

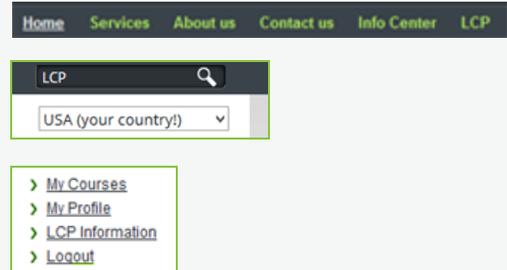
## LCP (Learning Credit Points) – Quick Reference Guide



With LCP, you gain the freedom to manage your courses and align your training budget to your business requirements as the need arises without committing to a long-term plan. Simply purchase a package of LCP and redeem them for training once your need is clearly defined.

### Locating LCP

- Click the LCP link on the top navigation bar
- Search for LCP using the Search bar
- Visit the LCP Information link after your first LCP purchase to view additional features



### Additional LCP features:

- View and print a detailed account statement
- Purchase additional LCP at any time
- Transfer LCP to colleagues so they can order US courses and pay using LCP



### Purchasing LCP:

- Add any combination of LCP to your shopping cart and click the cart icon under Your Selection to begin the checkout process
- Choose your payment method and complete your order
- LCP are added to your account and may be redeemed for training over the next twelve months

### How to Redeem LCP:

- Log into your Unify Academy account and add courses to your shopping cart
- Choose Learning Credit Points as the payment type during checkout
- Note: If you find you do not have enough LCP during checkout, you can easily add additional LCP into your shopping cart
- You will receive a confirmation after all orders

### Purchasing LCP

Locate LCP using the Course Search function or by visiting the LCP Information link after your first LCP purchase.

Select the quantity of LCP you desire by using the shopping cart icon.

Your LCP quantity is displayed in Your Selection. Begin the booking process.

Once the booking has been completed, the LCP are added to your account and can be redeemed immediately.

An overview of your LCP purchases, redemptions and transfers is available from the LCP Information link.

### Redeeming LCP

Search for the course you are interested in. If LCP are available it will be displayed on the course description page.

Add the course to Your Selection by clicking the shopping cart icon.

Begin the booking process.

Choose LCP as your payment method and complete the process.