

# How to Enroll in the H&R Block *Income Tax Course*

This guide is to assist you in enrolling in the **H&R Block *Income Tax Course***.



This process is only for ***non-HRB associates*** or anyone who ***does not*** have an active Single Sign On (SSO) ID.

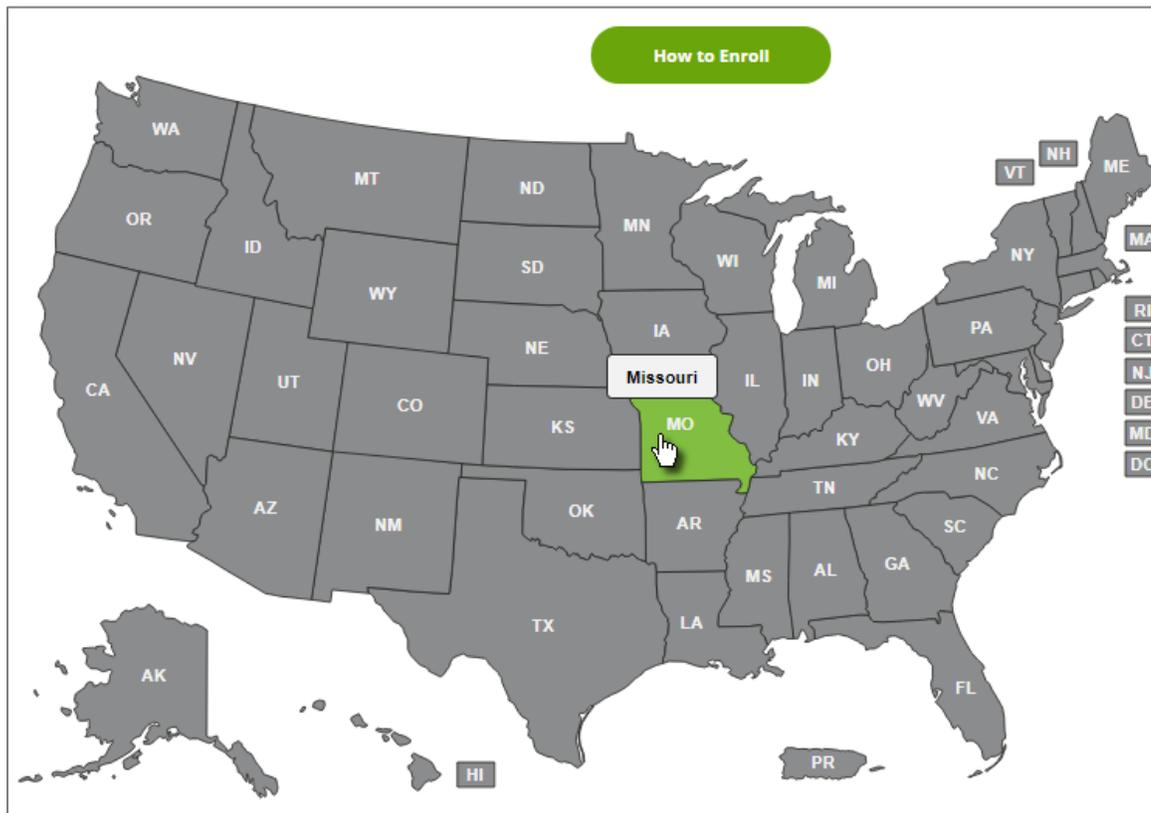
H&R Block associates or those with a SSO ID should access Block Academy from DNA to enroll in the ***H&R Block Income Tax Course*** and upper-level courses.

Click on your state to search for classes.



You can also select your state from the drop-down list and click the **Submit** button.

**How to Enroll**



**Search for Income Tax Courses**

Select your state to ensure you are enrolling in the correct class. If you experience issues enrolling into a class, please call 1-800-HRBLOCK (800-472-5625) for support.

If you are unable to view the map, select your state from the drop down.

# How to Enroll in the H&R Block *Income Tax Course*

Select “**United States**” as the country and enter a **City and State or Postal Code** of where you would like to attend class and click the **Search** button.



If you are having difficulty finding classes using your **City and State**, try just searching using the **Postal Code**.



