

INSTRUCTIONS on **HOW TO ORDER** items from the 'UtW' online shop

| Licensed Tutors | All other Users |
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| <ul style="list-style-type: none">▪ Go to http://www.unlockingtheworld.com▪ Choose online shop▪ Click on Login against the Teacher Development Course item you are Licensed to purchase.▪ Under Login enter your details.▪ Once logged in you will be redirected back to the shop. Scroll down to the item you wish to purchase (your Licence No. is now displayed against this item)▪ Click on order▪ Choose the quantity you require. Proceed to checkout | <ul style="list-style-type: none">▪ Go to http://www.unlockingtheworld.com▪ Choose online shop▪ Click on order▪ Choose the quantity you require. Proceed to checkout▪ If you are a New customer, proceed to set up account fill in your name, school name and other details, including address and shipping address.▪ Login if you are a Returning customer |
| <p><u>Payment Process for all Users</u></p> <ul style="list-style-type: none">▪ Payment can be made by either credit card or cheque or EFT. Please select payment method.▪ Your 'Tax Invoice/Receipt' is emailed to the address on your order. If you wish this invoice to go to more than one address then enter a semi-colon and space (;) between addresses.▪ Order will be despatched on receipt of your payment.▪ If you do not receive a 'Tax Invoice/Receipt' this means that either your order was not successful or your email details were incorrect. Please contact admin@unlockingtheworld.com to determine status of your order. | |
| <p><u>Licensed Tutors</u></p> <ul style="list-style-type: none">▪ You do not need to open a New account. Your details were entered in the database once you completed your Tutor Training.▪ If you have changed your email address recently, 'Login' using your previous details, then go to 'My Account' and 'Change Address Details'.▪ If ordering for a Licensed Tutor and unsure of their details contact admin@unlockingtheworld.com▪ More detailed ordering instructions can be found in FAQ: 'FS: How licensed tutors can order manuals online' | |