



Better Kid Care’s On Demand system has an option to prepay for multiple professional development courses for directors and staff. Instructions for purchasing and using prepayment codes are provided below.

To sign in to On Demand, follow this link: <https://od.bkc.psu.edu>

1. After signing in to On Demand, click “Your Name” at the top right of the page. From the drop-down menu, select “Course Prepayment.”

The screenshot shows the 'Welcome to BKC On Demand!' page. At the top right, there is a user profile icon and the text 'Your Name'. A blue arrow points to this icon. Below the welcome message, there are six buttons for course selection: 'Resume where I left off', 'View Course Catalog', 'Required Health & Safety Courses', 'Cursos en Español', 'Access / Track CDA Coursework', and 'CDA Renewal Coursework'. On the right side, a dropdown menu is open, listing various options: 'My In-Progress Courses', 'My Completed Courses', 'FAQ', 'Profile', 'Change Password', 'Credit Card Transactions', 'Course Prepayment' (highlighted with a yellow border), 'Contact Better Kid Care', 'Terms and Conditions', and 'Sign out'.

2. You will arrive at a screen that lists your current prepayments, if any, and a button to “Create New Prepayment.” Click the button to create a new prepayment.

The screenshot shows the 'Course Prepayments' page. At the top, it says 'Course Prepayments'. Below that, it states 'You have no prepayments'. At the bottom center, there is a teal button labeled 'Create New Prepayment'.

3. You will be taken to a screen with a disclaimer about prepayment codes and from here you can purchase codes in dollar amount multiples of 5 with \$15.00 being the minimum payment for purchase.

Course Prepayments

A prepayment code will be provided to use in place of a credit card payment for each lesson. The code will be emailed to you. You may distribute the code to other On Demand users; you are responsible for the security of your code. When all funds for a code are depleted the code expires. No refunds will be issued for incorrect prepayment code amounts.

Prepayment Amount:

Multiples of \$5

Would you like to receive an email each time your code is used: Yes No

[Submit for Credit Card Processing](#)

[Cancel](#)

4. Select "Submit for Credit Card Processing," and input your card information to purchase prepayment codes.

Please enter your payment information below

We accept American Express, Discover, Mastercard, and VISA.

Order

Amount:

Card Number:

Expiration Date (MMYY):

CVV2:

Cardholder Information

First Name:

Last Name:

Address:

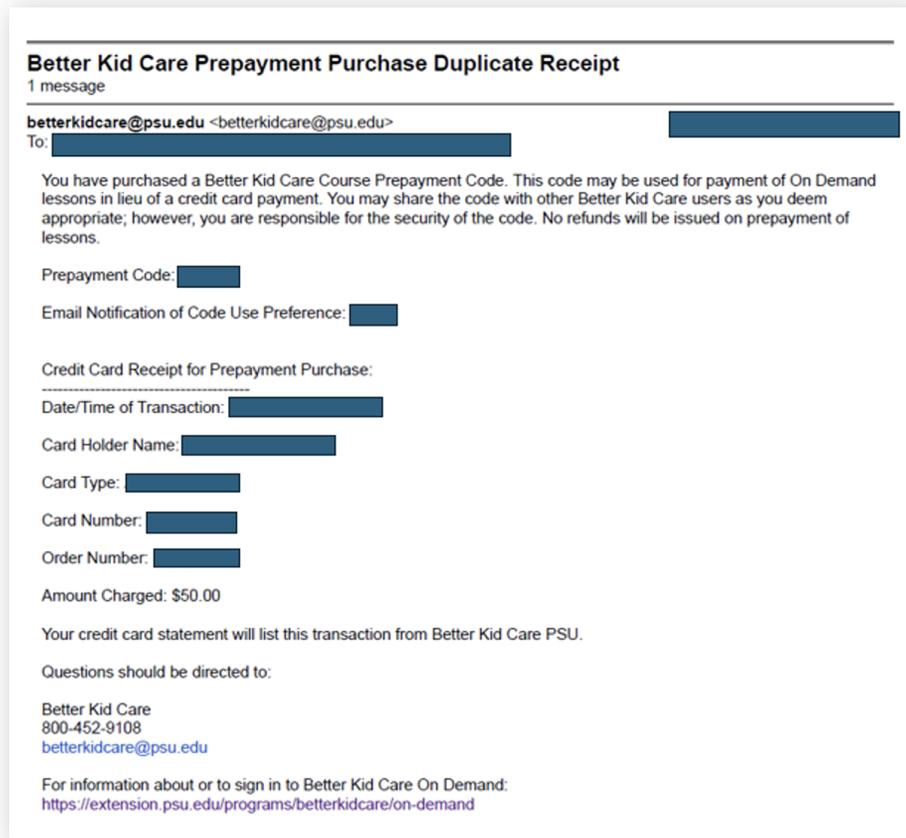
Postal Code:

Phone:

Email Address:

[Submit Payment](#)

5. After submitting the information for payment, you will receive an email confirming your purchase with payment details and prepayment codes.



6. The course prepayment page will now have the purchased prepayment codes visible in addition to columns specifying the date of purchase, the preloaded amount of money, the number of courses available for the prepay amount, the balance of the codes, a notification option to receive an email everytime a code is used, and the option to report a concern or receive a receipt through email.

Date	Code	Prepay Amount	Number of Courses	Balance	Email Notification Preference	Email Request
06/22/2021	DP74U5	25 dollars	2	15 dollars Reload	<input checked="" type="radio"/> Yes <input type="radio"/> No	Report Receipt
06/21/2021	CVH922	0 dollars	3	15 dollars Reload	<input checked="" type="radio"/> Yes <input type="radio"/> No	Report Receipt

7. After completing a course, there will be a lesson assessment page with a disclaimer about refunds and the cost of the course. Here there will be two options for payment. Under "Option 2 - Use a prepayment code" input a prepayment code in the field.

Payment for Lesson Assessment

PLEASE NOTE: We are unable to provide refunds or exchanges. Make sure the Better Kid Care item you are paying for is what you need. All purchases are final.

Lesson Assessment cost: \$5
There are two options available for payment.

Option 1 - Pay by credit card

[Pay by credit card](#)

Option 2 - Use a prepayment code

* Prepayment code:

Example: J2B1KC - do not use your order number

[Pay with code](#)

[Cancel](#)

8. When a prepayment code is used, the remaining balance will be adjusted to reflect the purchase on the "Course Prepayments" page. From here you can choose to reload the code with funds as well as update email preferences.

Balance	Email Notification Preference	Email Request
15 dollars Reload	<input checked="" type="radio"/> Yes <input type="radio"/> No	Report Receipt
15 dollars Reload	<input checked="" type="radio"/> Yes <input type="radio"/> No	Report Receipt