**ALL** session times are initially displayed in **Central Time Zone** until you change your time zone in your account preferences. You will have an opportunity to do this after creating your account.



## H&R Block Income Tax Course (2018) - Tuition \$0; \$149 for ebook course materials

Event · H&R Block - Income Tax Course · 60 hours · Varies

H&R Block classes are a simple, convenient way to learn everything you ever wanted to know about taxes but were afraid to ask. Our tax preparation classes can help you master your annual return. With over 10,000 convenient locations, you're never far from our tax preparation course. Experienced tax professional? Take our Tax Knowledge Assessment before enrolling.



### IMPORTANT!

**CLASS SCHEDULES WILL INITIALLY DISPLAY IN CENTRAL TIME ZONE.**

TO SEE THE CLASS SCHEDULE IN YOUR TIME ZONE, PROCEED BY SELECTING A CLASS. THEN CLICK “**ADD TO CART.**” WHEN THE CART PAGE APPEARS, REVIEW THE INCOME TAX COURSE POLICIES, THEN CLICK “**PROCEED TO CHECKOUT.**” THE ACCOUNT SETUP PAGE WILL APPEAR. AFTER YOU HAVE SET UP YOUR ACCOUNT, THE ACTUAL CLASS TIME ZONE WILL DISPLAY.

**SEARCH TIPS:** If you are not finding classes by zip code, try searching by city and state only.

**Course Tuition:** \$0. **Course Materials (eBook):** \$149 - Included in the course materials fee is an eBook Participant Guide, in addition to a printed study guide. An optional printed Participant Guide may be purchased by the student at additional cost which may be non-refundable.

Spanish in-language assistance can be provided.

Sessions

Details



Show sessions near:

United States

Address or Postal Code

Within

25 miles

Search

Please enter a location to find sessions taking place near you.

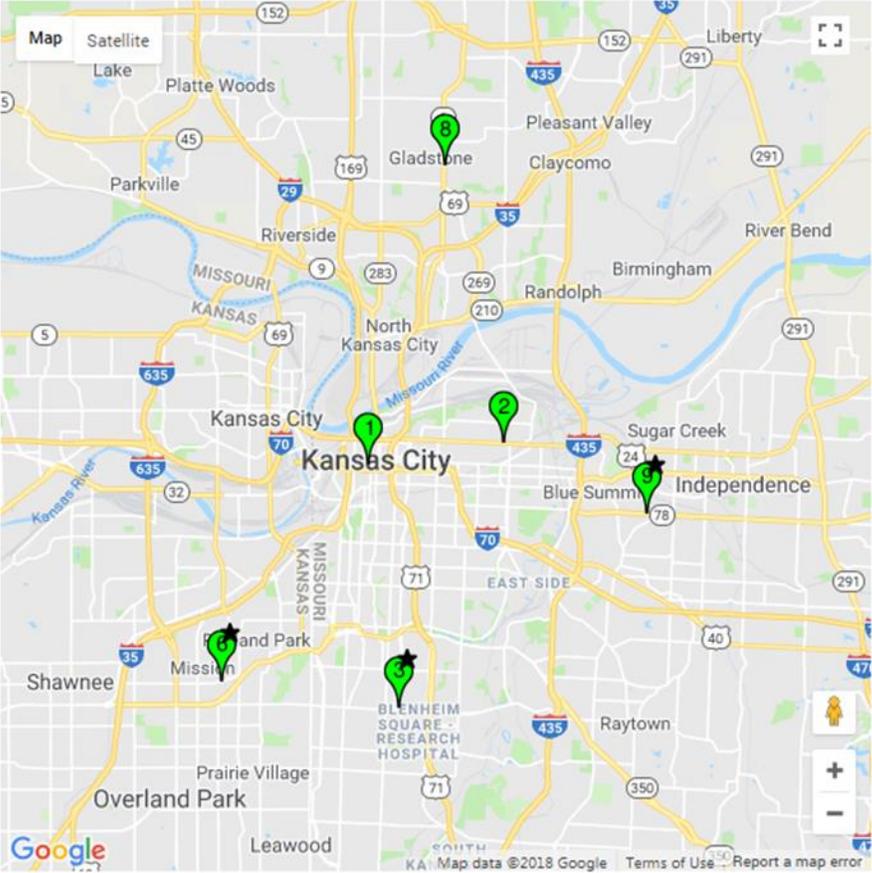
# How to Enroll in the H&R Block *Income Tax Course*

Review the list of class locations returned in the search results and click the **Add to Cart** button.

