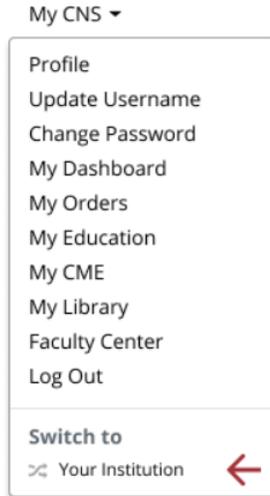


How to Purchase a SANS Subscription, Assign Access, and Create an Invoice

Institutional subscriptions can only be purchased by a program coordinator. Residents may not purchase an institutional subscription for themselves. The CNS offers [SANS for Individual Learners](#) for those who wish to purchase SANS products that are available for individual use.

1. To begin, program Coordinator should log into their own [CNS account](#).
2. Click on My CNS in the upper right corner next to your email. You should see “Switch to” at the bottom of the menu options. Click on your institution’s name which will switch to your institutional admin account. **(If you do not see “Switch to”, it means you have not been added as a program coordinator on the account. Please contact education@cns.org to request access.)**



3. Click on the Education header at the top of the screen
4. Click on SANS for Residency Program Coordinators
5. Click on the button to Purchase Institution Subscriptions

Quick Links



6. You should see the catalog of SANS modules with descriptions and pricing. Click on Buy Today to purchase the desired product.

7. Enter the quantity needed then click Proceed. All SANS subscriptions are on a *per user* basis so each resident will need their own subscription. i.e., if you have 3 residents, you will need to purchase a quantity of 3. **All subscriptions expire 1 year from date of purchase.**
8. Click “No Thanks” if you do not wish to make a donation.
9. You will be brought to the payment screen where you can submit your credit card payment. **(For payment by check, please scroll to the last page for instructions on how to generate an invoice.)**

HOW TO ASSIGN ACCESS TO YOUR RESIDENTS:

10. Assigning access to a subscription is a **2-step** process. First, click on the Education header, go to SANS for Residency Program Coordinators, and click on the red button to View Institution Members.
11. Scroll down to view member names. If a resident’s name is missing, click on the blue Edit button to add a new contact.
 - a. Type their name in the Contact field. Please allow a few seconds for the system to search for their name. It can be slow. When found, the name will automatically appear in the field. Select “Resident” for the type.

Contact: [Remove Contact](#)

Type:

- b. If the resident has more than one account, be sure to select the one that says **Resident (CNS)** next to their name. If you do not select the one that says Resident (CNS), the subscription will not link to the right account and the user will not be able to access the exam.

Contact: [Remove Contact](#)

Type:

[Add C](#)

4.0.0.1013	89237: Katherine Holste - Non Member (CNS Foundation), Non Member (PEDS), Resident (CNS), Resident Fellow (Spine Section) (holsteka@umich.edu) Ann Arbor, Michigan
	1236791: Katherine Holste - (hinessm@umich.edu)

12. Click Save when finished.
13. When all institution members have been added, go back to the SANS for Residency Program Coordinators page.

14. Click on the red button to Manage Subscription Users.

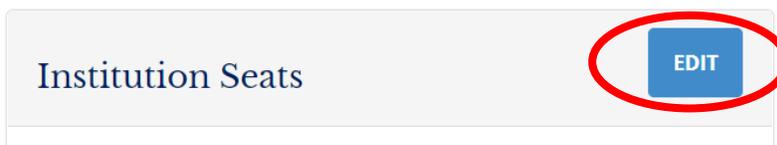
Quick Links



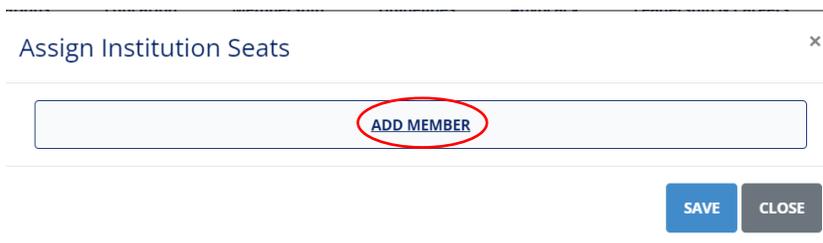
15. Find the subscription you purchased. Click on the little pencil icon to assign seats (residents).

