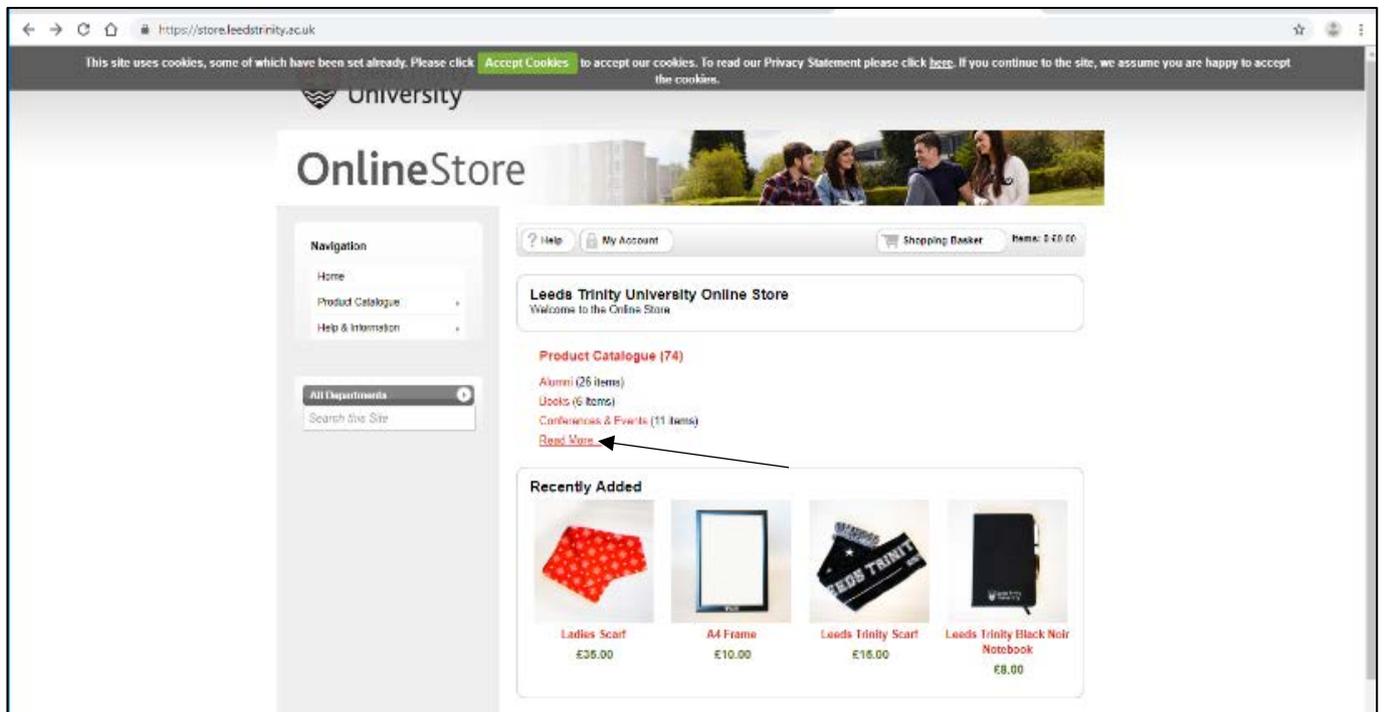


CCRS Application

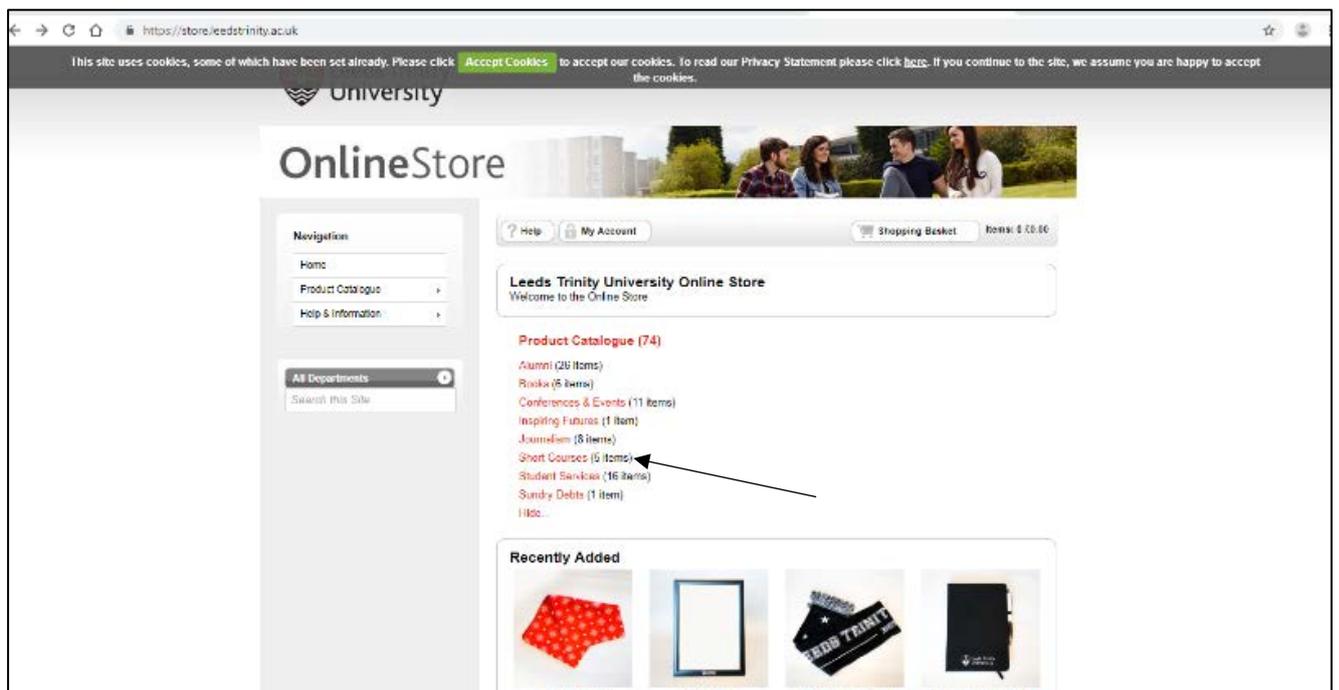
Step by Step guide

To apply for CCRS, follow these instructions on the online store:

