Registering for Free Lyrasis Classes

Indiana State Library

Professional Development Office

ISL Policies for Lyrasis Classes

- **Be advised Lyrasis learners may have no more than 4 uncompleted classes and fewer than 10 completed classes in the past 12 months.**

  - You are welcome to take the class(es) you have requested but please be mindful of the 10-course limit. Please note also that Lyrasis courses are subject to change or cancellation.

- If you are a certified public librarian and need to obtain LEUs, don't forget to print out your certificate after completing the class evaluation. Please file it with your other LEUs.

Promo Code

- You should have **already** received an email from ISL staff which includes the authorization or promo code.

- If you have not received this code, please fill out the [ISL Lyrasis Course Application Form](#) or [contact ISL Statewide Services](#) with any questions.
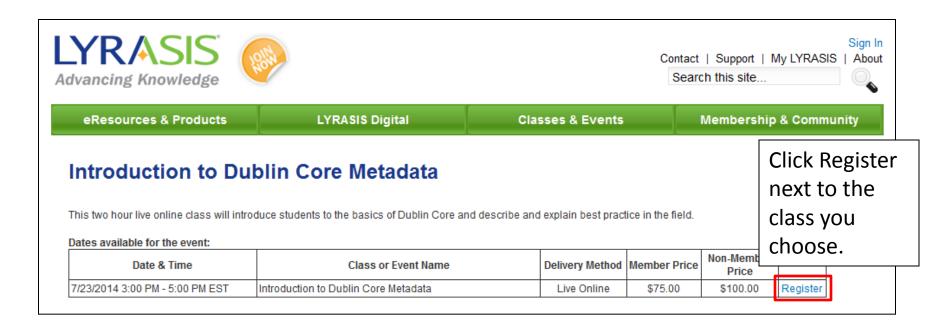
Step by Step Summary

- Step 1: Browse Lyrasis Course Catalog & click on Register (Slide 5)

- Step 2: Review Course Information (Slide 6)

- Step 3: Checkout as Lyrasis Member or Non-Member (Slides 7-10)

- Step 4: Apply Promo Code and Submit Payment (Slide 11)

- Step 5: Registration Complete! (Slide 13)

Step 1: Browse Lyrasis Course Catalog

Course Catalog   Sched...   http://www.lyrasis.org/Pages/Events.aspx

Filter by

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Showing Delivery Method: Live Online Events

1. Filter results by Live Online classes. These are paid for by ISL and provided free to library staff in Indiana libraries.

	Class or Event Name	Member/Non-Member Price	
	FulfILLment, an Open Source Interlibrary Loan Solution Instructor: Grace Dunbar Delivery Method: Live Online	$0.00 / $0.00	Register
	LYRASIS Digital Repository Services Demo Instructor: Priscilla Caplan Delivery Method: Live Online	$0.00 / $0.00	Register
	LYRASIS Digitization Collaborative Information Session Instructor: Laurie Gemmill Arp Delivery Method: Live Online	$0.00 / $0.00	Register
7/10/2014 2:00 PM - 4:00 PM EST	**Introduction to Linked Data for Libraries** Instructor: Rebecca Guenther Delivery Method: Live Online	$75.00 / $100.00	Register
7/11/2014 12:00 PM - 1:00 PM EST	**Going Digital Free Webinar** Instructor: Leigh Grinstead Delivery Method: Live Online	$0.00 / $0.00	
7/14/2014 2:00 PM - 4:30 PM EST	**State Library Agencies: Getting Ready for the Edge Initiative Webinar** Instructor: Russell Palmer Delivery Method: Live Online	$0.00 / $0.00	
7/15/2014 2:00 PM - 4:00 PM EST	**Using MODS to Describe Cultural Heritage Resources** Instructor: Rebecca Guenther Delivery Method: Live Online	$75.00 / $100.00	Register

Free LYRASI...
General Trai...
Administ...
Catalogi...
Manager...
Professi...
Program...
Referenc...
Resourc...
Technolo...