▶	SANS Module Bundle	Active	10/6/2021	10/5/2022	\$300.00 Yearly	No	
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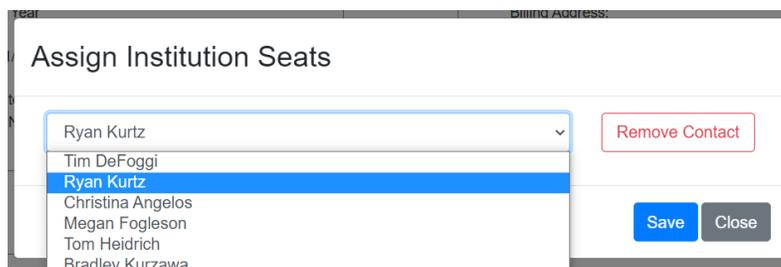
16. Scroll down to Institution Seats and click on the blue Edit button.



17. Click on Add Member then click in the space where you see a name. A drop-down menu should appear with a list of all residents. If you do not see a resident's name, please repeat steps 10 & 11 above to ensure the resident was successfully added to the account. This drop-down menu pulls names from your institution's profile.



18. Select the name you wish to assign to the subscription. If you are assigning more than one resident, click on the Add Member button again to continue adding new names in the subsequent drop-down fields until all residents have been assigned. i.e., if you have 5 residents, you will need to repeat this step 5 times.



19. Click Save when finished assigning all residents.

20. Once you have finished assigning seats, **please notify your residents directly** that access is ready and send them the following instructions. Our system does not send automatic notifications.
- a. **HOW TO ACCESS THE MODULES FROM A COMPUTER:** Residents should log in to their own CNS account, click on My CNS in the upper right corner next to their email address, then click on My Education. Look for the SANS subscription title then click on the launch button to begin.
 - b. **HOW TO ACCESS MODULES IN THE CNS+ APP:** Residents should log in to the app with their CNS credentials, tap on the 3 little lines in the upper left corner, go to My CME (*not* Education) in the drop-down menu, look for the SANS exam titles and tap on the launch button to begin.
 - c. Residents should contact education@cns.org with questions or issues.
21. **Please remember that all SANS subscription expire 1 year from the date of purchase. If your resident(s) will need continued access after 1 year, you will need to purchase a new subscription. We recommend that you set a calendar reminder of when your subscription expires because access will automatically be terminated on the expiration date.**
22. To return to your personal CNS member account, click on “Switch To” (under My CNS).

HOW TO GENERATE AN INVOICE & PAY BY CHECK:

After you have created an open order, you can save or print a copy of the invoice from the order confirmation page. You can also access invoices for open orders under My CNS in the upper right corner next to your email address.

Select My Orders in the drop-down menu. Click on the order # to view details and print the invoice.

To pay by check:

Please send your check and a copy of the invoice (or order #) to:

Congress of Neurological Surgeons
Attn: Finance
10 N. Martingale Rd., Suite 190
Schaumburg, IL 60173

It is important that you include the invoice or order # with your payment so our office knows what the payment is for upon receipt. If the CNS receives a check with no order # or invoice, it will delay the process.

Once the CNS has received your payment, we will send you an email you to let you know when your subscription is ready. Please feel free to notify us when the check has been mailed so we can keep an eye out for it. Be advised it can take up to 3 weeks for the check to be received and processed.

SUBSCRIPTIONS ARE NOT ACCESSIBLE UNTIL PAYMENT IS RECEIVED.

Please contact education@cns.org with any questions.