# GROUP ACCOUNT TIP SHEET

**Better Government through Education**

## What is a *Group Account*?

A *group account* is a pool of class coupons that allows an organization to have more control over the training expenditures of their employees who are taking NM EDGE classes, while securing the best available rate via our bulk buying option. Rather than purchasing classes for an individual student, a *group account* allows an entity or a department to buy class coupons that can be shared by a group.

For many organizations, creating a *group account* can assist in helping to cut the cost of professional development and training. Whether these classes fill a one-time training need or are part of on-going professional development for your organization, **you can save almost 30% by using bulk buying** through a *group account.* Group accounts that purchase 25 class units or more pay $60 per class unit instead of the standard $85.

Individual students, who are **members of a *group account*, will enroll themselves in the classes** they wish to take but **they should not pay** when asked by the system if they wish to do so (You do not have enough class units, **would you like to purchase now? Click "NO")**. If you click yes, the system will think you are paying as an individual and you will not receive the discount unless you plan to purchase bulk class units/class coupons for yourself, in which case you are not using a *group account*.

## Ready to create a *Group Account*?

NM EDGE will need the following information for your *group account*:

1) **NAME** of the entity for which the *group account* will be established (i.e. Smart City Manager's Office).

- **TOTAL** number of **class units/class coupons** you want to purchase. The discount is applied to the number of class units/class coupons purchased at one time.

2) **TOTAL** number of **enrollment fees** for new students (this is separate from the cost of classes).
    - NEW students must enroll on-line in the NM EDGE program. We have another TIP SHEET on *how to enroll in the program* and classes, and we are happy to provide this to you to share with your *group account members* who are new students/enrollees. Please do not create duplicate accounts, if in doubt, call us.
    - There is a one-time, non-recurring enrollment fee of $50 per new student/enrollee.

3) **NAME OF EACH STUDENT(S)** that will be included in the *Group Account.*

4) **PLEASE** e-mail your group account request to Annabell Greenfield (agreen18@@nmsu.edu).

# How do you manage your *Group Account*?

**Your *Group Account Administrator* will distribute class units/class coupons from your *Group Account* to pay for classes taken by the group members.**

- **One Person** within the group account will be designated as your ***Group Account Administrator***.
    - NM EDGE will work with the ***Group Account Administrator*** to determine a class unit distribution and reporting process that works best for the group.

- The class units/class coupons do not expire.

- It is important for the students who are group members to communicate with their ***Group Account Administrator*** when they take classes, so that the *Administrator* knows the status of the pool of coupons.

- When your *Administrator* has distributed all the class units/class coupons from your pool, the easiest way to continue saving is to consider purchasing another block of units.

**An important point is that once the class units/class coupons are distributed, they remain with the group account member who received them**. They will no longer be available in the pool for distribution.

- Therefore, we suggest that **the *Group Account Administrator*** (or NM EDGE designee) **wait to distribute coupons until the group account member has successfully completed the classes in an event.**

- After that event, the *Group Account Administrator* (or NM EDGE designee) can **distribute the <u>exact amount</u> of class units/class coupons needed for classes successfully completed**, thereby maintaining better control of the whole account.

**Questions? Please contact Annabell Greenfield at agreen18@nmsu.edu.**

NM EDGE