Promo Code Instructions for NYSUT Members

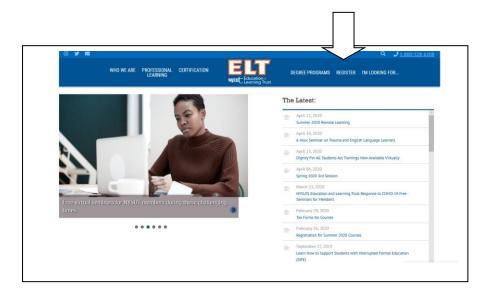
In order to receive the discount on tuition, you will need to:

- Be an NYSUT Member an active dues-paying member
- Have a NYSUT Member Account already set up at <u>www.nysut.org</u>

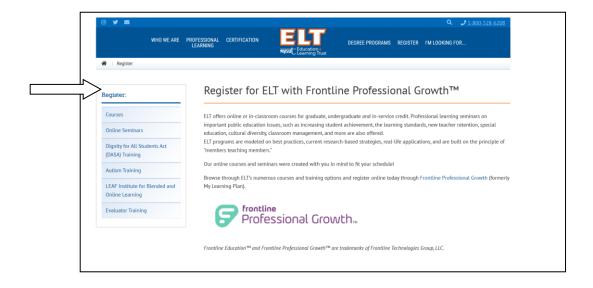
If you do not know your Member I.D., please call the NYSUT Membership Department during business hours at 1-800-342-9810, ext. 6224.

Registration:

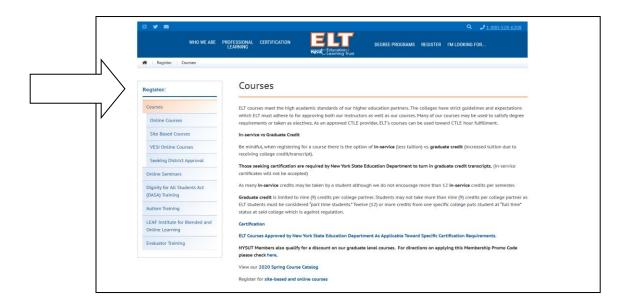
• Click on "Register" under "Our Services" on our webpage http://elt.nysut.org



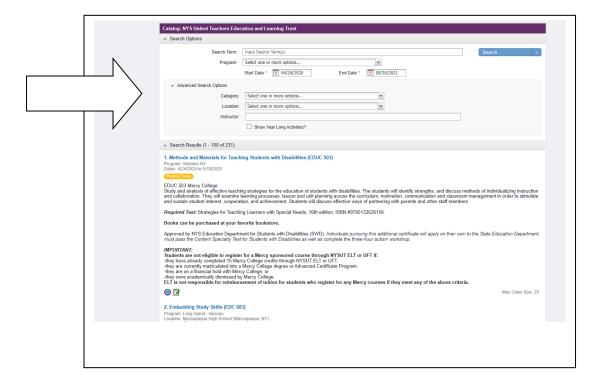
• Click on "Courses":



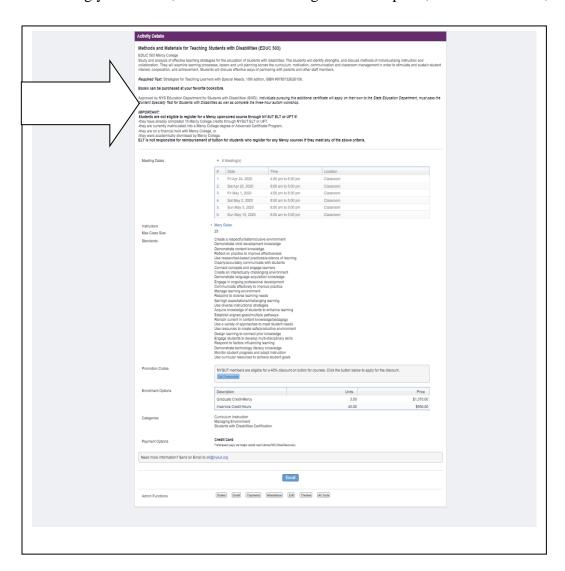
• Select from a number of courses under the *Register* column to search Frontline for a course.



• Open the Advanced Search the catalog in Frontline which will allow you to search by instructor, by title or by region (Program is region).



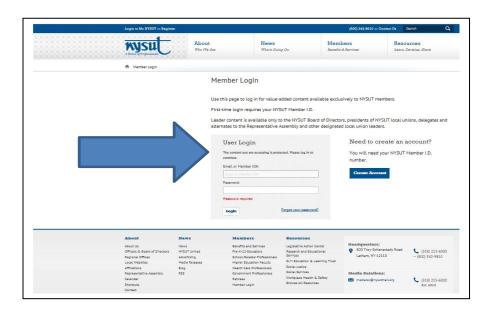
• After selecting your course, be sure to read through the description, book information, etc.



 Underneath the Standards you will see GET PROMOCODE. This is where you will receive your discount. Click on "Get Promocode". This will bring you to the NYSUT MEMBER LOG IN PAGE



• You must have an account set up with NYSUT <u>BEFORE</u> you can obtain the discount. (*Please note that you must be an active dues-paying member (in-service). Only members are eligible for the discount.*)



- After the system verifies that you are eligible for the discount, it will bring you back to Frontline with the discount being applied.
- HINTS TO BE SUCCESSFUL:
 - Use a computer (Cell phones, tablets are not optimum)
 - o Check what web browser you are using. Firefox is suggested as it seems to work best.
 - Be an active dues-paying member of NYSUT.
 - O Questions regarding your membership status, please contact NYSUT's Membership Dept. during business hours at 1-800-342-9810, ext. 6224.