

SEASON PASS INSTRUCTIONS

MyIICLE Registration

You must have a MyIICLE account in order to purchase and use the IICLE Season Pass. If you already have a MyIICLE account, please skip this section and go directly to the MyIICLE Login & Season Pass Purchase instructions.

1. You can register for a MyIICLE account by clicking on “**MyIICLE Login**,” which appears in small white letters at the center top of the screen.
2. Click on the “**Sign up**” button.
3. Complete the registration page and click “**Register**” at the bottom of the screen. Your username will be your e-mail address. You will also need to remember the password you created for login. The password must be at least 8 characters and include at least one number.

MyIICLE Login & Season Pass Purchase

1. You must log in to your MyIICLE account to successfully purchase the IICLE Season Pass. Click on “MyIICLE Login,” which appears in small white letters at the center top of the screen. This will take you to the MyIICLE Login page.
2. Enter your e-mail address and password and click “Go!” If you cannot remember your password, click “**Forgot Login?**” and you will receive a temporary password by e-mail.
3. You will be directed to the MyIICLE Welcome screen. Hover your mouse over **Shop IICLE** at the top of the screen and click on “**Season Pass.**” You will be directed to the Product Page for IICLE Season Pass.
4. Click the “Add to Cart” button and continue through the purchase process. Be sure to check the final button “Approve Purchase.” If successful, you will receive a notice “Thank you for your IICLE online purchase.” You can proceed to register for live courses with the 50% discount or start viewing online courses immediately or at your convenience during the term of your Season Pass.

Live Course Registration

1. Make sure you are logged in to your MyIICLE account. Instructions for logging in are available above.
2. At the MyIICLE Welcome screen, click the red link “**Season Pass.**”
3. You will be directed to a listing of available online courses. At the top of this list, is a statement concerning the 50% discount for live course registration with a clickable link to access that discount. Clicking on this link will take you to a list of IICLE course offerings. **You must use this link when registering online for a live course in order to receive the 50% discount.**
4. Complete the purchase process for the live course you have selected. Since you are logged in as a Season Pass customer, the 50% discount will be reflected in your shopping cart at checkout.

Online Course Viewing

1. Make sure you are logged in to your MyIICLE account. Instructions for logging in are available above.
2. At the MyIICLE Welcome screen, click the red link “**Season Pass.**”
3. You will be directed to a listing of available online courses. **You must use this listing page when in order to view an online course as part of your Season Pass benefits.**
4. Scroll through the online courses listed under the sentence and click on a course you would like to view.
5. Once you select an online course, it will start loading immediately. Since you are logged in and a Season Pass customer, you will not be charged.
6. IICLE will send you an affidavit and course survey within one business day after you have began viewing the online course. You should print this affidavit, complete and sign it, and return it us by fax or mail. Upon receipt and verification, we will record your credits in your MyIICLE account and send you a Certificate of Completion via U.S. Mail.
7. To finish viewing an online course that you weren’t able to complete in one viewing, simply select the same course from the list of online courses via the “Season Pass” link on the MyIICLE Welcome screen. If you can’t recall the name of the course, you can review your Online Purchase History by clicking on the “Online Purchase History” link on the MyIICLE Welcome screen.

MCLE Credit Information

- To view your MCLE credit history for all IICLE courses, including online courses viewed via the IICLE Season Pass, click “MCLE History” on the MyIICLE Welcome screen.
- For online courses, credit will only appear after IICLE has received and recorded your signed affidavit.
- Please allow 2-3 weeks for processing of MCLE credits. If you have questions about credits earned through IICLE courses, please contact a Customer Representative at 800-252-8062.

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