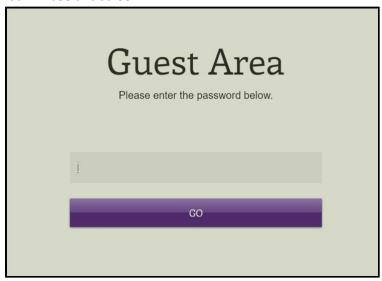


## **Counseling Tools**

1. Go to <a href="http://www.undergrace.org/counseling">http://www.undergrace.org/counseling</a>, and under Tools, click on "Individual Counseling Tools". You will see this screen.



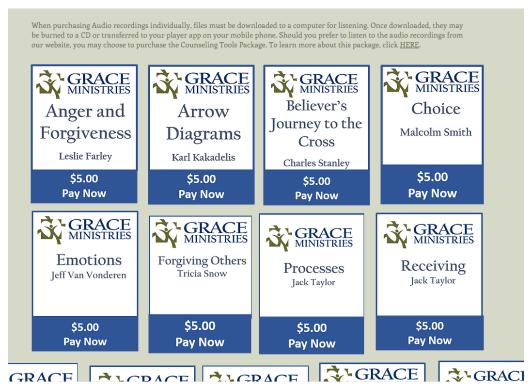
2. Enter the password provided by your counselor and you will be taken to the Counseling Tools page.



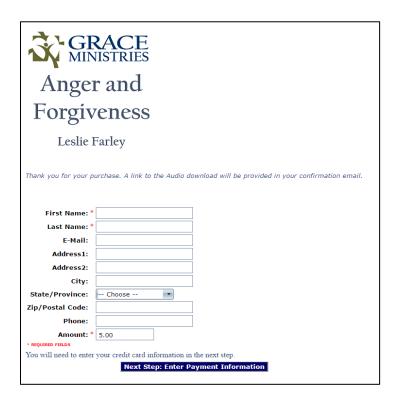
3. You will have free access to the PDF documents to download as your counselor requests, and below the PDF section, you will see the talks (audio recordings) available for sale.

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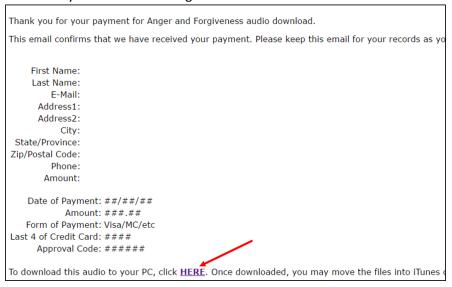
4. Select the audio recording recommended by your counselor by clicking on the \$5.00 PAY NOW button. You will be taken to this page where you may make payment.



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5. You will receive an email receipt within minutes that will direct you to click on a link so you can download your audio recording.



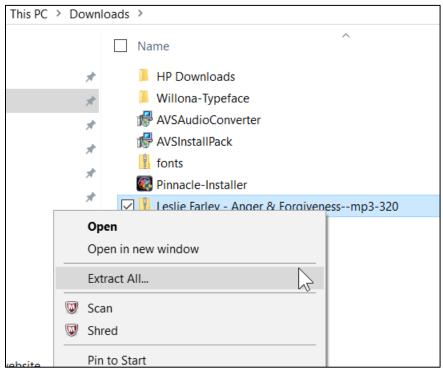
6. You will be taken to this page.



7. Click on Download as Mp3 and the files will be put in your DOWNLOADS folder in a zip file. To unzip, right click on the zip file and choose EXTRACT ALL.

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- 8. You will then be able to burn a CD, listen to the files from your PC, or move the files to your mobile phone player as per instructions of the player.
- 9. We have provided the support pages for the iPhone and Galaxy phones on how to transfer music:
  - a. iPhone https://support.apple.com/kb/PH20507?locale=en\_US
  - b. Galaxy https://www.verizonwireless.com/support/knowledge-base-97257/

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