Digital Traini...
Digital Preservation
Digitization
Preservation
Technology Services

Preservation Training
Digital Preservation
Preservation

Delivery Method:
Conferences and Meetings
Face to Face
Live Online
On Demand
Self-Paced

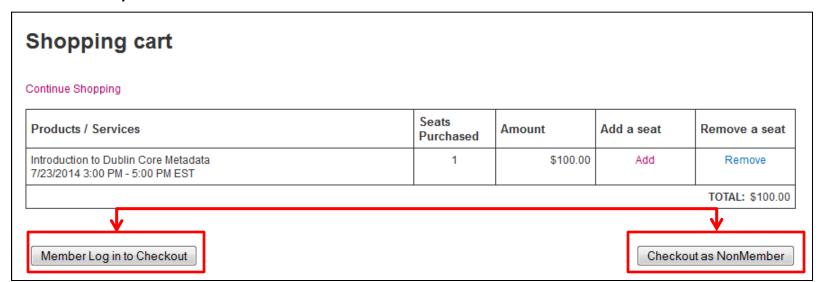2. Find the class you want and click on Register.

Step 2: Review course information

- Look at course details to ensure that the title, date and time are correct.

- Often, Lyrasis will list several classes with different dates and time.

Step 3: Checkout – Member / Non-Member

- Indiana library staff are eligible to checkout as either a Lyrasis member OR non-member.

- Checkout as a member (See slides 8 & 9)
  - Create a username and password on the Lyrasis website. Receive emails about new Lyrasis classes and avoid needing to fill out contact info when registereing for a Lyrasis class.

- Checkout as a non-member (See slide 10)
  - No account with Lyrasis is created. Enter contact info each time you register for a Lyrasis class.

Shopping cart

Continue Shopping

Products / Services	Seats Purchased	Amount	Add a seat	Remove a seat
Introduction to Dublin Core Metadata 7/23/2014 3:00 PM - 5:00 PM EST	1	$100.00	Add	Remove
				TOTAL: $100.00

Member Log in to Checkout   Checkout as NonMember

Checkout as Lyrasis Member

1. Sign in or create a Lyrasis account. If you create an account, you will need to wait 24 hours to receive your temporary password.

LYRASIS
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Username:

Password:

Forgot Password?   **SIGN IN**

☐ Sign me in automatically

Request a login

For technical assistance, contact membersupport@lyrasis.org

Are you inte...
becoming a

2. Review the class information and click on Checkout.

Sign Out
Contact | Support | My LYRASIS | About
Search this site...

Advancing Knowledge

| | **LYRASIS Digital** | **Classes & Events** | **Membership & Community** |

Shopping cart

Continue Shopping

Products / Services	Seats Purchased	Amount	Add a seat	Remove a seat
State Library Agencies: Getting Ready for the Edge Initiative Webinar 7/14/2014 2:00 PM - 4:30 PM EST	1	$0.00	Add	Remove
				TOTAL: $0.00

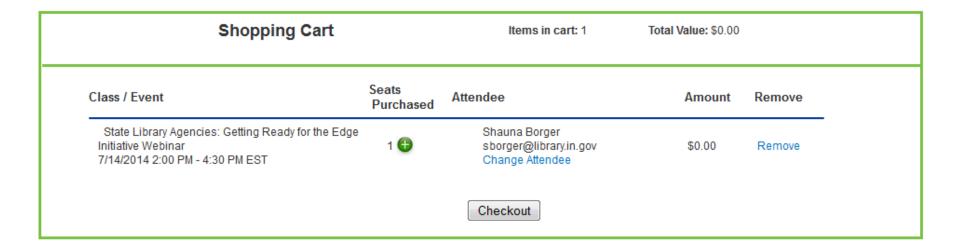Checkout

Checkout as Lyrasis Member

- Review class information again, along with your user information and click on Checkout.