**1. 98176 - Sat - 19020355**  
H AND R BLOCK, ONE H AND R BLOCK WAY,  
KANSAS CITY, MO, USA 64105  
0.61 miles away \$149.00  
English (US)  
9/8/2018, 9:00 AM CST - 11/17/2018, 12:00 PM CST  
**18 Openings Available**  
**Add to Cart**

**2. 98181 - Sat - 19020384**  
5029 INDEPENDENCE AVE, KANSAS CITY, MO, USA 64124  
3.62 miles away \$149.00  
English (US)  
9/8/2018, 9:30 AM CST - 11/17/2018, 12:30 PM CST  
**15 Openings Available**  
**Add to Cart**

**3. 96502 - Mon / Wed - 19027548**  
PENER PLAZA, 1614 E 63RD ST, KANSAS CITY, MO, USA 64110  
6.38 miles away \$149.00  
English (US)  
9/5/2018, 10:00 AM CST - 11/14/2018, 1:00 PM CST  
**21 Openings Available**  
**Add to Cart**



The map shows the Kansas City, Missouri area with several green pins numbered 1 through 9. Pin 1 is in the center of Kansas City. Pin 2 is in the northeast. Pin 3 is in the south. Pin 4 is in the southwest. Pin 5 is in the south. Pin 6 is in the southwest. Pin 7 is in the southwest. Pin 8 is in the north. Pin 9 is in the northeast. The map includes major highways like I-435, I-70, and I-635, and landmarks like Blenheim Square Research Hospital.

Click to review [Class Expectations](#), [Acknowledgements](#), and [Refund Policy](#). Click the **Proceed to Checkout** button.

## Shopping Cart

Options ▼

Version: 5  
Revised: 7/31/2018

### Class Expectations

This unique blended-learning experience combines live instruction from experienced Tax Professionals with the convenience of Online learning. A component of your training will be completed at your own pace from your personal computer. Upon successful completion of this course, you will learn how to complete a basic tax return, conduct an effective tax interview, and obtain a general overview of local and state tax concepts. The breakdown of training hours is as follows:

EXPECTATIONS *Continued* - [Click Here](#) to Show More / Less

### H&R Block Income Tax Course (ITC) Learner Acknowledgements

By enrolling in the H&R Block *Income Tax Course*, you accept the terms of the 1) Competitor Exclusion, 2) Attendance, and 3) Computer Usage acknowledgments listed below. If you have questions, please contact 1-800-HRBLOCK. (800-472-5625).

ACKNOWLEDGEMENTS *Continued* - [Click Here](#) to Show More / Less

### H&R Block Course Material Refund Policy

We understand that unexpected events may require you to cancel your enrollment. The refund policy for the required course materials (including the electronic textbook and the printed study guide) is provided below. If you decide not to take the course and need to withdraw, you must provide notice. Notice to withdraw and cancel your enrollment can be provided by one of the following methods:

REFUNDS *Continued* - [Click Here](#) to Show More / Less

Title	Provider	Recipient	Quantity & Price	Subtotal
 H&R Block Income Tax Course (2...	H&R Block - Income Tax Course	User, SelfReg	1 x \$149.00	\$149.00 ✖
Subtotal:				\$149.00

**Total: \$149.00**

Proceed To Checkout

# How to Enroll in the H&R Block *Income Tax Course*

You will be taken to the account creation page to create your Block Academy account. To create your account, complete all the required fields and click the **Next** button.



All fields that have a \* next to them are required.

If you have an account created already, click on the “**Already a User? Login here**” button.

Welcome to Block Academy!

**H&R BLOCK** Thank you for your interest in employment with H&R Block.

To register for the **H&R Block *Income Tax Course* or *Tax Knowledge Assessment***, please complete the enrollment registration below.

Before registering, please click the button below to review the **H&R Block *Income Tax Course Acknowledgements and Refund Policies***.

