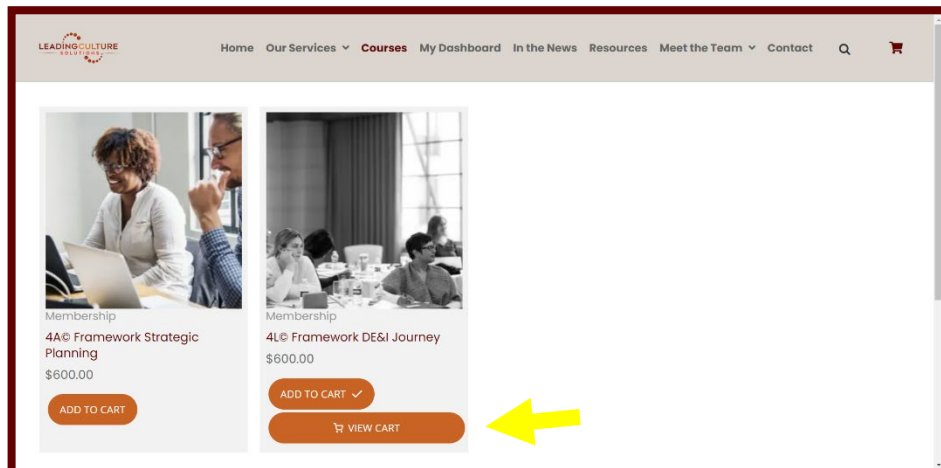
1. Select the 'Courses' Tab



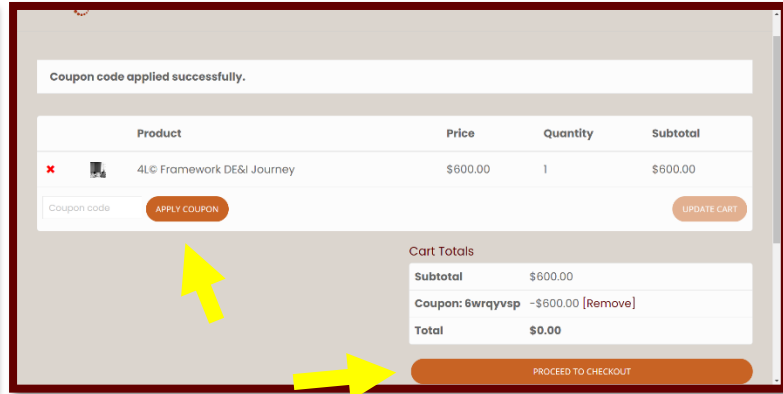
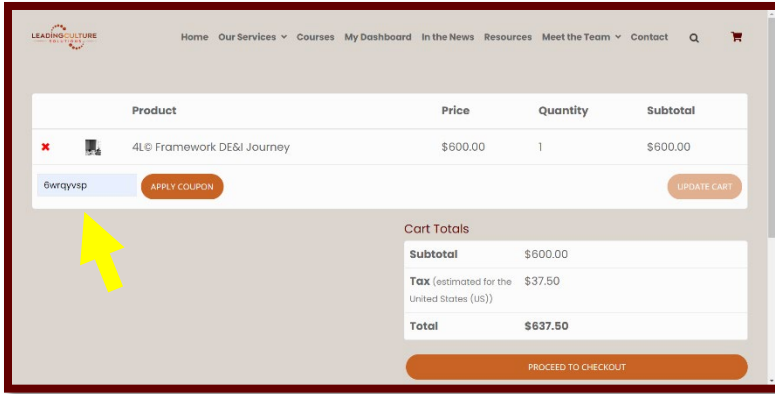
2. 'Add to Cart' the appropriate Course or Journey



