## QuickDoc

## **Changing Credit Type when Registered for a Course**

## Changing Credit Type:

If participants want to change from a lesser fee-based credit type to a higher fee-based credit type, they can do so at any time on their own in our online registration system until the section end date. Participants are responsible for any additional charge.

If participants want to change from a higher fee-based credit type to a lower fee-based credit type including "no fee" (Participant only), they will get a refund of the difference up until the section end date.

- 1. Click Home or Courses in the tabs along the top of the screen.
- 2. Locate the My Courses channel and click the Learning Opportunity button.

^	My Learning Opportunities	View All (>)
$\odot$	Fee test Section: 235591	
$\odot$	000 dianne - gw - credit card Section: 235562	Ð
My	Transcript Learning Opportunity	

3. Choose Change Credit Type in the Action Menu for your course

My Payment History	ACTIONS LEARNI	NG OPPORTUNITY			
	☑ ▼ 160478: Fee test fee				
	Ø ▼ 160444 000 test	160444: 000 test dianne - 05/10/2018 payment processors MB 000 test dianne - 05/10/2018 payment processors MB - section			
	Cancel	<b>ne - gw - credit card</b> - credit card Section 300			
	🕼 Change Credit Ty	pe			

4. Click the radio button for the new credit type.



5. If additional payment is needed due the new credit type, it will be reflected here. Follow the prompts to make payment or click **Next** or **Pay Now.** 

censure Renewal\$50.00 articipant Only \$0.00	Previous Payment Information			Participant Only Fees	
					Registration: 0.0
	Licensure Renewal				Sub-Total: \$0.0
				Fees Paid:\$0.0	
		Registration\$50.00			New Total: \$0.0
		Total Paid: \$0.00	Next		

6. Once you have successfully changed your credit type, the new Credit Type will display in your **Registered Learning Opportunities** list.

