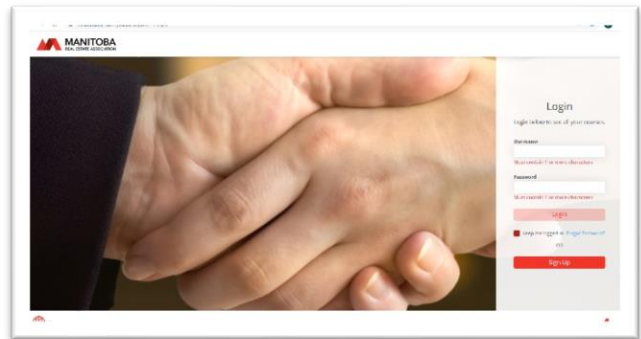


MREA Online Education

Online Course Registration Instructions

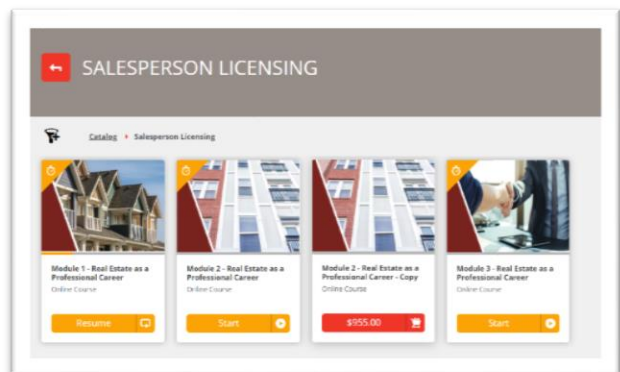
1. Select the link for <https://mreastudents.myabsorb.com>
2. On the login screen, type your **Username** and **Password** then click **Login**.



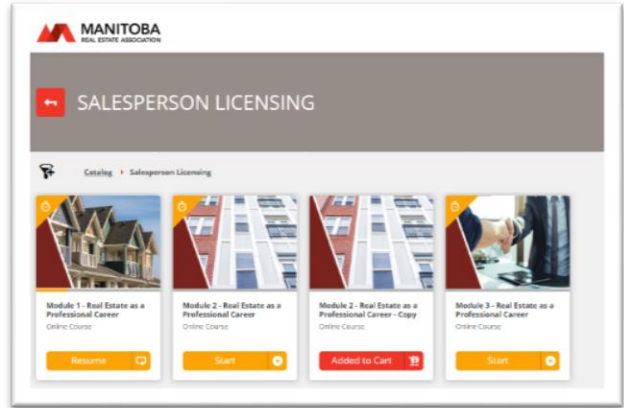
3. Select the course **Catalog** button in the bottom centre of the screen.



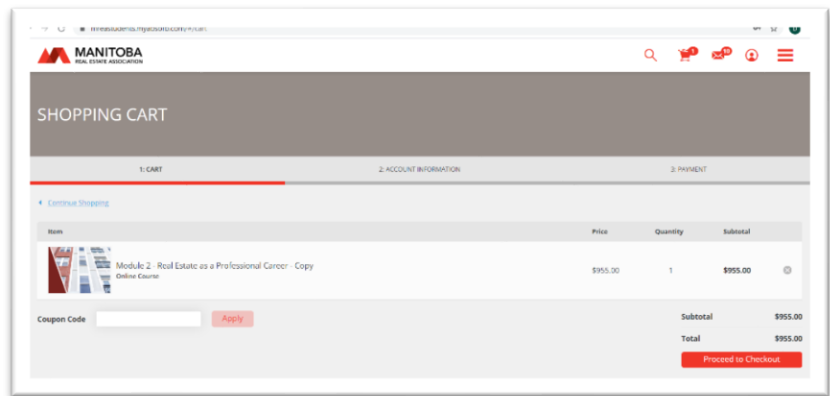
4. Select the **Shopping Cart** Icon on the course you wish to purchase.



