



Facilitation Skills e-Learning

Purchasing Information

The facilitation skills e-learning program can be purchased using a credit card or through a purchase order. Credit card purchases are made directly on the order page of the program. Simply follow the instructions provided. Those wishing to use a purchase order must first create a PO, addressed to “Facilitation Tutor”, then enter that PO# when signing in to purchase the program. Once your group is registered, the office of Facilitation Tutor will send you an invoice. This will be due in 30 days, although your group members may begin to use the program immediately.

When enrolling a group, be ready with the names and email addresses of your group members. All learners will be sent a welcome letter as soon as they are registered. This letter will contain their log-in information. When you register a group, you will assign someone to be the group administrator. This person will be able to enter the site at any time to monitor student activity.

Important Note:

You do not need to register all of your group members when you first purchase a block of seats. As long as you have empty seats, you can enroll learners at any time. In fact you can add new students long after the original purchase date and they will still be able to access the program for the full term. The seats you purchase will never expire.

Do you have questions?

Inside North America, contact Facilitation Tutor at 1-888-358-8848.

From elsewhere, use the country code and our US number - 941-377-3920.