Getting Started in We Card Training:

The We Card eLearning Center enables you to purchase training for yourself and/or your employees online using a credit card. For each employee, purchase a training course. Then, add your employees by creating a User Name for each employee. The eLearning Center automatically creates their passwords. Supply your employees with their log-in information (User Name & Password) and tell them to get trained at www.wecard.org/learn. You can track your employees’ training performance, their Quiz scores and completion date.

1. Visit www.wecard.org and click “Get Trained” on the left-hand side.

2. Select one of our three training courses that you want to complete for yourself or buy for your employees (Employee, Refresher or Manager) by selecting “Buy Now.”

3. Then:
   - Enter the number of seats to purchase in the training.
   - Select if the course is for “Myself” or “Others”
   - Select “Buy Now”

Which Web Browser should you use?

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

Do not use Safari as it does not operate well with the training.
4. Confirm your shopping cart order by selecting, “Next”.

*If you want to buy another course, select “Continue Shopping” and repeat steps #2 and #3.*

*If you need to change the number of seats, change the seat number and select “Update.”*

5. If you are a New User, select “Register for an account”

**NOTE:** We launched this new eLearning Center in mid-February 2017. Even if you used our older version prior to mid-February 2017, you are a New User.

If you are an Existing User, just enter your User Name and Password and select “Login.”

6. On the next page, complete your registration profile (or update your existing one if you are an Existing User.)

**Important:** Make sure your “Billing Address” matches the billing address of the credit card you will be using.

7. Enter your credit card billing.

If you have a Discount Code (rarely used), enter it and select “Apply.”

Select “Submit” to process your credit card order. **NOTE:** Only select “Submit” one time!

You will receive an email confirmation receipt of your order.
8. After your payment, has been processed you receive an Order Confirmed page.

Follow **YOUR IMPORTANT NEXT STEPS** which are listed on the Order Confirmation page.

9. On the Trainee Registration page, you now must assign the course to yourself or another employee – by selecting “Assign.”

10. Create a user name for your employee and enter their First and Last Name and select “Submit.”

11. If you need to assign other courses to additional users, you may do so by following the directions listed on the page. Passwords are generated automatically by the eLearning Center.
12. Once you have finished assigning courses to your trainees, you will be directed to the “Trainee Logins & Completion Report.” This is where all user’s login User Names, Passwords and Course status will be listed. There is also an option for this Report to be exported to Excel.

Following the “Your Last Step” set of instructions on this page – where you will use this report to get each of your trainees their User Name and Password, provide it to them, and tell them to get trained at: www.wecard.org/learn

If you have any questions about the We Card education platform, please send us an email at Support@wecard.org

See our FAQs for additional information.
Login Steps for Trainees:

After you have been provided with your User Name and Password you can log into We Card eLearning Center to get trained.

1. Visit [www.wecard.org/learn](http://www.wecard.org/learn)

2. Enter your User Name and Password as an Existing User. *Do not create a new account.*

3. On the “My Account Page” to gain access to your training course(s), select “My Personal Training Courses”.

4. Begin your training by selecting “Launch Training”. The course will launch in a new window.

5. After you have successfully completed your training you will have the option to print your personalized certificate. You should do so at that point.

Which Web Browser should you use?
- Google Chrome
- Mozilla Firefox
- Microsoft Edge

*Do not use Safari* as it does not operate well with the training.
6. If you are unable to print your certificate immediately or need to return at a later date to get a copy of your certificate, login to your account, select “My Personal Training Courses” and IF you have completed a course, you will be provided with instructions on this page on how to reprint your Certificate.

See We Card's FAQs for additional information about our We Card e-Learning Center, if you need additional support send us an email to: Support@wecard.org