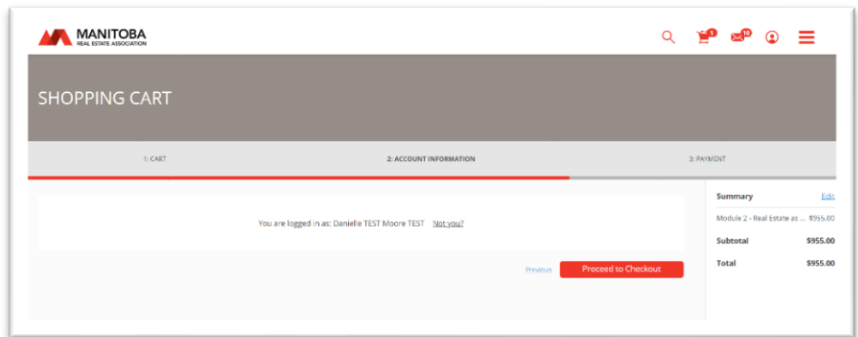
5. Select the **Added to Cart** button to advance to the shopping cart screen.



6. Select the **Proceed to Checkout** button to review the details of your selected course.



7. Confirm your account information and select the **Proceed to Checkout** button when ready to process your order.



8. Enter your shipping information here and select the **Proceed to Checkout** button.

A screenshot of a web form for shipping information. It is divided into two columns: 'Personal Information' and 'Address'. The 'Personal Information' column contains fields for First Name (Danielle TEST), Last Name (Moore TEST), Email (dmoores@mrea.mb.ca), and Phone Number (2047229405). The 'Address' column contains fields for Address (1873 Inlander Blvd), Address 2, Country (Canada), State/Province (Manitoba), City (Winnipeg), and Postal/Zip Code (R2R 2A6). A checkbox labeled 'Billing address is the same as shipping' is checked. At the bottom right, there is a 'Review' link and a red 'Proceed to Checkout' button.

9. Select the radial button beside credit card and select the **Proceed to Checkout** button.

A screenshot of a 'SHOPPING CART' page. The page has a header with the 'MANITOBA' logo and navigation icons. Below the header, there are three steps: '1. CART', '2. ACCOUNT INFORMATION', and '3. PAYMENT'. The 'Payment Method' section shows a 'Credit Card' option selected with a red radial button. To the right, a 'Summary' table shows 'Module 2 - Real Estate at ... \$995.00', 'Subtotal \$995.00', and 'Total \$995.00'. At the bottom right, there is a 'Review' link and a red 'Proceed to Checkout' button.

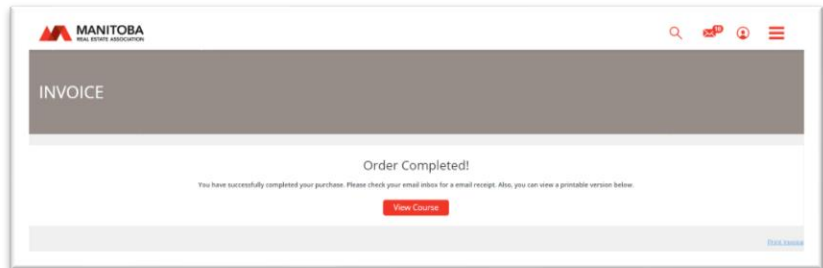
10. Confirm your billing address and enter your payment information then select the **Submit Your Order** button.

Please note, only Visa and MasterCard are accepted by the system. Some Visa Debit cards are also accepted.

A screenshot of a web form for account information. It is divided into two columns: 'Your Email' and 'Your Billing Address'. The 'Your Email' column contains an 'Email' field with the value 'dmoores@mrea.mb.ca'. The 'Your Billing Address' column contains fields for First Name (Danielle TEST), Last Name (Moore TEST), Company (optional), Phone (2047229405), Address 1 (1873 Inlander Blvd), Address 2 (optional), Postcode (R2R 2A6), and Province (Winnipeg, MB).

A screenshot of a 'Payment Method' form. It features a green header with 'VISA' and 'MasterCard' logos. Below this, there is a 'Card #' field, a 'Card #' input field, and dropdown menus for 'Month', 'Year', and 'CSC'. At the bottom, there is a red 'Submit Your Order' button.

11. The details of your purchase will appear on the screen. You may select the Print invoice button to print a copy of your invoice. However, a duplicate copy of your invoice will be emailed to you. To launch your course, select the **View Course** button.



12. A course enrollment email confirming your enrollment which includes course policies and procedures will be emailed to you.

If you have any questions regarding the above registration process, please contact the MREA education department at 204.772.0405 or education@mrea.mb.ca.