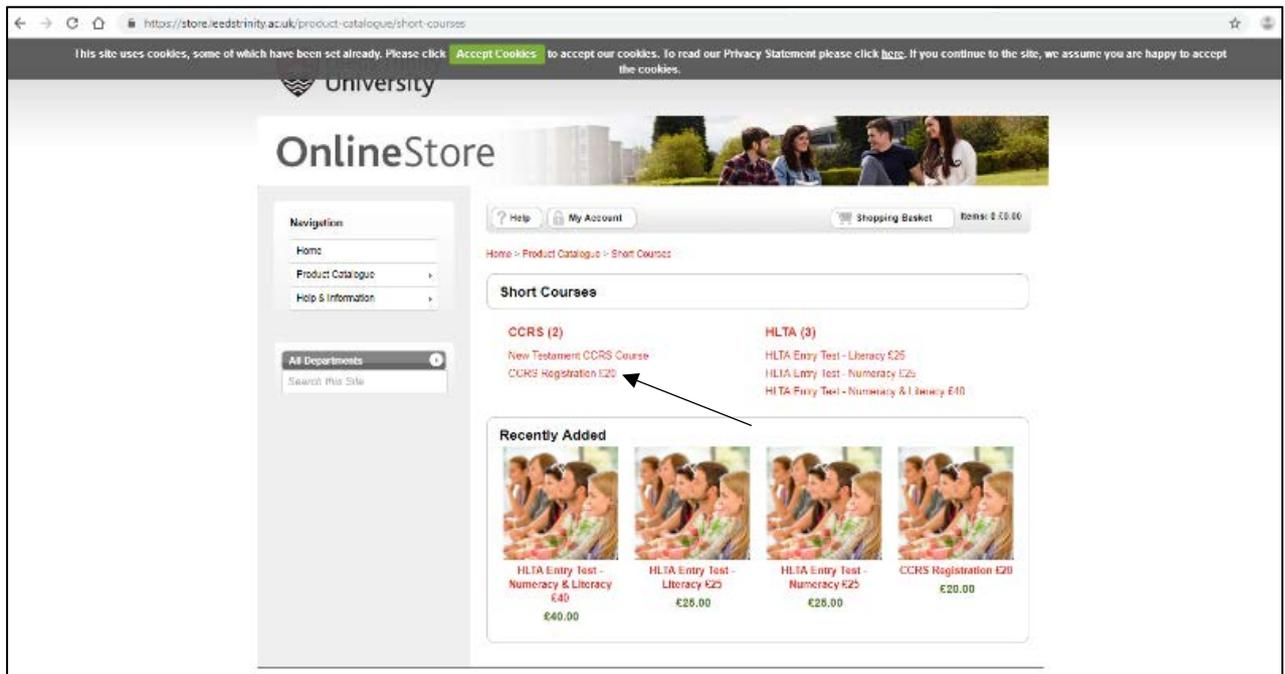
1. Visit <https://store.leadstrinity.ac.uk/>
2. Click on read more



