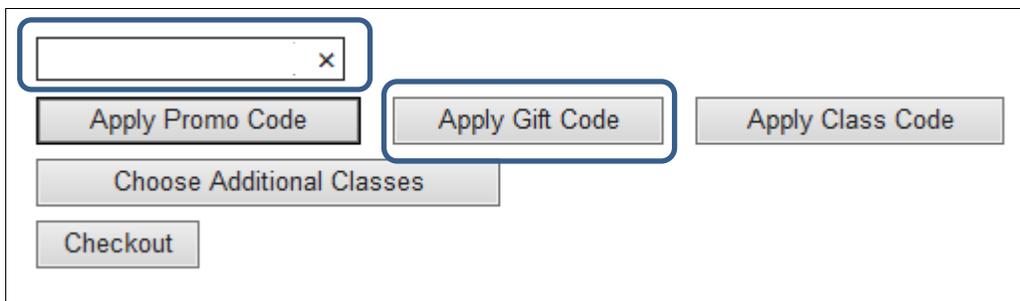


## HOW TO REDEEM YOUR eGIFT CARD ONLINE

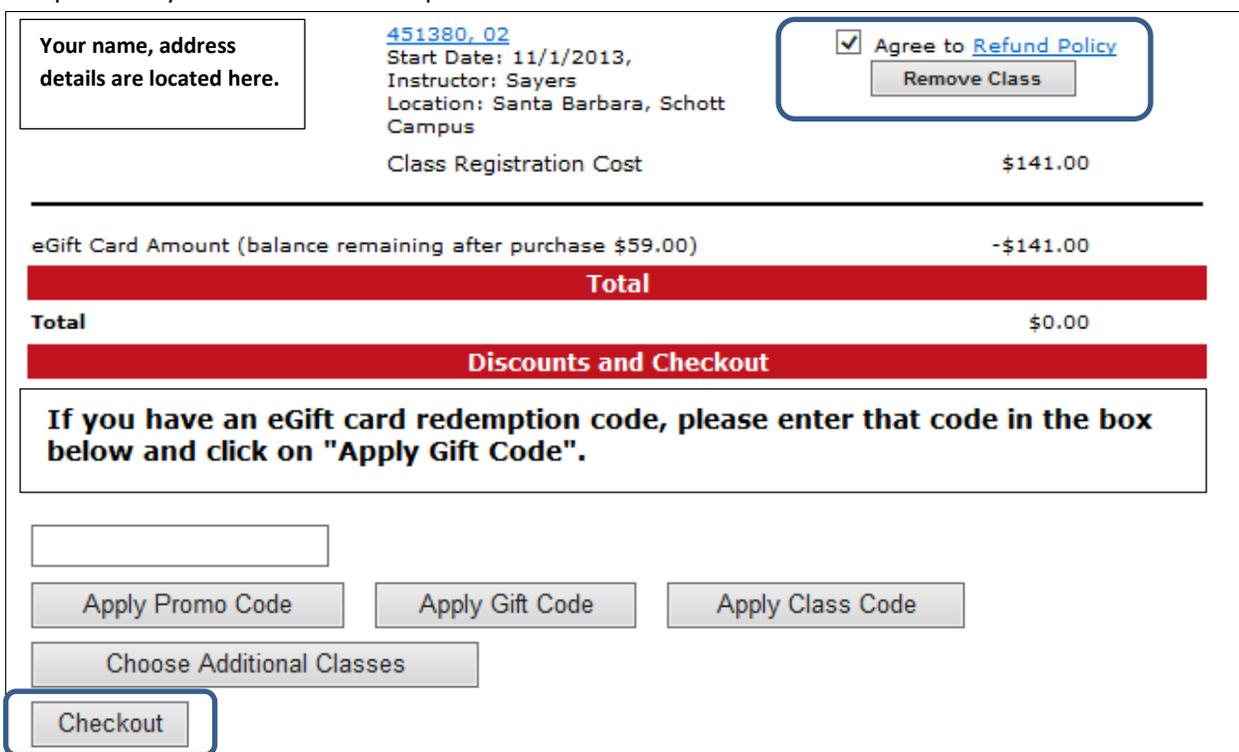
You've received your eGift card redemption code by email and/or post. If you have misplaced that email or document, please come to either the Schott or Wake Campus for assistance. Follow these steps to redeem your gift of learning eGift card towards any of the Center for Lifelong Learning classes:

1. Click on "Sign-in" from the menu bar located on the left side of the screen if you have a student profile, then type in your username and password in the corresponding fields. If you don't have a student profile, please click on the link "Create New Profile" located at the bottom of the screen.
2. Browse the online CLL catalog by scrolling over "Courses" link from the menu bar to select "Program Catalog" for the Center for Lifelong Learning classes, OR use the "Search" link to find the specific classes you wish to register for.
3. Purchase your choice of class by clicking on "Add to Cart"
4. Agree to the liability waiver by clicking on "Submit"
5. From your shopping cart click on "View Cart"
6. A new screen will load with your student details, class details and amount. Please review those details. At the bottom of the screen type or paste the eGift card redemption code into the discount field (as indicated by arrow in sample screen shot) and click on "Apply Gift Code".



A screenshot of a web interface for applying a gift code. A blue arrow points to a text input field with a small 'x' icon. Below the input field are three buttons: "Apply Promo Code", "Apply Gift Code", and "Apply Class Code". Below these buttons is a button labeled "Choose Additional Classes" and a "Checkout" button at the bottom.

7. The system will prompt you with any balance left on your eGift card (see sample screen shot below). If you have more than one eGift code, apply each separately. Complete your transaction by clicking on the box to "[Agree to the Refund Policy](#)", and then clicking on "Checkout". If there is a balance due, you will be taken to a secure screen where you will enter your credit card information. Otherwise, you will be taken straight to the screen where you can print out your transaction receipt and confirmation.



A screenshot of a checkout summary screen. A blue arrow points to the "Checkout" button at the bottom. The screen displays the following information:

- Your name, address details are located here.
- Class details: [451380.02](#), Start Date: 11/1/2013, Instructor: Sayers, Location: Santa Barbara, Schott Campus, Class Registration Cost: \$141.00.
- Agree to [Refund Policy](#) (checked), with a "Remove Class" button.
- Summary table:

eGift Card Amount (balance remaining after purchase \$59.00)	-\$141.00
<b>Total</b>	
<b>Total</b>	\$0.00

**Discounts and Checkout**

If you have an eGift card redemption code, please enter that code in the box below and click on "Apply Gift Code".

Below the instruction is a text input field and three buttons: "Apply Promo Code", "Apply Gift Code", and "Apply Class Code". Below these buttons is a button labeled "Choose Additional Classes" and a "Checkout" button at the bottom.