[Acknowledgements and Refund Policies](#)

**IMPORTANT!** The email address used will be your User ID for your guest account. It is important that this is a **valid** email address to ensure you receive important communications concerning your enrollment.

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

\* Address Line 1:

Address Line 2:

\* City:

State:

\* Zip:

\* Country:  

\* Phone:

\* How did you hear about us?  

\* Spanish Language Proficiency  

\* English Language Proficiency  

[Already a user? Login here](#)  
[Return to Browsing? Click here](#)

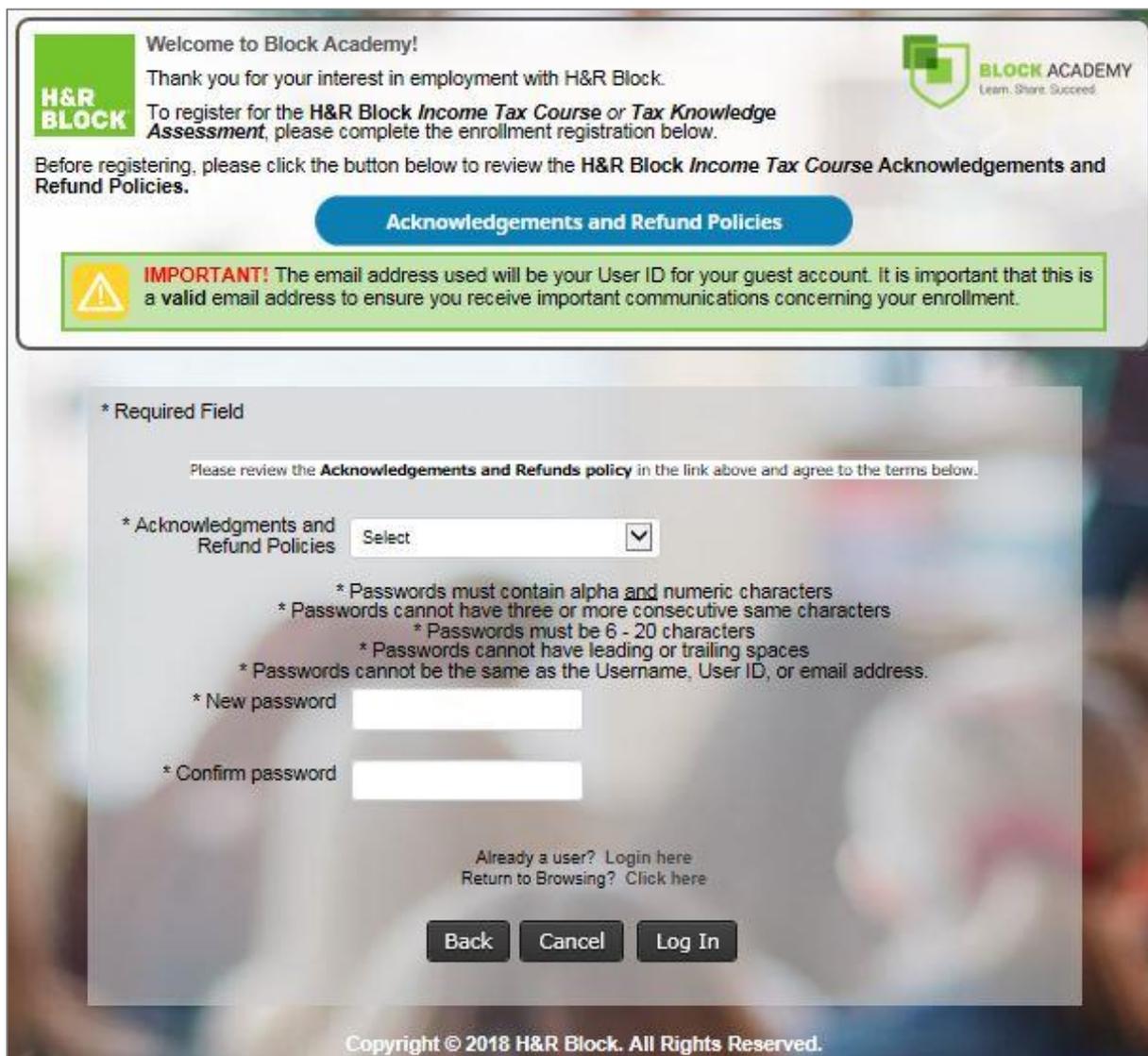
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# How to Enroll in the H&R Block *Income Tax Course*

After you have read the **Acknowledgements and Refund Policies**, select, “**I agree to the Acknowledgements and Refund Policies**” in the **Acknowledgements and Refund Policies** drop-down.