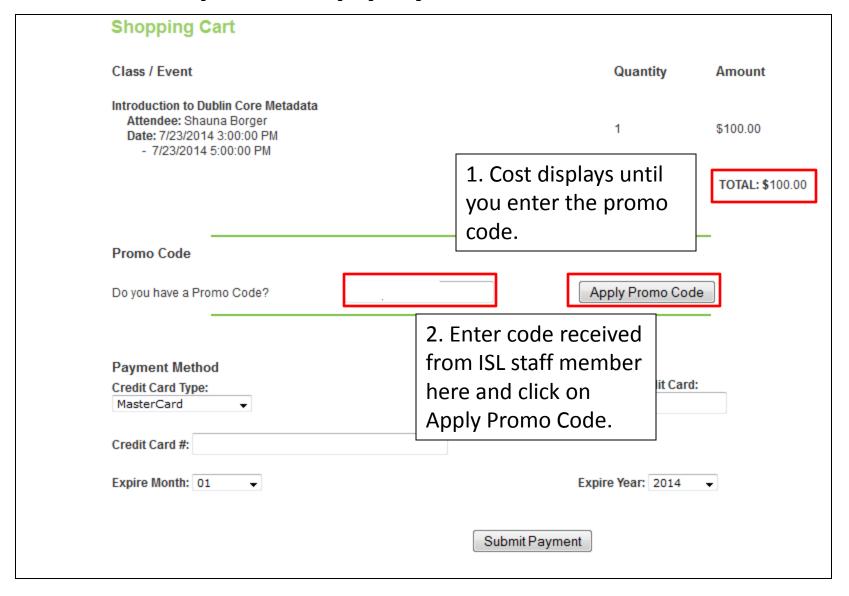| Shopping Cart		Items in cart: 1		Total Value: $0.00	
Class / Event	**Seats Purchased**	**Attendee**		**Amount**	**Remove**
State Library Agencies: Getting Ready for the Edge Initiative Webinar 7/14/2014 2:00 PM - 4:30 PM EST	1 ⊕	Shauna Borger sborger@library.in.gov Change Attendee		$0.00	Remove

Checkout

Checkout as Lyrasis Non-Member

- Enter contact information and click on Submit.

Step 4: Apply Promo Code

Shopping Cart

Class / Event	Quantity	Amount
Introduction to Dublin Core Metadata **Attendee:** Shauna Borger **Date:** 7/23/2014 3:00:00 PM - 7/23/2014 5:00:00 PM	1	$100.00

1. Cost displays until you enter the promo code.

TOTAL: $100.00

Promo Code

Do you have a Promo Code? [   ] [Apply Promo Code]

2. Enter code received from ISL staff member here and click on Apply Promo Code.

Payment Method
Credit Card Type:
MasterCard ▼

lit Card:

Credit Card #: [   ]

Expire Month: 01 ▼   **Expire Year:** 2014 ▼

[Submit Payment]

Shopping Cart after Promo Code is Applied

Shopping Cart

Class / Event		Quantity	Amount
Introduction to Dublin Core Metadata Attendee: Shauna Borger Date: 7/23/2014 3:00:00 PM - 7/23/2014 5:00:00 PM Promo Code Used: ... Promo Code Savings: $100.00 Indiana Subscription		1	$100.00

1. Promo code displays in summary.

2. Cost should be $0 if promo code applied correctly.

TOTAL: $0.00

Promo Code

Do you have a Promo Code? [_____] [Apply Promo Code]

3. Payment method options disappear.

[Submit Payment]

Step 5: Registration Complete!

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JOIN NOW

| eResources & Products | LYRASIS Digital | Classes & Events |

1. Registration complete message on website.

Your order has been successfully completed and will be processed immediately. If you have any questions please contact Jonathan Robinson at 800.999.8558

From: workshops@lyrasis.org
To: Borger, Shauna
Cc: workshops@lyrasis.org
Subject: LYRASIS Order Confirmation

Name:
Phone
Institution: Indiana State Library
Address:140 N Senate Ave
Indianapolis, IN 46204

Introduction to Dublin Core Metadata
  Qty: 1
  Total: $100.00

Order Total: $0.00
Payment Method: Credit Card

2. Registration complete email confirmation.

Resources

- Contact ISL Statewide Services with any questions.
  - statewideservices@library.in.gov
  - 317-232-3697
- Lyrasis Information on ISL Continuing Education website: http://continuinged.isl.in.gov/find-training/lyrasis-classes/
- Lyrasis Course Catalog: http://www.lyrasis.org/Pages/Events.aspx