

# STEP 1

The screenshot displays the 'Classes & Events' section of the 'MERCY EMPLOYEE REGISTRATION' website. At the top, there is a teal header for 'Online Services' and a dark green bar for 'MERCY EMPLOYEE REGISTRATION'. Below this, the 'Classes & Events' title is shown in green, accompanied by 'Checkout' and 'Shopping Cart (0)' buttons. A search bar is present with a 'Go' button. On the left, a 'Filter the Search Results' sidebar shows a 'Category' list where 'Staff Education (113)' is selected and circled in red. The main content area shows 'Showing 1 - 10 of 244 Results' and a pagination bar. Two class listings are visible: 'Yoga - Heart Healthy' with details on type, date, time, cost, and open seats, and 'Breastfeeding Class' with a description and type.

- For all **employee** classes, select the “*staff education*” box to filter the search results
  - \*\*\*Life support classes for employees are included under “*staff education*”
  - You can sign up for birth care and nutrition/wellness classes as well. They are separated because they are also available to the public (and may have a fee)

# STEP 2

MERCY EMPLOYEE REGISTRATION

## Classes & Events

Checkout Shopping Cart (0)

Search... Go

Filter the Search Results

Category

- Staff Education (113)
- Life Support Classes (94)
- Birth Care (32)
- Nutrition and Wellness (5)

Showing 1 - 10 of 113 Results

« < 1 2 3 4 5 6 7 8 9 10 ... > »

**Basic Life Support - Employee**

Basic Life Support

This session is only for Mercy employees [hospital or clinic] *More +*

**Type:**  
Staff Education

**Location:**  
Classroom 4  
First Floor Mercy North  
Mercy Hospital  
500 E. Market St.  
Iowa City, IA 52245

**Date:** Mon, Jan 14, 2019

**Time:** 12:00pm - 2:30pm

**Cost:** Free

**Open Seats:** 8

[Add to Cart](#)

**ACLS Renewal - Employee**

ACLS Renewal Class – 4 hour class

This course is designed for healthcare providers who either direct or participate in the mana *More +*

**Type:**  
Staff Education

- Find the class date/time you would like and select “*add to cart*”
- You can keep browsing for more classes, or you can move on to step 3

# STEP 3

MERCY EMPLOYEE REGISTRATION

## Classes & Events

Checkout Shopping Cart (1)

Search... Go

Filter the Search Results

Category

- Staff Education (113)
- Life Support Classes (94)
- Birth Care (32)
- Nutrition and Wellness (5)

Showing 1 - 10 of 113 Results

« < 1 2 3 4 5 6 7 8 9 10 ... > »

**Basic Life Support - Employee**

Basic Life Support

This session is only for Mercy employees [hospital or clinic] [More +](#)

**Type:**  
Staff Education

**Location:**  
Classroom 4  
First Floor Mercy North  
Mercy Hospital  
500 E. Market St.  
Iowa City, IA 52245

**Date:** Mon, Jan 14, 2019    **Time:** 12:00pm - 2:30pm    **Cost:** Free    **Open Seats:** 8    [Go to Cart](#)

**ACLS Renewal - Employee**

ACLS Renewal Class – 4 hour class

This course is designed for healthcare providers who either direct or participate in the management of patients. [More +](#)

**Type:**  
Staff Education

- Select “go to cart” to review your registration(s) before checking out

# STEP 4

## Online Services

### MERCY EMPLOYEE REGISTRATION

## Shopping Cart

These are the items that you have in your cart. To remove items, use the Remove From Cart buttons. To continue and Checkout, use the Checkout button.

Shopping Cart

Item	Date / Time	Cost	Quantity	Actions
Basic Life Support - Employee	Mon, Jan 14, 2019 @ 12:00pm	\$0.00	x 1	Remove
Payment Due Now		\$0.00		
Total		\$0.00		

[Return to Class Search](#) [Checkout](#)

[↑ Top of Page](#)

- If everything looks right, you can select “*checkout*” to confirm/finish registration
- You can also remove classes if incorrectly added to your cart, and/or return to the class search before checking out

# STEP 5

MERCY EMPLOYEE REGISTRATION

## Checkout

[Shopping Cart \(1\)](#)

Use the form below to continue with your checkout process.

**First Name**  
Jo

**Last Name**  
Employee

**Employee Number**  
00001

**Department**  
3 West

**Email**  
jo.employee@mercyic.org

**Preferred Phone**  
(319) 000-0000

**Comments**  
Comments  
0 / 480

Remember Me

[Continue with Checkout](#) [Reset](#)

- Fill out the checkout form and select “*continue with checkout*” if you are done
- You can go back to the shopping cart from this screen as well if something needs to be changed

# STEP 6

MERCY EMPLOYEE REGISTRATION

## Review Order

[Shopping Cart \(1\)](#)

Review your order before submission. Add any additional persons or registrants - if applicable.

Shopping Cart				
Item	Date / Time	Cost	Quantity	Actions
Basic Life Support - Employee	Mon, Jan 14, 2019 @ 12:00pm	\$0.00	x 1	<a href="#">Remove</a>
Payment Due Now		\$0.00		
Total		\$0.00		

[Continue with Order](#) [Back to Checkout Form](#)

[↑ Top of Page](#)

- Select “*continue with order*” to process your registration
- You can go back to the checkout form or shopping cart from here as well

# STEP 7

**MERCY EMPLOYEE REGISTRATION**

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### Order Processed

Your order has been processed successfully. Thank you.  
Your Confirmation Number is: AJP0000L

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 <b>Basic Life Support - Employee</b>	Mon, Jan 14, 2019 @ 12:00pm	\$0.00	x 1	
<b>Total</b>		\$0.00		

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- If you make it to this screen, you have successfully registered and should receive a confirmation email
- Call Mercy On Call with any questions, or if a registration needs to be changed at **319-358-2767**