Cleveland State University School of Nursing User's Guide for Badge Release Program



To access the Global Promotions & Incentives Badge Release site, please click the following link to request login credentials:

https://csunursingbadgeregist ration.com/

If you have any issues contact the GPI Team at (330) 733-8288 or info@globalpai.com to receive your username and password.

Welcome to the Home Screen

Welcome to the Global Fromotions & Incentives Dauge Release Frogram	
Home Edit Profile Sign Out	User: dryman
Place Order Driew Previous Orders	

Two large buttons provide access to the main features of the site:

1. Place Orders

2. View Previous Orders

Choose Your Badge



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Entering Name



- 1. Enter your name;
- 2. Select program (MSN-APRN Student or MSN Student);
- 3. Add your photo from file;
- 4. Click the **Add to Order** button or hit the enter key.

Once your name has been added to order, it will appear to the right of the screen. Icons near names allow you to:

- edit badge information
- delete badge

Review your information and click the **Continue** button. Next step is confirming shipping information.

Shipping Information



If your shipping addresses are stored in badgerelease they will automatically be filled in. You will also have a chance to modify or enter new addresses.

Once all your shipping information is correct, click the **Review Order** button.

*This feature is optional and may not be available to all users.

Final Review



This is your final chance to make changes to names, titles, and departments.

To edit a name, click on the gear next to the name. It will take you back to the Edit Name page.

If your order is correct, click the **Proceed to Payment** button.

Pay with Debit or Credit Card



If you want to use your PayPal account, you can select "Get a Code" via text.

If you would like to just put in your Debit/Credit Card information, select (1) Try another way, and then (2) Pay with Debit or Credit Card.

Pay with Debit or Credit Card

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region United States	~
Email	
Phone type Phone type +	none number 1
🛑 🕂 VISA 🏧	
Card number	
Expiration date	CVV
Billing address	
First name	Last name
Street address	
Apt., ste., bldg. (op	tional)

Enter your form of payment, and shipping Details.

If your order is correct, click the **Proceed to Payment** button.

Completed Order

User: atj1530

Home Edit Profile Sign Out



Order Summary

Status: SUBMITTED

Shipping Information Your order will be shipped to this address:

3375 GILCHRIST RD MOGADORE, OH 44260-1253 Country: USA Phone: USA

Ship Method: US Mail

Order Comments:

Personalizations:



Your Order Is Complete

Order Confirmation Number: 0001608574

🔒 Print This Page

Hey I'm back to give you an A-OK on your order!

Click the **Print this Page**

button to print your confirmation. If you entered an email address earlier, you will receive an email confirmation with this information.

Your order will be shipped within 2-3 days. Allow additional time for USPS shipping.

View Previous Orders



View all your previous orders or orders in draft status.

Click on the confirmation number to see the order details. Orders in draft mode can be submitted or deleted.

Edit Profile Screen

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← → C □ https://www.badger	elease.com/User#					ŝ	=
(RP) Welcome to your	release program!						
Home Edit Profile Sign Out					User: iddemo		
	Edit My Profile			×			
Pla	First Name Art	Last Name [*] Remsik					
© 2015 Badge Belease Online	Email Address _(optional) somebody@someline.com			-			
	UserName [*] iddemo	Change Passw	rord				
			Save Profile	Cancel			

Edit profile allows you to update name, email address, user name and password.