Enter your password in the **New Password** and **Confirm Password** fields and click the **Log In** button.

- \* Passwords must contain alpha and numeric characters
- \* Passwords cannot have three or more consecutive same characters
- \* Passwords must be 6 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address



Welcome to Block Academy!

Thank you for your interest in employment with H&R Block.

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**Acknowledgements and Refund Policies**

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\* Required Field

Please review the **Acknowledgements and Refunds policy** in the link above and agree to the terms below.

\* Acknowledgments and Refund Policies  ▼

- \* Passwords must contain alpha and numeric characters
- \* Passwords cannot have three or more consecutive same characters
- \* Passwords must be 6 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address.

\* New password

\* Confirm password

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

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The email address used will be your User ID and the password entered will be the password for your guest account. It is important that this is a valid email address to ensure you receive important communications concerning your enrollment.

On the Payment screen, select **Credit Card** from the drop-down.

## Step 1 - Payment Options ▾

Checkout is a three step process. Each step is contained with in a drop down table. Expand Billing, Payment and Review, enter all required information, and select to **Place Order** to complete the purchasing process.

By placing this order, you are agreeing to the **H&R Block *Income Tax Course* (ITC)** [Learner Acknowledgements and Refund Policies](#).

Payment Review Confirmation

### Payment Method

To complete your order:

1. Select **Credit Card** from the drop down below
2. Enter your payment information
3. Agree to Acknowledgements and Refund Policies
4. Click the **Next** button

[Click Here](#) to return to the Acknowledgements and Refund Policies

Select ▾

Select

**Credit Card**

Back Next

### Purchase Summary

H&R Block I...	\$149.00
<b>Subtotal</b>	<b>\$149.00</b>

Enter coupon c... Apply

Enter your credit card information.



All fields that have a \* next to them are mandatory.

### Credit Card Information



CARD NUMBER

EXPIRY DATE

Comments

### Billing Address

Your billing information should appear as it does on your credit card statement.