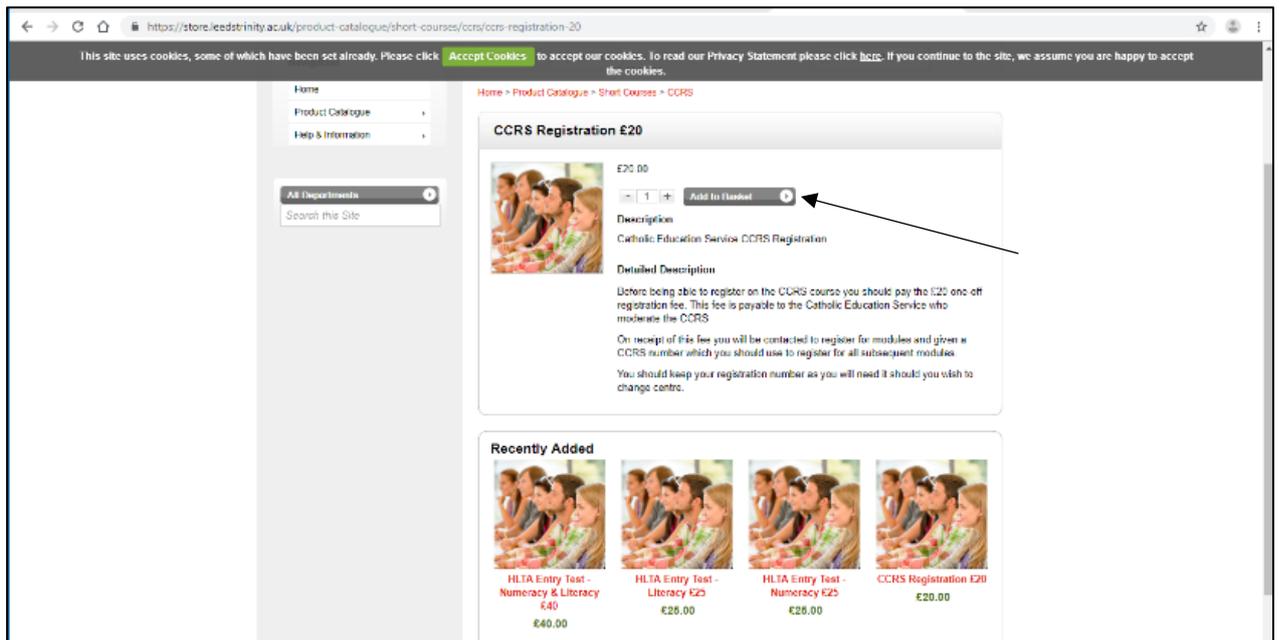
3. Click on short courses



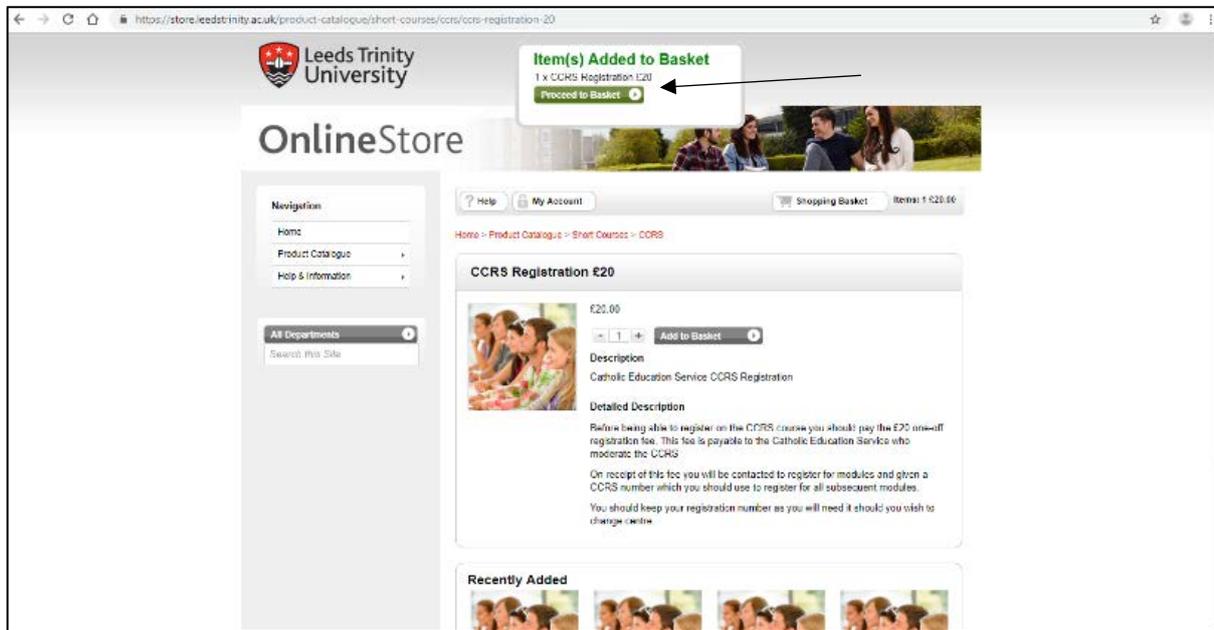
4. Click on CCRS Registration



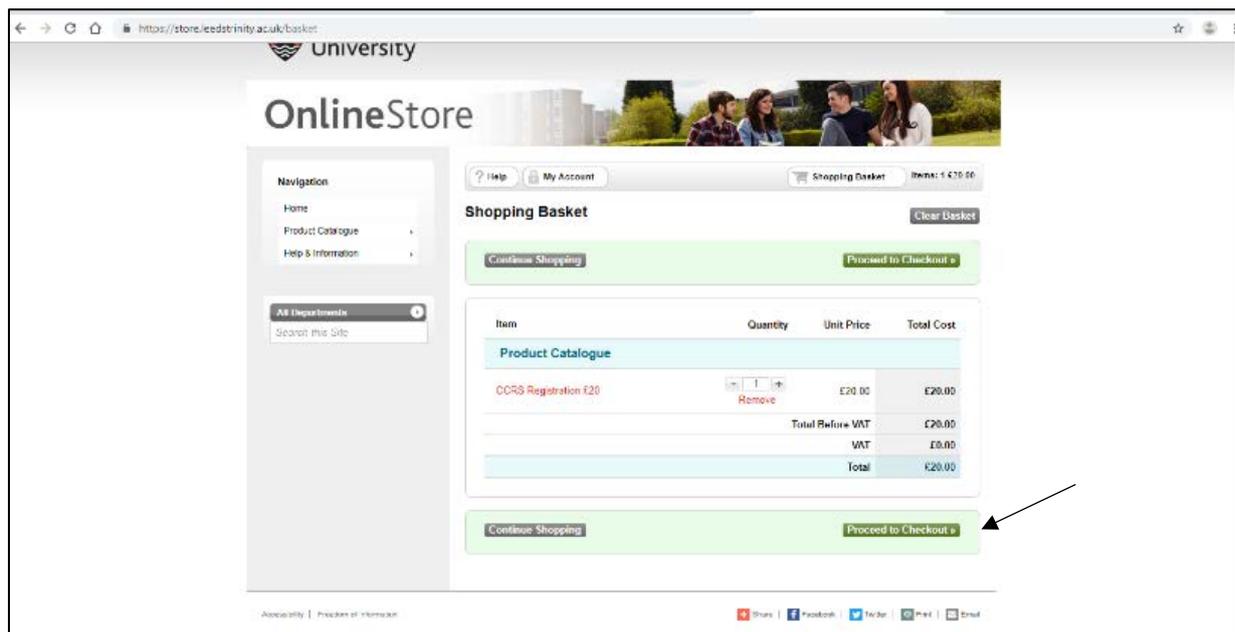
5. Click on add to basket



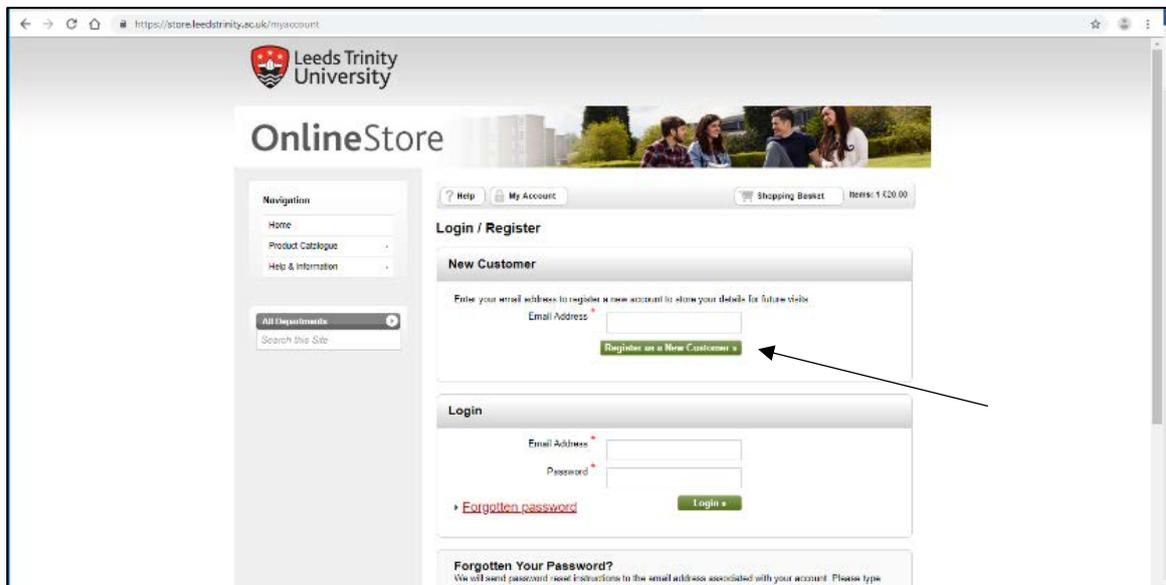
6. Click proceed to basket



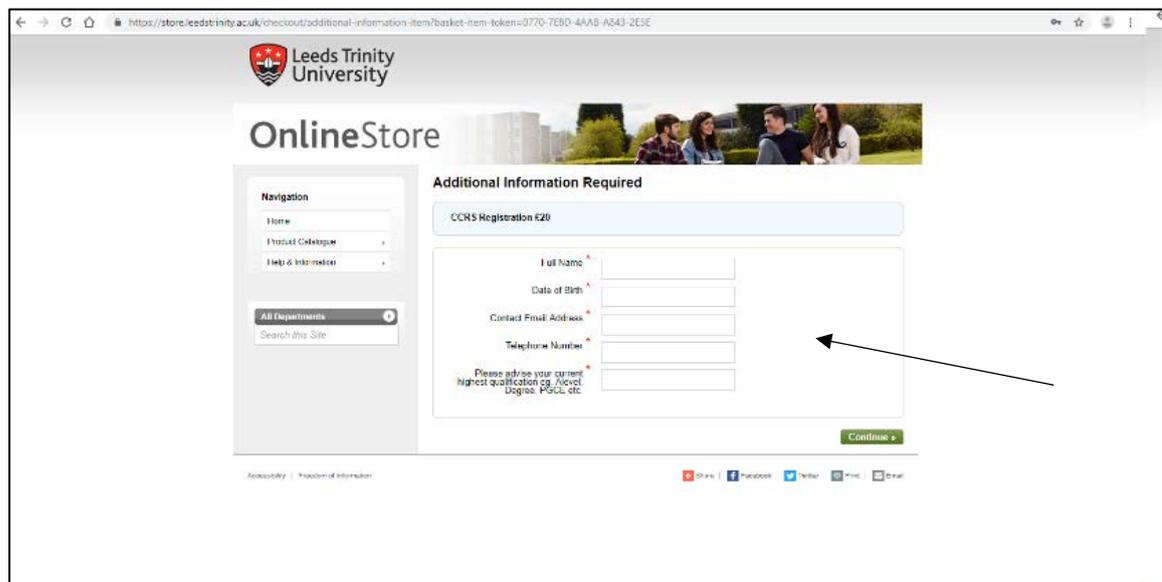
