NRP Learning Platform

How to Purchase Licenses in Bulk

Logging In and Purchasing

Logging into the NRP Learning Platform, the user will land on the Dashboard.

There are several ways to purchases licenses – these instructions focus on bulk purchases of licenses.

Click on Browse Catalog under the Quick Links, then the user has the option to either purchase a single license or click on "Purchases License in Bulk" to load the Bulk Purchase form.

The Bulk Purchase Form has two sections, one section for Learner Licenses (Essentials and Advanced), and one section for Instructor Licenses (Instructor Candidate and Instructor Renewal). Each section will automatically calculate the discount that applies for the number of licenses purchased.

One thing to remember, the bulk purchase discount only applies to the current order. For example, if a user purchases 30 Learner licenses in one order, and later purchases 35 more learner licenses, they would not receive a discount, but if the user purchased 65 learner licenses at one time, the order would qualify for a discount.

The first tier of discounts for Learner licenses starts at 50. For example, by entering a quantity of 60 essential and 35 advanced, the discount is automatically calculated. Users can also see the number of additional licenses that are needed to get the next tier of discount. In this example, the user would only need 5 more licenses to increase their discount.

The user could also add Instructor licenses, however those discounts are calculated separately with the first tier starting at 10 licenses.

Once finished, click on the ADD TO CART button to add the licenses to the cart. The user should receive confirmation that the items have been added to the cart. Scroll up and click on the CART icon. The shopping cart pops up showing the order. Click on the CHECKOUT button to proceed to the check out.

Checking Out

If the user has not previously added a billing address, there will be an ADD BILLING ADDRESS button where they could fill in my billing address details or edit a current address by clicking the EDIT link.

Neonatal Resuscitation Program®

Tax Exemption

Users can also claim tax exemption (if their organization is qualified for tax exemption status). Click on the link next to Claim Tax Exemption. Fill in the details of the tax exemption, including the name of the organization, address, who the certificate was issued by, the tax registration number, type of exemption, and the certificate expiration date.

Upload the tax exemption certificate and review the requirements for tax exemption.

Click the check box confirming that I agree to the requirements for tax exemption, representation, warranties, and indemnity, and then click Submit. The user will be returned to the checkout and the tax would be removed.

Payment

Click on Proceed to Payment to complete the purchase.

After the transaction has been processed, the user will receive a Payment Successful message. At this point, the user can click on Download Invoice and the invoice will download as a PDF file.

Click on the Home tab to return to the dashboard.

Order History

Click on the user name and then on My Account. Click on the tab labeled Order History. Here the user can see their purchases. They can click on the View Details link to view the details for the purchase.

Click on the Home tab to return to the dashboard.

License Management

Click on the License Management tab on the left side. This will show all of the user's bulk licenses they have purchased. For each product, they can see the number purchased, the number available, the number assigned, and the number used. One thing to note, a license is considered used after the learner activates the course.

Click the three dots under the Action column, then click the Assign License. The user can either assign licenses individually by adding email addresses, or in bulk by uploading a CSV file.

Neonatal Resuscitation Program®

Assign Licenses Individually

To add email addresses individually, add more than one by adding a space between the email addresses. Remove an email address by clicking the "x" icon. After clicking the Assign button, the user will get confirmation that the users are assigned the curriculum, on the View Assignments page.

I will click the Assign License button to assign more licenses.

Assign Licenses in Bulk

To assign in bulk, the user will need to have the names organized in a CSV file with one email address per line. Click on Browse Template and select the CSV file. Click ASSIGN Licenses. The users are imported and assigned the curriculum on the View Assignments page.

Click the License Management link to return to the License Management.

View Assignment

From the list of curriculum, click on the three dots under the Action column, and then select View Assignments. The View Assignments page shows the users who have been assigned this curriculum.

Email

After a user is assigned a course, they will receive an email with an Access Code. This access code is specific to the user for this course. The user can redeem their access code at the top of the main dashboard. After the code is entered, the course appears in the to-do list.