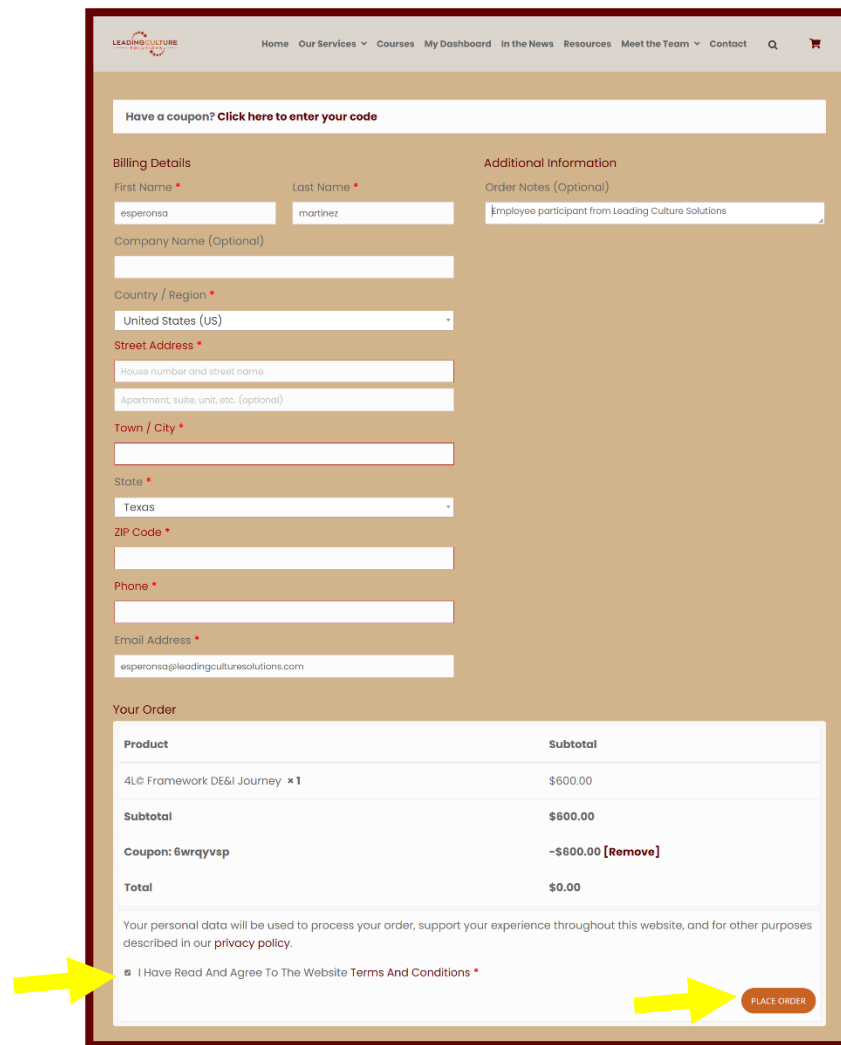
3. When finished Selecting Courses, click 'View Cart'



4. Add payment information and select 'Proceed to Checkout'
 - a. If your organization enrolled in Journey, your payment has been covered by your company, add the Coupon Code provided in the email sent with these instructions and select 'Apply Coupon'
 - b. The coupon code will zero out the total, select 'Proceed to Checkout'



5. Enter your billing details, complete every field with an * - use your personal information.
 - a. Read and select I have read and agree to the website Terms and conditions
 - b. Select 'Place Order' to complete the enrollment process



Have a coupon? [Click here to enter your code](#)

Billing Details		Additional Information
First Name *	Last Name *	Order Notes (Optional)
esperonsa	martinez	Employee participant from Leading Culture Solutions
Company Name (Optional)		
Country / Region *		
United States (US)		
Street Address *		
House number and street name		
Apartment, suite, unit, etc. (optional)		
Town / City *		
State *		
Texas		
ZIP Code *		
Phone *		
Email Address *		
esperonsa@leadingculturesolutions.com		

Your Order	
Product	Subtotal
4L© Framework DE&I Journey × 1	\$600.00
Subtotal	\$600.00
Coupon: 6wraqyvsp	-\$600.00 [Remove]
Total	\$0.00

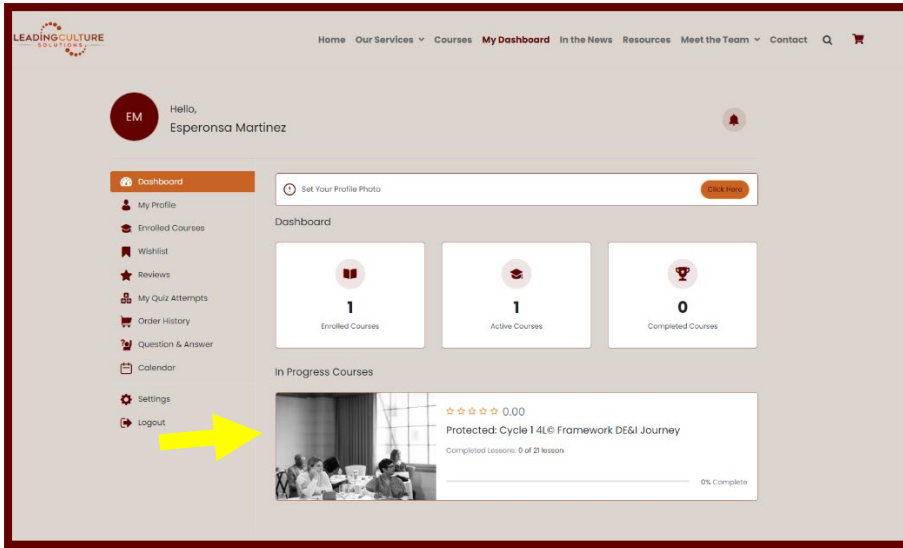
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

