

# WebJunction Kansas Guide: Enrolling in WebJunction Courses

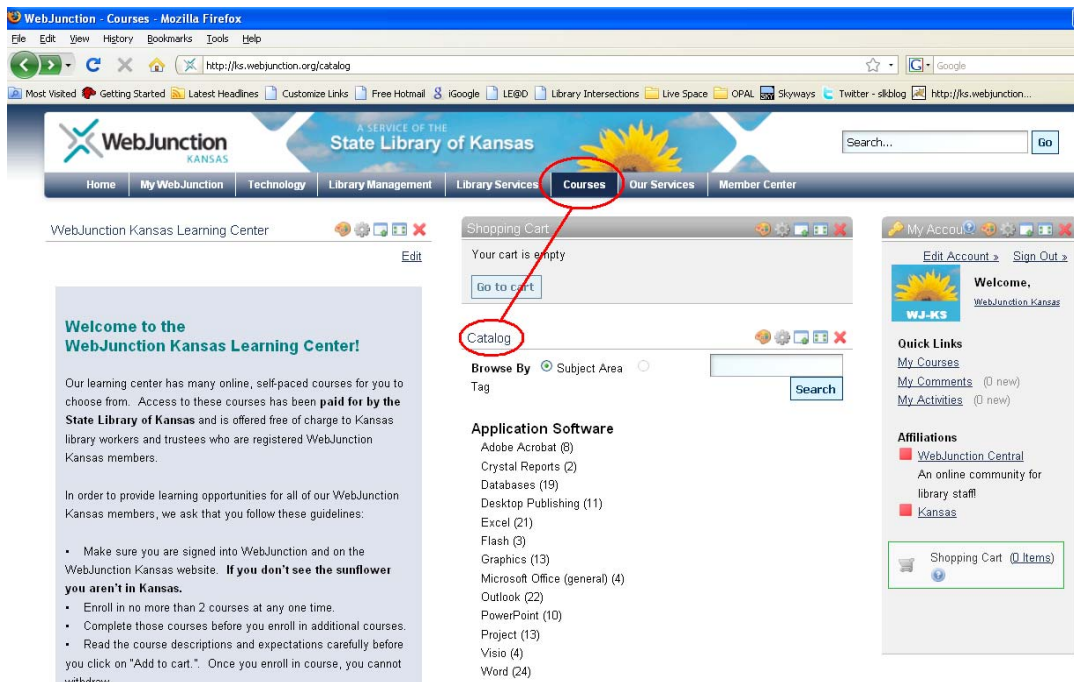
1. Go to WebJunction Kansas at <http://ks.webjunction.org>.
2. Sign in! (See below.)



3. Click on the **Courses** tab under the sunflower.



4. You should now be looking at the **Course Catalog**:



5. There are hundreds of WebJunction, self-paced courses available for you. They are arranged by **Subject Areas** and then by course topics. The numbers in parentheses indicate how many courses relating to that specific topic are available. Current **Subject Areas** are: Application Software, Customer Service & Interpersonal Skills, Learning & Training Online, Library Management, Library Services, Networking & Security, Operating & Automation Systems, Organizational Management, Personnel Management, Technology and Web Design & Development.

6. **Before you start the enrollment process:** Read the course description to verify that it meets your needs; check the cost for the course to be sure it is \$0.00. (If you don't see zeroes, check to be sure you are in Kansas.) Once you have verified the course and the cost, click on the **“Add to cart”** button.

Course Name	Format	Price	Enroll
<a href="#">Rural Library Sustainability</a>	Self Paced	\$0.00	<a href="#">Add to cart</a> *

7. When you have finished “shopping” for courses, click on the **“Go to cart”** button. (Please enroll in only 2 courses at a time.)

