California Department of Education (CDE) Streaming Video Subscription Service: How to Subscribe

Introduction

This document provides step by step instructions for how to subscribe to a video series on the CDE Streaming Video Subscription Service site at https://www.cdevideos.org.

Create an Account


![Create an Account Image]

2. Complete the new user signup.

![New User Signup Image]

3. Use your credential to log in to the site.
Subscribe to Videos

Once you have logged in, scroll down to view the sets of videos available.

1. Hover over a video series, then select View Details/Subscribe.
2. View the series detail page for the chosen video series. Scroll down to the bottom of the page and select **Subscribe**.

3. The Digital Subscription Information page looks slightly different for each video series. 
   
   (1) If applicable, select item(s) to subscribe to.
   
   (2) Select if purchasing as an **individual** or **organization**.

a. If purchasing as an **individual**, the subscription is for yourself only. Select **individual**, then add a **coupon code** (3) if applicable. This step is complete. Skip down to section 4.
b. If purchasing as an organization, you are purchasing a subscription for both yourself and additional users. (Once the purchase is complete, you will receive a set of coupon codes to distribute to the additional users. The coupon codes allow the additional users to obtain their subscription(s) at the reduced price.)

(1) Include the number of additional users for the subscription.

(2) Indicate if the payment is for the additional user subscriptions. Select “yes” and the total cost for your own subscription and the additional subscriptions will show in the 1, 6, and 12-month options. Select “no” and the cost for your own subscription will appear along with a drop-down that shows the cost each additional user will be required to pay upon their first login to access their subscription using their coupon code.

4. Select the term of your digital subscription (1 Month, 6 Months, or 12 Months).

5. To add another series to your subscription, select Would you like to add another series to your subscription? If you do not wish to add another series, skip to section 6.
You will be taken to a new page. Select **Subscribe** for additional video series to add to your subscription, then select **Done**.

For each additional series, complete all steps from sections 3 and 4 above. Different options, including the term of the subscription, may be selected for each series.

**Note:** On this page, the box for each video series will collapse once questions are answered and the term of the subscription is selected. Drop-down arrows can be used to expand and collapse the boxes.
6. Once all questions are answered and the term for all subscriptions purchased is selected, the payment options screen will appear. The price for each subscription (if applicable) will show, as well as the payment total. Use the drop-down arrows to change the term or other subscription details. Select to Pay Online or Pay by Check/PO.

![Digital Subscription Info](image)

Would you like to add another series to your subscription?

Payment Total: $140.97

- Pay Online
- Pay by Check/PO
- Cancel

a. Select the Pay Online option and a page will appear providing the option to log in and pay with a PayPal account or Pay with Debit or Credit Card. Select desired method of payment and follow the prompts to complete the transaction.

![PayPal](image)

Note: When choosing to Pay Online, your subscription will immediately become active once the payment process is complete.
b. Select the **Pay by Check/PO** option and view a popup alert with information on where to send payment. Select **Confirm** and mail payment to the address provided. **Once your payment has been received, you will receive an email notification that your subscription has been activated.**

![Alert](image)

7. Once the payment process is complete, you will be returned to the **Home** screen. Select **View Details/Play** to watch videos available in your subscription.

![Subscription Pricing](image)

Select **Subscriptions** from the menu at the top right to view your subscription details. *(If the subscription is purchased as an organization, coupon codes will be available here. Print and provide or email the coupon codes to the additional users.)*
For More Information

For more information about the CDE Streaming Video Subscription Service, view frequently asked questions by selecting the FAQ icon at the bottom of each page of the site.

For additional questions or support, contact us by calling 1-800-770-6339 or by sending an email to CDEvideos@wested.org.