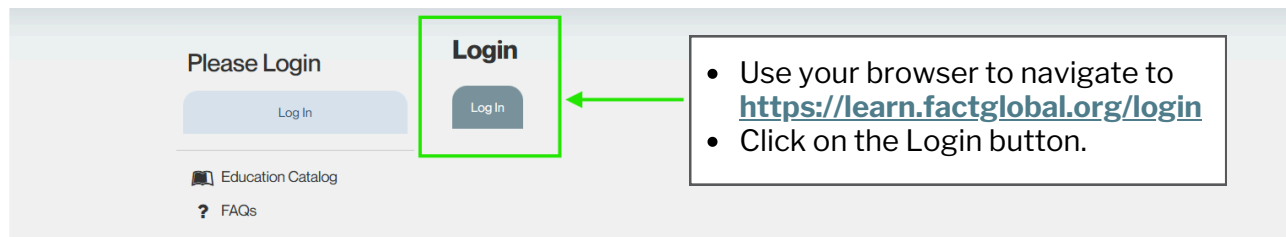
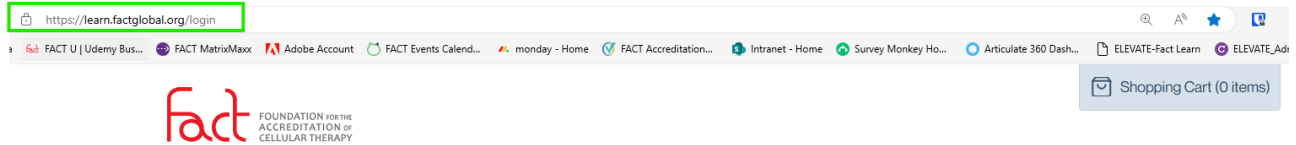


HOW DO I...

REGISTER FOR A COURSE OR EVENT THROUGH THE LEARNING DEVELOPMENT ACADEMY

1



2

When the login page appears, if you know your login credentials, enter them here.

After entering your login credentials, click on the **login** button.

For issues with your login or receiving your password information, please contact technology support.

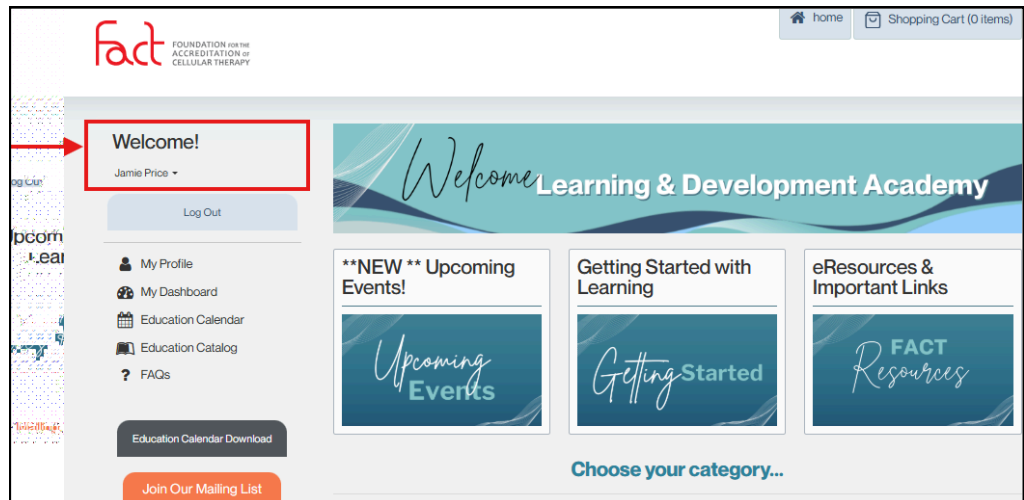
If you believe you do not have an account set up, click on **Create an Account**. The system will alert you if there is an existing account. If there is an existing account, click on the **Forgot your password?** link shown below the email box above.

HOW DO I...

