

Risk Management Practitioners Program (RMP) Open-Enrollment How to Purchase and Register

1. Go to <https://cpshr.expertusone.com/>
2. Do you have an account?
 - a. No - click on **SIGN UP** and follow the account setup steps.
 - b. Yes - click on **SIGN IN**, enter your Username/Email, Password, and click "Sign In".
3. After signing in, scroll down the page and locate "Catalog".
4. To list all the RMP courses, click on **FILTERS**.
5. Under Category, select "RMP" and click "Apply". The courses should appear.

The screenshot shows the 'CATALOG' page with the following elements and annotations:

- CATALOG** (circled in red)
- Navigation: **ALL (167)**, **CATEGORIES (15)**, **TAG CLOUD (27)**
- Search bar: **SEARCH**
- FILTERS** button (circled in red, with a yellow arrow labeled '1' pointing to it)
- Filter categories:
 - CATEGORY**: TYPE CATEGORY search, Presentation Skills, Relationships & Behavior, **RMP** (circled in red, with a yellow arrow labeled '2' pointing to it), Room Rental
 - TRAINING TYPE**: Course, Certification, Learning Path
 - PROVIDER**: TYPE PROVIDER search, Internal
 - DELIVERY TYPE**: Attend-Remote, Attend-In Person, Read, Watch
 - LOCATION**: TYPE CITY search, Sacramento, United States, Austin, United States, Grand Prairie, United States, Los Angeles, United States
 - LANGUAGE**: TYPE LANGUAGE search, 中文, English
 - RATING**: 5-star, 4-star, 3-star, 2-star, 1-star options
 - PRICE**: Paid, Free
 - DATE**: (Applicable only for scheduled courses) From: MMM DD, YYY, To: MMM DD, YYY
- APPLY** button (circled in red, with a yellow arrow labeled '3' pointing to it)

6. Select the desired course from the list.

The screenshot shows a course listing for **OVERVIEW OF PUBLIC SECTOR EXPOSURES & RISK MANAGEMENT** (circled in red, with a yellow arrow pointing to it). The listing includes:

- Course title: **OVERVIEW OF PUBLIC SECTOR EXPOSURES & RISK MANAGEMENT**
- Description: "1st course in the Risk Management Practitioners Program. This course must be purchased with a credit card. Please do not select any of the other payment options. This course is a hybrid learning course that incorporates an eLearning course and live virtual training. Users will select the desired class after purchasing this training plan. Live Virtual Training - A link to the live virtual training can be accessed from your profile under "My Learning" eLearning Course - You will receive access to the eLearning within 24 hours of your registration. The e..."
- Price: **USD \$199**
- Buttons: **ADD TO CART**, **MORE**

7. On the next page, scroll down, and select the desired class date. Click on the radio button and click on “Add to Cart”. Click “Back” to repeat this step for each desired course.

The screenshot shows a course details page for "OVERVIEW OF PUBLIC SECTOR EXPOSURES & RISK MANAGEMENT". A yellow arrow labeled "3" points to a green "BACK" button in the top left corner. Below the course title, there is a "List of Classes (2)" section. A yellow arrow labeled "1" points to the first class entry, which includes a radio button and a price of "\$ 199 USD". A second yellow arrow labeled "2" points to a green "ADD TO CART" button at the bottom right of the page. The course details include: COURSE Code: HR-12, Number of classes: 2, Delivery Type: Attend-Remote, Language: English, Duration: Not Available, Category: Human Resources, RMP, Tags: Risk Management Practitioner, RMP 1, RMP Day 1, Provider: Internal, and Contact Support: cpsrainingcentersupport@cpshr.us.

8. After selecting the desired class dates, proceed to checkout.

9. At the top of the screen, click on the shopping cart icon  and a popup screen will appear. Click on “Proceed to checkout” to go to the checkout and payment page.

The screenshot shows a shopping cart popup from "CPS HR Consulting". A yellow arrow labeled "1" points to a shopping cart icon in the top right corner of the main page. The popup itself has a title "SHOPPING CART" and lists the course "OVERVIEW OF PUBLIC SECTOR EXPOSURES & RI...". Below the course name, it says "ATTEND-REMOTE", "Nov 10, 2023", and "USD \$199.00". A yellow arrow labeled "2" points to a green "PROCEED TO CHECKOUT" button at the bottom of the popup.

10. On the checkout page, ensure all desired courses are listed. Fill out the billing address information, and payment details. Check off “I agree to the terms & conditions” and click on “Click to register”. **NOTE: The RMP courses must be purchased using a credit card; do not select any of the other payment options.**

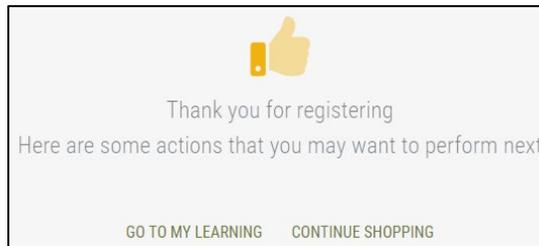
The screenshot shows a checkout page titled "CONTINUE SHOPPING". It is divided into three main sections: "ITEMS IN CART", "BILLING DETAILS", and "PAYMENT DETAILS".

- ITEMS IN CART:** Contains a table with columns: TITLE, TYPE, LOCATION, DATE, PRICE. One item is listed: "Overview of Public Sector Exp..." with type "Attend-Remote", location "NA", date "Aug 1, 2024", and price "\$ 199.00 USD". Below the table is a timer: "TIME LEFT TO COMPLETE YOUR PURCHASE 30 : 48 MINUTES".
- BILLING DETAILS:** Includes "SAVED ADDRESSES" and "ADD NEW ADDRESS" links. A dropdown menu for "Select Saved Address" shows "select one".
- PAYMENT DETAILS:** Shows "Select a payment method:" with options: "Credit Card", "Invoice after Training", and "Purchase Order#". A note states: "The billing address entered must match with that of your credit card". A "Card Number" input field is present.
- SUMMARY:** Lists "Items (1)" for "\$ 199.00 USD", "Sub Total" for "\$ 199.00 USD", and "Discount" for "\$ 0.00 USD". It includes a "Discount/Coupon Code" field with an "APPLY" button. "Tax" is "\$ 0.00 USD". "AMOUNT PAYABLE" is "\$ 199.00 USD".
- Order Comments:** A text area with the instruction: "ORDER COMMENTS USE THIS AREA FOR SPECIAL INSTRUCTIONS OR QUESTIONS REGARDING THE ORDER".
- Agreement:** A checkbox labeled "I agree to the TERMS & CONDITIONS" is checked. Below it is a "CLICK TO REGISTER" button.

Annotations on the left side of the screenshot:

- A yellow arrow points to the "ITEMS IN CART" section with the text: "Are all desired courses listed?"
- A yellow arrow points to the "BILLING DETAILS" section with the text: "Fill out billing address"
- A yellow arrow points to the "PAYMENT DETAILS" section with the text: "Fill out payment details"

11. You have successfully paid and registered for the course(s).



12. Click on the CPS HR Logo on the top of the page and the course(s) will appear under “My Learning”. NOTE: You will receive access to the eLearning within 24 hours of your registration. The eLearning course will appear on your profile under "My Learning". It will take approximately two hours to complete and needs to be completed before the live virtual training.