7. Click proceed to checkout



8. If you have purchased from the online store before, enter your username and password and log in, and skip to point 10 in this booklet. If you are new, register as a new customer (point 9)
9. Enter your email address and click register as a new customer and enter all the details it asks you for and proceed to point 10.



10. Enter the following details.



- 11.

12. Add a billing address (if not already added) or select the billing address

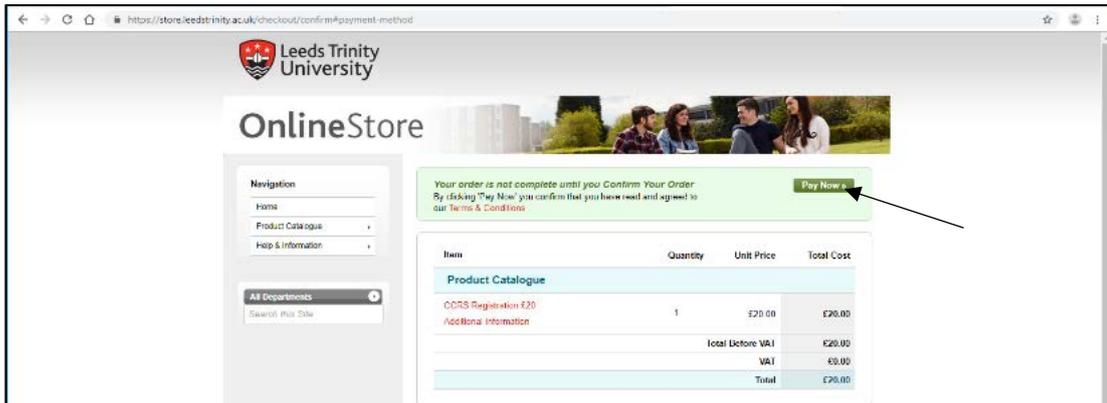
The screenshot shows the Leeds Trinity University OnlineStore checkout page. The URL is <https://store.leadstrinity.ac.uk/checkout/billing-select#panel-addresses-control>. The page features the university logo and a navigation menu on the left. The main content area is titled "Select Billing Address" and includes a green "Add New Address" button. An arrow points to this button.

