How to purchase training for others in the Availity Learning Center

Have questions about the process? Enrolling over 100 users? Looking for access to advanced user roles? Contact us at availitylearning@availity.com.

Important Note: Before you start, your users must have an Availity Learning Center account.

Refer to Resources in the Availity Learning Center for a job aid on creating an Availity Learning Center account.

Navigating the store

When you access the Availity Learning Center, you can access the Store where you can find targeted learning activities on topics like:

- Healthcare industry (led by industry experts)
- Coding
- Compliance

Don’t see the topics you need? Send us your request at availitylearning@availity.com.

1. Search by keyword – Enter a keyword in the Search by keyword field and click Search.

Examples:
- Search for a topic, like coding
- Search for a speaker, like Elizabeth Woodcock or Betsy Nicoletti
- Search for a training method, like live webinar, on-demand, tool, or course
2. **Filter by category** – Click the **All Categories** field, select a category, and click **Filter**.

   **Tip** As our training events change, our categories change too. Can you spot the differences in your list?

3. **Enroll in a live session** in the **Upcoming Sessions** section.

   **Note** If you don’t see this section, we don’t have any live sessions at this time.

4. **Browse the store** – Scroll down, review the titles, read the descriptions (click **Read More** for the full description).

   Click the page numbers or arrows at the bottom of the page to see more learning options.

**Purchasing a fee-based webinar, on-demand recording, tool, or course**

1. Once you find the learning activity you want to purchase, click **Add**.
2. Click the **Click Here** link after *If you are purchasing for someone else or require bulk purchasing.*

3. Enter the number of users, whether that includes you, and select **Yes** in the **Do you have their names and e-mail addresses?** field.

   For example, to purchase a course for you and two others, enter 3 in the **Number of users** field and select **Yes** in the **Including Yourself** field.

   But to purchase a course for three others, not including you, enter 3 in the **Number of users** field and select **No** in the **Including Yourself** field.

   **Important:** The steps will work if you enter user names and email addresses **exactly matching** the account information in the Availity Learning Center.

4. Click **Next Step: Checkout** on the right side of the page.
5. Enter your payment information.
6. Choose your Country.
7. Choose your State.
8. Click **Next Step: Confirmation**.

**Tip:** If you have a coupon code, click **Coupon Code** and enter it.

9. Complete your information and submit the payment.

   The users are automatically enrolled in the selected course.

**Note to purchaser:** If you do not enter the user’s name and e-mail address exactly as it appears in the user’s account, the user will not be enrolled in the training.

You will receive a code for each user you added without a matching account. Give one code to each user and have the user follow the steps below.

Sample codes (these will not work in the ALC):

- 3PGp05j52wu0VrXtE5wv7f
- psr85VjtWtfmSh3-3muXQ

Have questions? Contact us at **availitylearning@availity.com**.
Entering a bulk purchase code to enroll in a course

Follow these instructions if someone purchased a course for you and provided a bulk purchase code.

1. Log in to the Availity Learning Center.  
   (Access the Creating an ALC account job aid if you do not already have an account.)

2. Open a new browser tab and paste this URL in the address bar:

   https://availitylearning.learnupon.com/bulk_code_verification

3. Enter the code provided to you and click Verify Code.

4. Your course will display on the Dashboard.

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