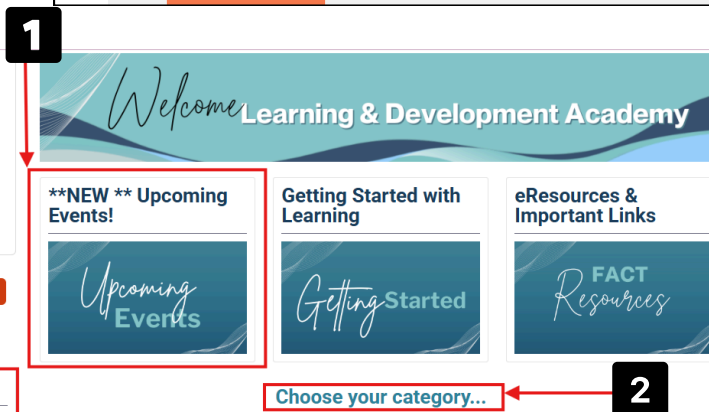
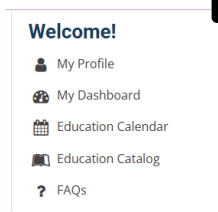
REGISTER FOR A COURSE OR EVENT THROUGH THE LEARNING DEVELOPMENT ACADEMY

4

- Once logged in, your name is visible in the upper left corner.

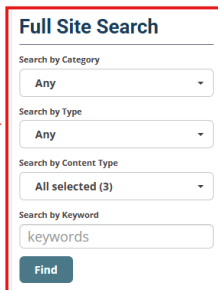


5

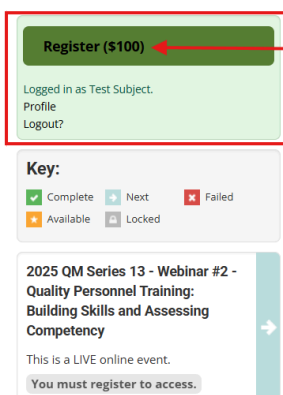


There are 3 ways to locate information:
(1) Go to Upcoming Events to find an event and register.
(2) Choose a category and look up events by topics such as accreditation, inspector development, quality, etc.
(3) Search for something specific you would like to find using the search engine.

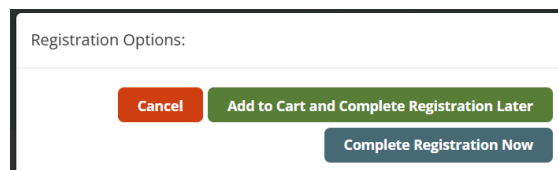
3



6



After locating the appropriate course, click on "REGISTER" in the upper right corner. The system gives you an option to add to cart and complete later or complete registration now.



HOW DO I...

REGISTER FOR A COURSE OR EVENT THROUGH THE LEARNING DEVELOPMENT ACADEMY

7

Product	Registrant	Original price	Final price
2025 Virtual FACT Apheresis Collection & Laboratory Processing Accreditation Workshop	Test Subject Remove	\$650	\$650
2025 QM Series 13 - Webinar #2: Quality Personnel Training - Building Skills and Assessing Competency	Test Subject Remove	\$100	\$100
Discount Code:	Discount Code Apply Discount (Leave blank if you don't have a discount code.)		
Total:		\$750	\$750

You are registering for the products above as:

Test Subject (jprice40@att.net).

If you wish to register as someone else,

[Log Out](#)

and log in with that person's account.

If you wish to edit your information, please

[Edit Your Profile](#)

Additional Info for «2025 Virtual FACT Apheresis Collection & Laboratory Processing Accreditation Workshop»

Phone #: (for questions) *

Preferred email address: *

Credentials (MD, DO, MLS(ASCP), etc.) - or type NONE if no credentials: *

Organizational Title: *

Additional Info for «2025 QM Series 13 - Webinar #2: Quality Personnel Training - Building Skills and Assessing Competency»

Phone #: (for questions) *

Preferred email address: *

Credentials (MD, DO, MLS(ASCP), etc.) - or type NONE if no credentials: *

Organizational Title: *

Payment Info

Payment Method [Credit Card](#)

First Name *

Last Name *

Email *

- You may add as many items as you want to your cart.
- They will appear here with pricing.

(1) If you were provided a discount code enter it in the Discount Code box and click on APPLY DISCOUNT.

Note: Not all courses/events have discount codes.

(2) The total amount owed will be shown at the bottom of the list. This is the amount your credit card will be charged.

(3) Enter all the required information (*) with an asterisk. If you have more than one event, some information may repeat, please enter the information as required.

(4) Enter the required payment information (*) with an asterisk.

(5) Your order is not complete until you click **Place My Order**.

5

[Place My Order](#)

After your order is placed, you should receive a confirmation email. If you do not receive an email within 24 hours, check your spam/junk mail. If you do not receive an email after 48 hours, contact factevents@factglobal.org. You may also use the [How Do I... Access Purchased Content](#) instructions to see if your registration was successful and added to your account.