\* Required Field

Email \*

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

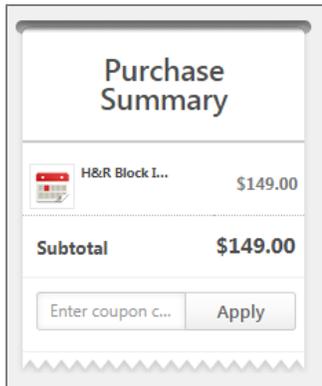
Country \*

State/Province

Zip Code \*

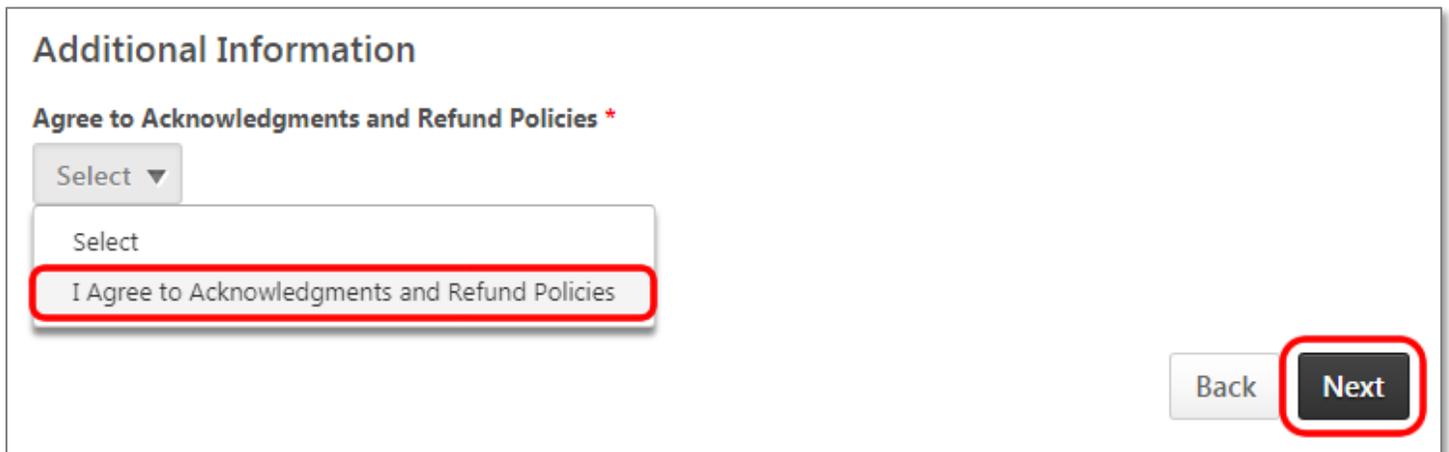


If you have been given a coupon code, you can enter it in the **Purchase Summary** section in the upper-right portion of the screen. Enter the code and click the **Apply** button.



The screenshot shows a 'Purchase Summary' box. It contains a table with one item: 'H&R Block L...' priced at '\$149.00'. Below the table, the 'Subtotal' is '\$149.00'. At the bottom of the box, there is a text input field labeled 'Enter coupon c...' and an 'Apply' button.

Under the **Additional Information** section at the bottom of the screen, select “**I Agree to Acknowledgments and Refund Policies**” from the drop-down and click the **Next** button.



The screenshot shows the 'Additional Information' section. It features a heading 'Additional Information' and a sub-heading 'Agree to Acknowledgments and Refund Policies \*'. Below this is a dropdown menu with 'Select' as the current selection. The option 'I Agree to Acknowledgments and Refund Policies' is highlighted with a red box. At the bottom right, there are two buttons: 'Back' and 'Next', with the 'Next' button also highlighted with a red box.

# How to Enroll in the H&R Block *Income Tax Course*

Review your order information to verify everything is correct, click the **Place Order** button.

## Step 2 - Review Options ▾

[Click Here](#) to return to the Acknowledgements and Refund Policies

Payment  Review  Confirmation

Title	Quantity & Price	Subtotal
 H&R Block Income Tax Course (2...	1 x \$149.00	\$149.00
Subtotal:		\$149.00
Total:		<b>\$149.00</b>

[Back](#) [Place Order](#)

Need to make changes?  
[Edit shopping cart](#)

### Payment Method

Credit Card  
VISA XXXX-XXXX-XXXX-1111  
[Change](#)

### Billing Information

Guest User  
GuestUser@mail.com  
1234  
Kansas City, MO 64105  
United States  
[Change](#)

Your enrollment is complete. You will receive a payment confirmation and registration emails in the email account you used to create your account.

## Step 3 - Confirmation Options ▾

  
 Payment

  
 Review

  
 Confirmation

Thank you for purchasing your course materials and for enrolling in the **H&R Block *Income Tax Course*** where you will learn to prepare taxes like a pro. <sup>160</sup>

**Next Steps:**  
Please be sure to check the email address that you used to register your Block Academy account for two important emails.

- Registration Confirmation:** Includes Class Details and Expectations
- Payment Confirmation:** Includes your Transaction ID for the printed course materials

From here, you may click on the Block Academy Welcome Page or **Home** to register for the **Tax Knowledge Assessment** or the **Sample *Income Tax Course***.

To log out of **Block Academy**, click the **Gear** icon in the upper-right corner of the page and choose **Log Out**.

We look forward to seeing you in class!

### Purchase Summary

 H&R Block L...	\$149.00
<b>Subtotal</b>	<b>\$149.00</b>
<b>Total</b>	<b>\$149.00</b>

You may now change your **Time Zone** in your account preferences. Click on the **gear** icon in the upper-right portion of the screen.






Home
Learning
Website Terms
Privacy Notice
Campus Connect

Select **My Account** from the drop-down.




My Account

Help

Log Out

Select your **Time Zone** from the drop-down and click the **Save** button.

My Information

---

Time Zone:  
Please select a time zone. ▼

Select Signature  
Guest User ▼

Opt out of Shopping Cart Notifications  
(Click the checkbox if you would like to unsubscribe from Shopping Cart email notification.)

Phone

Cancel **Save**