

Greetings interested QuickBooks learners,
I cannot wait to interact with you with the upcoming facilitated *Using QuickBooks to Manage Your Farm Business* online course. Below is a screen capture guide to help you with the registration process.

1. Navigate to the course page: <https://extension.psu.edu/using-quickbooks-to-manage-your-farm-business-october-2020> . Please note you cannot search for the page in a web browser.

Type it into the URL address bar or click on the link to reach this page.



The screenshot shows the Penn State Extension website interface. At the top, there is a navigation bar with the Penn State Extension logo, a menu, a search bar, and links for account and cart. Below the navigation bar, the course title "Using QuickBooks to Manage Your Farm Business: October 2020" is displayed. A brief description follows: "Learn basic accounting principles and QuickBooks to run your farm business; this includes Chart of Accounts, Customer and Vendor centers, assets, and loans." Below the description is a link to "#OLC-G-1073 | BE THE FIRST TO LEAVE A REVIEW". The main content area features a large image of a green field with several black and white cows grazing. To the right of the image, there is a sidebar with course details: "ONLINE COURSES", "SKILL LEVEL: Beginner, Intermediate", "LENGTH OF ACCESS: 365 days", "SECTIONS: 6", "LENGTH: 4 hours, 30 minutes", and "LANGUAGE: English". A price tag of "\$80.00" is shown, along with a "REGISTER" button and a "SAVE FOR LATER" option. A note at the bottom states: "NOTE: This course offers a certificate of completion."

2. At the course page, use the dropdown by Options to select the course and then click the Register button.

Log in or Create an Account

Log In


EMAIL ADDRESS*

PASSWORD*

LOG IN

[Forgot Your Password?](#)

 Log in with Facebook

 Log in with Google

 Log in with Twitter

New to Penn State Extension?

CREATE AN ACCOUNT

Want to register for an event or make a purchase without creating an account? Call our customer service team.

1-877-345-0691

By creating an account you can...

- See your recent activity and saved items in your account dashboard
- Customize your preferences to your interests
- Move through the checkout process faster
- Save articles, videos and other information for easy access later
- View and track your orders, and more

3. Next, the Penn State Extension login page should appear. Existing Penn State Extension account users may login. If new to Penn State Extension courses, first create an account (If preferred,

link to an existing Facebook, Google, or Twitter account).

4. When creating an account follow the process to create an account. The user id is the email address and create a password for the account that is easy to remember. When complete click Submit.

5. Once logged in, the shopping cart will display. If it does not, check in the upper right to verify log in to an account, and then click on the shopping cart icon in the upper right. If no course in the shopping cart, go back to the course page to add it to the cart (steps 1 and 2).

PennState Extension MENU SEARCH

Create an Account

Already have an account? Log in instead

FIRST NAME*
Jan

LAST NAME*
Smith

EMAIL ADDRESS*
abc123@email.address

PASSWORD*

CONFIRM PASSWORD*

Let's Stay Connected

We provide resources that are:

- **Research-based.** We stick to the facts
- **Personalized.** We only tell you what you want to know
- **Timely.** We're quick to report the latest on outbreaks and emergencies.
- **Diverse.** We have something for everyone.

Get notified when we have news, courses, or events of interest to you

I'm not a robot

SUBMIT

Log in with Facebook Log in with Google Log in with Twitter

PennState Extension MENU SEARCH ACCOUNT CART

LEARN HOW TO STOP THE INVASIVE SPOTTED LANTERNFLY >

CORONAVIRUS: INFORMATION AND RESOURCES FOR THE EXTENSION COMMUNITY >

Shopping Cart

PROCEED TO CHECKOUT

Using QuickBooks to Manage Your Farm Business: October 2020 was added to your shopping cart.

PRODUCT	PRICE	QTY	SUBTOTAL
USING QUICKBOOKS TO MANAGE YOUR FARM BUSINESS: OCTOBER 2020 <small>SKU: OLC-G-1073-OLC-1085</small>	\$80.00	1	\$80.00

DISCOUNT CODES APPLY

SUBTOTAL \$80.00
GRAND TOTAL \$80.00

PROCEED TO CHECKOUT

FIRST NAME: Robert
LAST NAME: Goodling
EMAIL: rcg133@psu.edu

HOW DID YOU HEAR ABOUT THIS EVENT / ONLINE COURSE?
-- Please Select --

IF YOU SELECTED OTHER, PLEASE SPECIFY BELOW.

DO YOU REQUIRE ASSISTANCE?
 Audio
 Mobile
 Visual

6. Continue the checkout process. Once complete, you will receive a confirmation email for the course and instructions on how to access the course.

See you in October,

Robert C. Goodling Jr.

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