I Have Read And Agree To The Website Terms And Conditions *

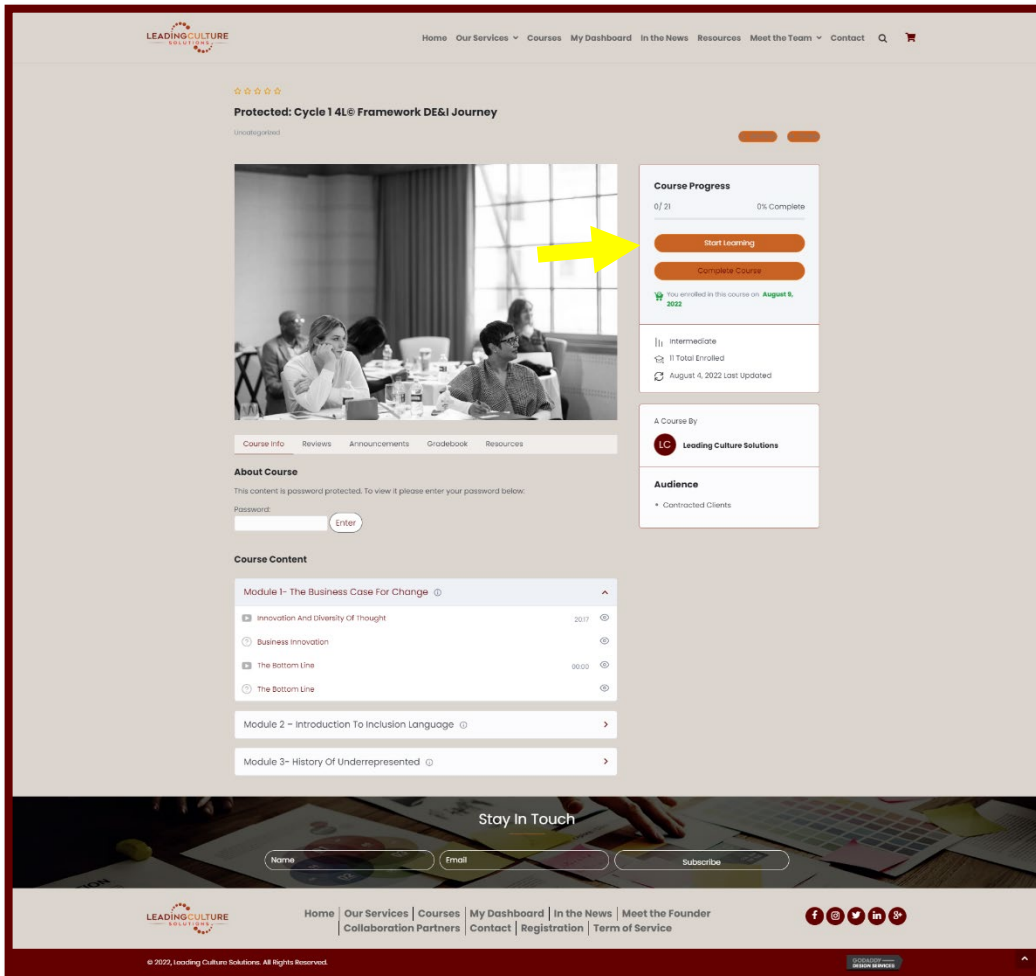
[PLACE ORDER](#)

Course Completion

1. Select My Dashboard tab
2. In the In Progress Courses section, select the course you wish to start.



3. Select 'Start Learning'



4. Follow the Course instructions

Tips: A progress bar will showcase your progress. To exit the course, select the 'X' in the upper right corner. You may navigate back to the main *Dashboard* page by selecting the 'My Dashboard' tab in the top menu. To logout, from the Dashboard click 'logout' at the bottom of the left menu.

