



# How to Order a Course for Employees

Our new learning system makes it EASY for employers to order courses for their employees!

Go to the [E&A Team / Fair Housing Solutions Online Course Store](#)



Scroll Down until you see the list of Courses:

**Residential Apartment Management Professional (RAMP) Course**

You can BUNDLE All Four Basic Fair Housing Courses together and SAVE \$108! PLUS Complete all four of the following courses and earn your Residential Apartment Management Professional (RAMP) Certification: Fair Housing 101 Fair Housing 102 Service ...[read more](#)

| Released    | Content   | Price    |                             |
|-------------|-----------|----------|-----------------------------|
| 16 Feb 2015 | 5 courses | \$240.00 | <a href="#">Add to Cart</a> |

---

**Fair Housing 101 - Basic Fair Housing Training for Everyone**

Fair Housing 101 - Basic Fair Housing Training for Everyone! PURPOSE: To empower those in the housing industry with the knowledge and skills to deal with difficult fair housing issues and to satisfy the annual fair housing training requirements of government agencies ...[read more](#)

| Released    | Content    | Price   |                             |
|-------------|------------|---------|-----------------------------|
| 13 Feb 2015 | 13 modules | \$99.00 | <a href="#">Add to Cart</a> |

---

**Fair Housing 102 - Advanced Fair Housing Training**

DESCRIPTION: Fair Housing 102 is an advanced Fair Housing Act training for experienced property owners and managers. PURPOSE: Participants will learn about the most pressing fair housing issues faced by property owners and managers and practical solutions to address ...[read more](#)

| Released    | Content   | Price   |                             |
|-------------|-----------|---------|-----------------------------|
| 13 Feb 2015 | 9 modules | \$99.00 | <a href="#">Add to Cart</a> |

---

**Harassment in Housing**

DESCRIPTION: This course provides a more in-depth look at how to avoid claims of harassment in the housing profession. TOPICS: During the course, you will learn: The basics of the laws that prohibit harassment in the workplace To recognize specific forms of harass ...[read more](#)

| Released    | Content   | Price   |                             |
|-------------|-----------|---------|-----------------------------|
| 13 Feb 2015 | 7 modules | \$75.00 | <a href="#">Add to Cart</a> |

Click the "Add to Cart" button beside the Course you want the Employee(s) to take.

Enter your keywords and click search... [Search](#)

**Residential Apartment Management Professional (RAMP) Course**

You can BUNDLE All Four Basic Fair Housing Courses together and SAVE \$108! PLUS: Complete all four of the following courses and earn your Residential Apartment Management Professional (RAMP) Certification: Fair Housing 101 Fair Housing 102 Service...[read more](#)

| Released    | Content   | Price    |                             |
|-------------|-----------|----------|-----------------------------|
| 16 Feb 2015 | 5 courses | \$240.00 | <a href="#">Add to Cart</a> |

**Fair Housing 101 - Basic Fair Housing Training for Everyone**

Fair Housing 101 - Basic Fair Housing Training for Everyone! PURPOSE: To empower those in the housing industry with the knowledge and skills to deal with difficult fair housing issues and to satisfy the annual fair housing training requirements of government agencies...[read more](#)

| Released    | Content    | Price   |                                  |
|-------------|------------|---------|----------------------------------|
| 13 Feb 2015 | 13 modules | \$99.00 | <a href="#">Remove from Cart</a> |

**Fair Housing 102 - Advanced Fair Housing Training**

DESCRIPTION: Fair Housing 102 is an advanced Fair Housing Act training for experienced property owners and managers. PURPOSE: Participants will learn about the most pressing fair housing issues faced by property owners and managers and practical solutions to address...[read more](#)

| Released    | Content   | Price   |                             |
|-------------|-----------|---------|-----------------------------|
| 13 Feb 2015 | 9 modules | \$99.00 | <a href="#">Add to Cart</a> |

**Harassment in Housing**

DESCRIPTION: This course provides a more in-depth look at how to avoid claims of harassment in the housing profession. TOPICS: During the course, you will learn: The basics of the laws that prohibit harassment in the workplace To recognize specific forms of harass...[read more](#)

| Released    | Content   | Price   |                             |
|-------------|-----------|---------|-----------------------------|
| 13 Feb 2015 | 7 modules | \$75.00 | <a href="#">Add to Cart</a> |

**Shopping Cart**

Fair Housing 101 - Basic Fair Housing Training for Everyone \$99.00

Total \$99.00

[Proceed to Checkout](#)

If you are purchasing for someone else or require bulk purchasing [Click Here](#)

Once you've added a course to the Shopping Cart, a Beige Box will show up underneath the Shopping Cart information box. Click on the words "Click Here" in the Beige Box to let the system know you are making this purchase so that someone else or a group of employees can take it.

1. Shopping Cart    2. Payment    3. Confirm Order

**Step 1: Review your Shopping Cart**

[Click Here](#) if you need to cancel the bulk purchase

Price : \$99.00

Number of users :  \$990.00

Include Myself?

Users Names And Email Addresses

| Unknown User?                       | First Name | Last Name | Email Address |
|-------------------------------------|------------|-----------|---------------|
| <input checked="" type="checkbox"/> | -          | -         | -             |
| <input checked="" type="checkbox"/> | -          | -         | -             |
| <input checked="" type="checkbox"/> | -          | -         | -             |
| <input checked="" type="checkbox"/> | -          | -         | -             |
| <input checked="" type="checkbox"/> | -          | -         | -             |
| <input checked="" type="checkbox"/> | -          | -         | -             |
| <input checked="" type="checkbox"/> | -          | -         | -             |

**FOR ONE EMPLOYEE DO THE FOLLOWING:**

Put the number "1" in the "Number of Users" box.

Then in the "Users Names and Email Addresses" box below UNCHECK the "Unknown User" box, and fill out the employee's First Name, Last Name, and email address.

**FOR MORE THAN ONE EMPLOYEE DO THE FOLLOWING:**

Put the total number of registrations you would like to purchase in the "Number of Users" box.

If YOU would also like to be one of the users and have included yourself in the total number of registrations, then check the "Include Myself" button. If YOU WOULD NOT like to be one of the users, leave this box UNCHECKED.

**IF YOU KNOW THE USERS NAMES DO THE FOLLOWING:**

In the "Users Names and Email Addresses" box below UNCHECK each of the "Unknown User" boxes, and fill out each of the employee's First Name, Last Name, and email address.

**IF YOU ARE PURCHASING A BLOCK OF REGISTRATIONS FOR USERS AND DO NOT YET KNOW THEIR NAMES DO THE FOLLOWING:**

Leave the "Unknown User" boxes checked.

This is typically done when a management company wants to purchase a block of courses registrations for future hires.

**PROCEED TO THE PAYMENT SCREEN** by clicking on the button at the bottom of the page that says “NEXT STEP - PAYMENT” OR, you can add additional courses before checking out by clicking on “Continue Shopping”

If you purchased courses for “Unknown Users” you will receive an email containing registration codes equal to the number of registrations purchased (if you bought 10 registrations you’ll get an email with 10 registration codes in it). This email will also have a link to the bulk registration verification page.

When you have an employee who will be using one of the registrations you have purchased, simply copy and paste one of the unique codes into an email to that employee. The employee will go to the bulk registration verification page and enter the code in order to register for the course.

Thanks so much for your interest in our courses.

Please let us know if you have any questions by sending email to [helpdesk@EandATeam.com](mailto:helpdesk@EandATeam.com)