Course Name	Format	Price	Enroll
<a href="#">Rural Library Sustainability</a>	Self Paced	\$0.00	<a href="#">Go to cart</a> *

8. In your shopping cart, check one more time to be sure the price for the course is \$0.00. **Please note:** you will no longer see the sunflower. If you are ready to complete your enrollment, click on the **“Proceed to Checkout”** button. **You do NOT need a course code.**

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Shopping Cart [Return to Full Page](#)

Remove	Course	Price	Course Code
<a href="#">Remove</a>	<a href="#">Rural Library Sustainability</a>	\$0.00	

[Continue Shopping](#)

You do NOT need a course code.  [Apply Course Codes](#)

\*Course Codes do not apply to private courses

Subtotal: \$0.00

[Proceed to Checkout](#) \*

9. Now you can complete your enrollment by clicking on the “Complete Order” button.

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Item	Price
<a href="#">Ethical Standards for Library Leadership</a>	\$0.00

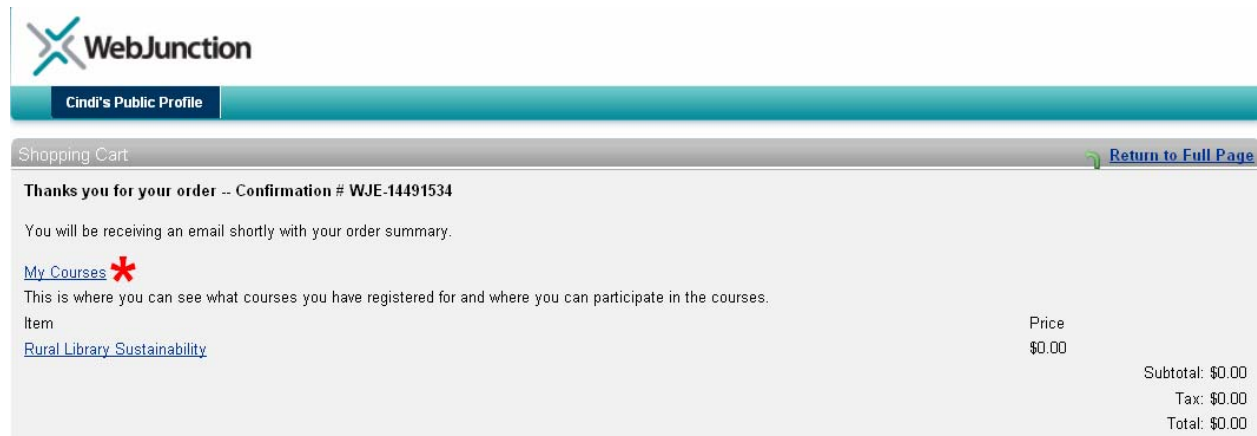
Subtotal: \$0.00  
Tax: \$0.00  
Total: \$0.00

[Complete Order](#)

+Bookmark

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10. **You are enrolled!** Please note the confirmation number. It will also be e-mailed to you. You can go to you're "My Courses" page using the link shown to launch your course and get started! **PLEASE NOTE:** If you enrolled in a University of North Texas course, a separate login and password will be sent to you within 3 days. Once you receive your login information you can launch the course and begin working on it.



The screenshot shows the WebJunction website interface. At the top left is the WebJunction logo. Below it is a teal navigation bar with the text "Cindi's Public Profile". The main content area is titled "Shopping Cart" and includes a "Return to Full Page" link. A confirmation message reads: "Thanks you for your order -- Confirmation # WJE-14491534". Below this, it states: "You will be receiving an email shortly with your order summary." There is a link for "My Courses" with a red asterisk icon. A descriptive sentence follows: "This is where you can see what courses you have registered for and where you can participate in the courses." A table lists one item: "Rural Library Sustainability" with a price of "\$0.00". To the right of the table, the totals are displayed: "Subtotal: \$0.00", "Tax: \$0.00", and "Total: \$0.00".

WebJunction

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Shopping Cart [Return to Full Page](#)

Thanks you for your order -- Confirmation # WJE-14491534

You will be receiving an email shortly with your order summary.

[My Courses](#) \*

This is where you can see what courses you have registered for and where you can participate in the courses.

Item	Price
<a href="#">Rural Library Sustainability</a>	\$0.00

Subtotal: \$0.00  
Tax: \$0.00  
Total: \$0.00

Revised: 12/30/2008  
by: Cindi Hickey (chickey@kslib.info)