

University of Tennessee
Online Better Process Control School
Organization Registration Guide

If using purchase order: Use this guide if your organization has received a 100% discount code from the course administrator to reserve multiple seats for learners. To process a purchase order and receive a code, please reach out to foodsci_ext@utk.edu.

Step 1. Open the Course Listing

Navigate to the Better Process Control School course in [Canvas Catalog](#).

Click Better
Process Control
School listing

The screenshot shows the 'Listings' page with the heading 'Browse Listings'. The first course card is for 'Better Process Control School (BPCS) - Online'. It features a book cover for 'CANNED FOODS' by Mark A. Miller. The card lists two pricing options: 'For individual cardholders with credit card' (Time limit: 186 days, \$100/seat, with a crossed-out 'Add to Cart' button) and 'For multiple seat purchase with credit card' (Time limit: 186 days, \$450/seat, with an 'Add to Cart' button circled in red). Below the card, a description states: 'The Better Process Control School (BPCS) certifies supervisors of thermal processing systems (retort and aseptic), acidification, and container closure evaluation programs for low-acid and acidified canned foods. Each...'. The UTIA Institute of Agriculture logo is at the bottom. A footer bar shows 'Time limit: 186 days' and '\$450' with a right arrow button.

Step 2. Add the Course to Your Cart

Select Add to Cart (you will be prompted to either sign in if you already have a Canvas account or, if a new Canvas user, to create a guest account prior to purchase).

The screenshot displays the Canvas LMS interface for the 'Better Process Control School (BPCS) - Online' course. On the left, there is a book cover for 'CANNED FOODS' (Ninth Edition) with the subtitle 'Principles of Thermal Process Control, Acidification and Container Closure Evaluation'. The course title 'Better Process Control School (BPCS) - Online' is prominently displayed. Below the title, two enrollment options are listed: 'For individual enrollments with credit card' and 'For multiple seat purchase with credit card'. Both options show a 'Time limit: 186 days' and a '\$450 Enroll' button. The 'Add to Cart' button is circled in red in both sections. A blue arrow points from a text box at the bottom right, which says 'Select "Add to Cart"', to the 'Add to Cart' button in the 'For multiple seat purchase with credit card' section.

Better Process Control School (BPCS) - Online
Time limit: 186 days

For individual enrollments with credit card
Time limit: 186 days
\$450 Enroll **Add to Cart**

For multiple seat purchase with credit card
Time limit: 186 days
\$450 Enroll **Add to Cart**

Select "Add to Cart"

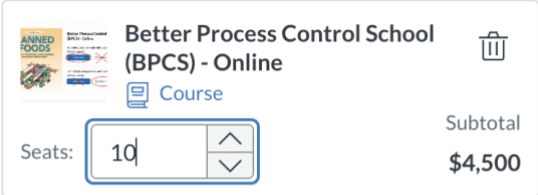
Step 3. Adjust the Number of Seats

Open your shopping cart and use the Quantity field to select the number of seats approved for your organization.

Tip: Increase the quantity to the total number of seats your organization is purchasing based on the previously processed purchase order.

Select number of seats
your organization needs
(example shown for 10
seats).





Better Process Control School (BPCS) - Online

Course

Seats: 10

Subtotal: \$4,500

Subtotal: \$4,500

Go to Cart

Step 4. Proceed to Checkout by Selecting “Go to Cart”

Step 5. Apply Your Discount Code

Enter the 100% discount code provided by the course administrator and select Apply.
Verify that your total is reduced to \$0.00 before completing checkout.

1. Apply promotion code provided by BPCS admin.

1 listing in cart



Better Process Control School (BPCS) - Online
[Course](#) [View Summary](#)

Seats: 10

Subtotal
\$4,500

Order Summary
Review your items before checkout.

Promotion Code(s)

Your Items 1
Better Process Control School (... \$4,500
10 x \$450

Total: **\$4,500**

You won't be charged yet.

1 listing in cart



Better Process Control School (BPCS) - Online
[Course](#) [View Summary](#)

Seats: 10

Subtotal
~~\$4,500~~ **\$0**

Order Summary
Review your items before checkout.

Promotion Code(s)

TESTCODE X

Your Items 1
Better Process Control School (... \$4,500
10 x \$450

'TESTCODE' **-\$4,500**

Total: **FREE**

You won't be charged yet.

2. Once “apply” is selected, total should say “FREE”.

3. Choose “Purchase Seats for Others” to finalize seat reservations.

Step 6. Complete the Reservation

Complete the checkout process to reserve the seats for your organization.

Checkout

[Go back to Catalog](#)

Review your order and complete your purchase. Seats will be reserved for later invitations.

Your seats will be secured, allowing you to invite students to this listing via the **Invitations** option in the **Enrollments & Invitations** menu in the next step. Please note that **seat purchases for others cannot be transferred or reduced once completed**. Refund requests may be submitted in accordance with your institution's refund policy. Please confirm the number of seats before completing your purchase.

[I understand, hide for this session](#)



Better Process Control School (BPCS) - Online

[Course](#) [View Summary](#)

Seats: 10

Subtotal

~~\$4,500~~ \$0

Order Summary
Review your purchase details.

Your Items 1

Better Process Control School (...

\$4,500

10 x \$450

'TESTCODE'

-

\$4,500

Total:

FREE

[Claim Seats](#)

[Cancel](#)

Select "Claim Seats"



All Done!

Your purchase has been successfully processed for the listings below.
A confirmation email will be sent shortly.



Better Process Control School (BPCS) - Online

[Course](#) [View Summary](#)

Seats: 10 [Ready to Invite](#)

[Invite](#)

Select "Invite" to invite participants to the course.



You can invite students now or anytime later via the **Invitations** option in the **Enrollments & Invitations** menu

[Return to Catalog](#)

[View Invitations](#)

Step 7. Invite Your Learners

Go to “Invite”, and enter each participant’s email (up to the number you selected at purchase), then select “Send Invite”. Canvas Catalog will send each learner an enrollment invitation.

Add email addresses here

< Enrollments & Invitations

Better Process Control School (BPCS) - Online
#9758742 | 10 Seats Available

Invite Students*

teststudent@test.com

Import from CSV

Send Invite

Step 8. Learners Accept Their Invitation

Each participant receives an email invitation, selects Enroll Now, signs in (or creates a Canvas Catalog account), and begins the course.

Important Notes

- The discount code should only be used by the organization representative completing the purchase.
- Learners do not need the discount code. They will enroll at no cost using the invitation email sent through Canvas Catalog.
- Please purchase only the number of seats authorized by your organization.
- After completing your purchase, you can access your **Purchases & Enrollments** dashboard at any time by logging into your Canvas Catalog account. **This dashboard allows you to manage your organization's purchased seats throughout the enrollment period.** From this dashboard, you can:
 - Invite learners immediately or at a later date if unused seats are available.
 - Cancel invitations for learners who have **not yet started the course** and reassign those seats to other learners.
- If you need assistance, please contact the Better Process Control School administrator at **foodsci_ext@utk.edu**.