The screenshot shows the Leeds Trinity University OnlineStore checkout page. The URL is <https://store.leadstrinity.ac.uk/checkout/billing-select>. The page features the university logo and a navigation menu on the left. The main content area is titled "Select Billing Address" and includes a green "Add New Address" button. Below this, a billing address is listed: "Work, Brownberrie Lane, Leeds, West Yorkshire, UNITED KINGDOM". There are "Edit" and "Select" buttons next to the address. An arrow points to the "Select" button.

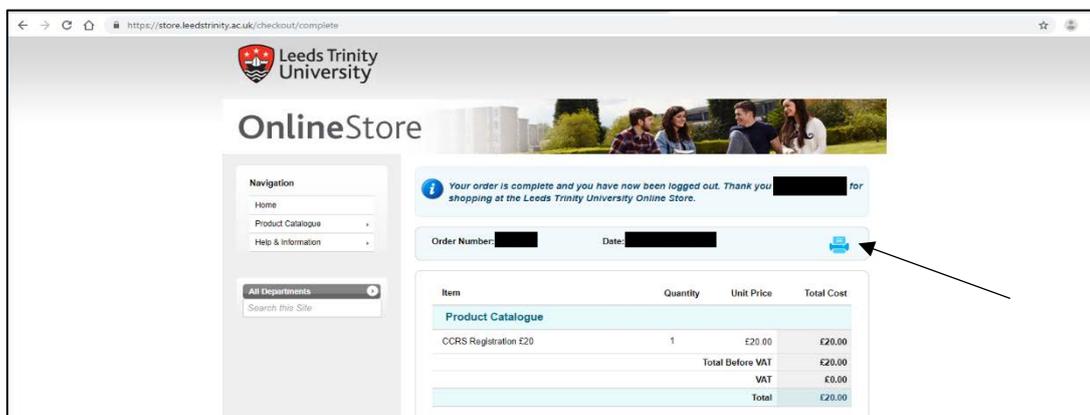
13. Enter your payment details

The screenshot shows the Leeds Trinity University OnlineStore checkout page. The URL is <https://store.leadstrinity.ac.uk/checkout>. The page features the university logo and a navigation menu on the left. The main content area is titled "Enter Debit / Credit Card Details". Below this, there is a form for entering payment details. The "Card Type" dropdown menu is highlighted with an arrow. The form includes fields for Cardholder Name, Card Number, Card Security Code, Expiry Date, and Start Date. At the bottom, there is a green box with the text "Order amount: £20.00. You will be able to review your order on the next screen." and a "Continue" button.

14. To confirm your payment, click pay now



15. The following screen will appear to confirm your purchase. Click print to keep for your records.



You are now ready to enrol for your individual modules following a similar procedure. Please select the ones you wish to register for. When you are registering, if it asks for your CCRS number and you are still waiting for it, please just put 'pending'. Please make sure that you are able to attend all sessions for the modules that you are registered for as 100% is mandatory.
You will not pass the course if you miss a session.

The modules available are:

- The Old Testament
- The New Testament
- Catholic Education 1
- The Church
- Catholic Education 2
- Sacraments
- Christian Morality
- Jesus Christ

All modules need completing and passing in order to receive the CCRS Certificate. You have five years to complete all the modules from the time of starting.

Any queries please do not hesitate to get in touch with Jenny Stuart-Collins, CCRS Coordinator (j.stuart-collins@leadstrinity.ac.uk)