

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.

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.

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."

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Home | Courses | Support | Contact Us | FAQ | Shopping Cart

Online Training

Course	Description	Price	Buy Now
Employee Training Course	We Card's main training course for any retail employee who sells age-restricted products, particularly tobacco and e-cigarettes or vaping products. Interactive and engaging exercises and simulations. Includes FDA Requirements of Retailers AND state specific law summaries with end-of-training Quiz and Certificate if you pass!	\$16	Buy Now
Refresher Training Course	Retrain employees! Includes short, interactive exercises from the We Card Employee Training Course, along with age calculation practice with customer IDs and age calculation tools, such as We Card's Age of Purchase Calendar, a simulated Cash Register or We Card's AgeChecker.	\$8	Buy Now
Manager Training Course	Compliments your manager training by addressing the importance of the manager's role in setting the proper tone for responsible retailing in the store. Building on lessons learned in the Employee Training Course.	\$32	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"

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Employee Training Course

\$16

Employee Training Course

TIME TO TRAIN: APPROXIMATELY 1 HOUR

Seats:

☒ Myself ☐ Others

[BUY NOW](#)

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."

The screenshot shows the 'eLearning Center' website header with a 'We Card' logo and navigation links: Home, Courses, Support, Contact Us, FAQ, and Shopping Cart. Below the header is the 'Shopping Cart' section. It contains a table with the following data:

Item Description	Quantity/Number of Seats	Amount	Sub Total	Remove
Employee Training Course - Base Price Registering: Other Attendees	1	\$16.00	\$16.00	<input type="checkbox"/>

At the bottom of the cart are three buttons: 'Continue Shopping', 'Update', and 'Next'.

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"

The screenshot shows the 'eLearning Center' website header. Below the header is the 'Login or Register' section. It is divided into two columns: 'Existing Users' and 'New Users'. The 'Existing Users' column has input fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Your Password?'. The 'New Users' column has a link for 'Register for an account'.

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.

The screenshot shows the 'eLearning Center' website header. Below the header is the 'Payment Method' section. It includes a security notice: 'We use every effort to ensure your credit card information stays secure. Credit card information you share with us is immediately encrypted for your protection.' Below this is a 'Thank you.' message and a 'Complete Your Order' form. The form has the following fields:

- Payment Type: A dropdown menu showing 'Visa'.
- Card Number: A text input field.
- Expiration Month: A dropdown menu showing '01'.
- Expiration Year: A dropdown menu showing '2017'.
- Security Code: A text input field.
- Name on Card: A text input field.
- Discount Code: A text input field.

At the bottom of the form are two buttons: 'Edit Account Information' and 'Apply'. Below the 'Apply' button is a 'Submit' button.

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



eLearning Center

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My Account

Log Out

Trainee Logins & Completion Report

Your Last Step:

Give your trainees their User Name and Password and tell them to login to get trained at www.wecard.org/learn

HINT: Print this page or Export to Excel . . . then you will have an easy tool to use to give your trainees their login information.

Use this report as your management tool to:

- Track training status (Complete or Incomplete) test scores
- Keep trainees' User Names and Passwords handy
- Export to a .csv file for use in Excel and to keep in your files

Export to Excel

Name	User Name	Password	Course	Status	Score	Complete Date	Last Login	Expiration Date
Jane Doe	JaneDoeEx	WC-4IY72LQ	Refresher Training Course - Refresher Training Course	Incomplete			1/25/2017	1/25/2018

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

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.

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

The screenshot shows the 'eLearning Center' login page. It has a navigation bar with links: Home, Courses, Support, Contact Us, FAQ, and Shopping Cart. The main heading is 'Login or Register'. There are two columns: 'Existing Users' on the left and 'New Users' on the right. The 'Existing Users' column contains a 'User Name' input field, a 'Password' input field, a 'Login' button, and a 'Forgot Your Password?' link. The 'New Users' column contains a 'Register for an account' link. On the right side, there is a 'Log In' button, a '2013 BRONZE WINNER' badge, a quote from the FDIC about retail establishments, and a 'Helpful Links' section with a link to 'USAPC Learning'. At the bottom, there is a 'PRIVACY POLICY' link and a copyright notice: '© 2017 The We Card Program, Inc. All rights reserved.'

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


The screenshot shows the 'My Account' page. It has a navigation bar with links: Home, Courses, Support, Contact Us, FAQ, and Shopping Cart. The main heading is 'My Account'. Below the heading, there is a welcome message: 'Welcome to your We Card training account! Choose from the options below to start your training or access your personal account information'. There are two buttons: 'My Account' and 'Log Out'. Below the buttons, there is a 'My Personal Training Courses' button. On the right side, there is a '2013 BRONZE WINNER' badge, a quote from the FDIC about retail establishments, and a 'Helpful Links' section with a link to 'USAPC Learning'. At the bottom, there is a 'PRIVACY POLICY' link and a copyright notice: '© 2017 The We Card Program, Inc. All rights reserved.'

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

The screenshot shows the 'Training Courses' page. It has a navigation bar with links: Home, Courses, Support, Contact Us, FAQ, and Shopping Cart. The main heading is 'Training Courses'. Below the heading, there is a message: 'Below is a list of items in your account. If you have questions regarding your access, please contact support.' There is a table with two columns: 'Product Name' and 'Launch Training'. The table has two rows: 'Employee Training Course' and 'Manager Training Course'. Both rows have a 'Launch Training' button. On the right side, there is a 'My Account' button, a 'Log Out' button, a '2013 BRONZE WINNER' badge, a quote from the FDIC about retail establishments, and a 'Helpful Links' section with a link to 'USAPC Learning'. At the bottom, there is a 'PRIVACY POLICY' link and a copyright notice: '© 2017 The We Card Program, Inc. All rights reserved.'

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.

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.



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Employee Training Course

Expiration Date 1/24/2018 9:44:29 AM

Course Item	Status
We Card Behind the Counter	Completed Launch Course

You have passed this course!

Need to reprint your Certificate?

For the Employee Training Course:

- Launch the course

- Choose "Print Certificate"

For the Refresher Training Course:

- Launch the course

- Choose "Go to Bookmark"

- Click "Certificate" at bottom of page

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

Last Update: Feb2017

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