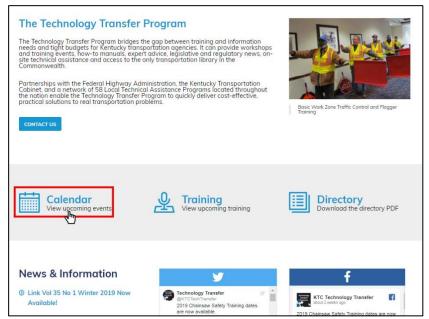


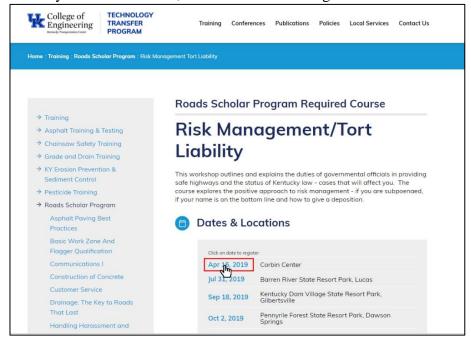
Technology Transfer Database Services and Information

The database can be accessed the following ways:

• Click Calendar on the home page.



When you are in a course, click on the date to register.



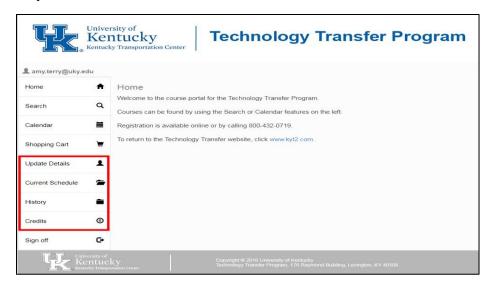
Home Screen

From the home screen, you have the option to enter the Search, Calendar, Shopping Cart or Sign In. Choose the Sign In option first. Once you are signed in, you can browse courses through the Search or Calendar options.

*An account is required to register for courses online. In addition, each attendee must have their own account using a unique email address.



You must be logged in before registering for classes. When you are logged into the database, the home screen offers additional options including, updating your contact details, and viewing your schedule, history, and credits.



Update Details: This will open a page for you to update your email, phone number, primary and billing addresses.

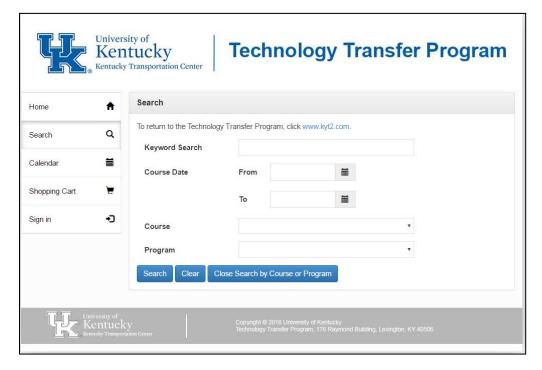
Current Schedule: This will show the upcoming classes you are currently registered to attend.

History: The History page will show the classes you have completed.

Credits: The credits you have received for taking classes will show up on this screen.

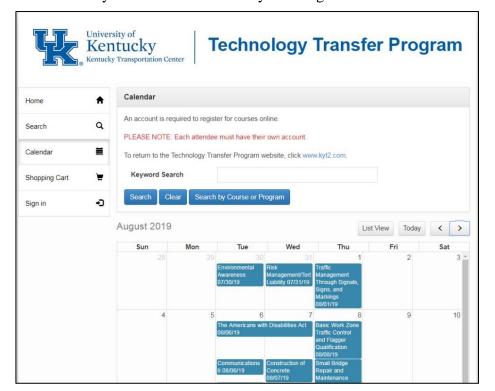
Search Screen

You can search for a course by the keyword or course date. If you select the Search by Course or Program, additional search features are available. The Course feature lists courses offered by T2. For example, Basic Plan Reading or Van Driver Training. The Program feature lists the programs offered by T2. For example, Roads Scholar or Pesticide Training and Testing.



Calendar Screen

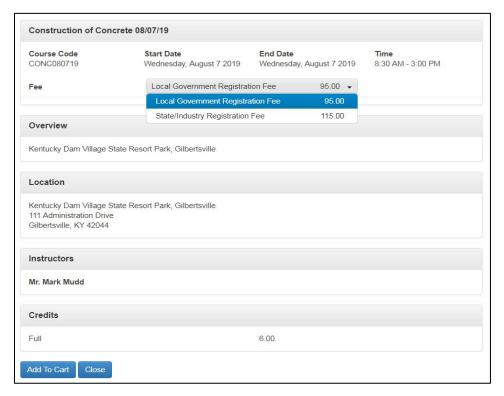
This offers another way to search for courses by showing them in a calendar view.



Online Registration Process

Registration

To register for a course, click the course name. This will open a pop-up window that shows the detailed course information. Select the appropriate fee from the dropdown. Click Add to Cart.



This will add the course to your shopping cart. You should see the Shopping Cart information at the top of the page. You may now continue searching for courses and adding them to your cart, or you may proceed to checkout. To proceed to checkout, click the Shopping Cart tab on the left or the Shopping Cart message at the top of the page.



To complete checkout, you must be signed into the system. If you are not signed in, then a popup window will open for you to either log in or create a new account. Again, each attendee must have their own account with their own unique email address.

When you proceed to checkout, you will be sent to the Summary Page. Please review all of your information for accuracy. There are also Terms and Conditions at the bottom of the page which covers our cancellation policy, attendance and payment. To proceed, you must click Agree.

The final page is the Payment page. You can choose Bill Me, Purchase Order (purchase order number must be submitted) or Online Credit Card Payment.

Once you click Submit, your registration will be logged into the system. You will receive a confirmation letter approximately two weeks prior to your event which includes additional information about the class.

If you have any questions, feel free to contact us at 800-432-0719.