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## **Benny Hinn School of Ministry Online Information:**

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### **1. Logging in:**

To log into the Benny Hinn School of Ministry Online:

1. Go to [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org)
  2. Go to [www.bennyhinn.org](http://www.bennyhinn.org) and click on one of the many School of Ministry links throughout the website.
  3. Click “Sign In”
  4. Enter your username (the email address used at registration).
  5. Enter your password (the password used at registration).
  6. Upon successful login, you will be directed to the “Student Account” page.
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### **2. Username & password:**

1. Your username is the email address that you used at registration.
  2. Your password was set at registration.
  3. You may change your password anytime by going to your “Student Account” page.
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### **3. Resetting your password:**

1. Go to [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org) and click “Sign In”.
2. Click the “Reset” button next to the red “Sign In” button.
3. Enter the email address that is associated with your Benny Hinn School of Ministry account, which is also your username.
4. Then click the red “Reset Password” button.
5. You will see a confirmation message that password reset instructions were sent to your e-mailed address.
6. You will immediately receive an email with the subject line “Password Recovery”.
  - a. If you do not see this message be sure that you entered the same email address that is registered with your student account.
  - b. Check your spam folder.
7. Read the instructions in the email and click the link provided.

- a. You must click the link provided within 10 minutes or the link will expire and you must repeat the process.
  8. The password reset link will direct you to a blue page with an automatically generated password.
    - a. You may use the system generated password by clicking the “Reset Password” button below.
    - b. You may replace the system generated password with a password of your choice, then click the “Reset Password” button below.
  9. Once you click the “Reset Password” button, you will be directed to the password reset confirmation page.
  10. On the password reset page, click the blue “log in” link to be directed to the “Sign In” page.
  11. Sign in using your existing username (email address) and your new password.
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#### **4. Enrolling in a course:**

NOTE: You can only register for one course per transaction. This means that the shopping cart will not allow you to purchase more than one course at a time.

In order to register for multiple courses, you must purchase each course separately. We encourage you to enroll in multiple courses, in fact many students are taking at least 3 courses simultaneously.

We are currently developing several enhancements to the checkout/registration process to allow multiple courses to be purchased in a single transaction.

#### **To enroll:**

1. Choose a course in one of the following ways:
  - a. Click “courses” in the navigation and choose from the list of available courses.
  - b. Click “enroll now” or “Register” in the top navigation.
2. Click the course you want to take.
3. Click the “Take This Course” button located under the course picture or at the bottom of the course information page.
4. You will be directed to the checkout page.
5. **If you have a coupon code, follow these steps EXACTLY:**
  - a. Enter your coupon code in the coupon code field at the top of the screen.
  - b. IMPORTANT: click the blue “Apply Coupon” button to activate your discount.
  - c. Look for the “Code Applied Successfully” message.
  - d. Complete the registration form, including creating your password.
    - i. IMPORTANT: Be sure to write down your password and store it in a secure place. You will need your password every time you log into the school.
  - e. Click “Place Order” to complete your order.
6. If you do not have a coupon code, follow these steps:
  - a. Complete the registration form, including creating your password.

- i. **IMPORTANT:** Be sure to write down your password and store it in a secure place. You will need your password every time you log into the school.
  - b. Complete the payment details on the right side of the page.
  - c. Click “Place Order” to complete your order.
    - i. If you receive an error message such as “Internal Server Error”, please double check the payment details that you entered.
    - ii. This message usually indicates that the payment details are invalid or there may be an issue with your credit card company.
    - iii. This is not an error with the Benny Hinn School of Ministry Online. Please try another form of payment.
7. Once you click “Place Order”, you will be directed to your “Student Account/Profile” page.
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#### **5. Instructions for redeeming a coupon code:**

1. If you have a coupon code, follow these steps **EXACTLY**:
    - a. Enter your coupon code in the coupon code field at the top of the screen.
    - b. **IMPORTANT:** click the blue “Apply Coupon” button to activate your discount.
    - c. Look for the “Code Applied Successfully” message.
    - d. Complete the registration form, including creating your password.
      - i. **IMPORTANT:** Be sure to write down your password and store it in a secure place. You will need your password every time you log into the school.
    - e. Click “Place Order” to complete your order.
  2. **NOTE:** Coupon codes are updated each month. If you receive a coupon code, please use it within 24 hours or it may expire and you will need to request another code.
    - a. Being issued a coupon code once does not guarantee you will be issued another.
  3. Please do not share your coupon codes.
  4. Unless otherwise noted, you may only use a coupon code once. Once applied, it will no longer work.
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#### **6. Past students unable to log in:**

A student’s username and password from the previous School of Ministry Online will not work at the new School of Ministry ([www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org)).

#### **Everyone must re-register at the new school.**

If a student has not registered at [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org) then they are NOT in the Benny Hinn School of Ministry database.

**Question:** What is a “past student”?

**Answer:** A “past student” is a student who:

- Was enrolled in the previous version of the School of Ministry website (before May 31, 2016).
- Has not registered on [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org).
- Has not logged into the School of Ministry in over a year.

### **Information for past students:**

1. Past students may receive a coupon code for the course or courses they were enrolled in before the launch of the new [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org) if they cannot locate the code sent by email.
    - a. Students do not have to pay for the same course twice.
  2. As of June 1, 2016, the previous version of the Benny Hinn School of Ministry Online was removed and replaced by the new school ([www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org)).
  3. ALL qualifying past students were emailed a coupon code to enroll in the new school.
  4. One must still re-register in the new school website to access the course content.
  5. Before the launch of the new [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org) enrollment in the school was open-ended, meaning there was not a membership expiration date.
  6. New school policy says that students at [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org) may access their course for 1 year from the date of enrollment.
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### **7. Partner and PartnerConnect member benefits:**

If you are an existing Ministry Partner or PartnerConnect member you may redeem your coupon code at the [www.bennyhinnbiblestudy.org](http://www.bennyhinnbiblestudy.org) website.

1. To redeem your coupon code, download your coupon code certificate from <http://PartnerConnect.BennyHinn.org> > My Account > Downloads.
  2. Follow sections 4 & 5 in this document to redeem your coupon code and begin your course(s)!
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### **8. Contacting the Benny Hinn School of Ministry Online:**

For the fastest response, use the information below to contact the Benny Hinn School of Ministry Online.

1. Email:
  - a. General comments or questions: [comments@bennyhinnbiblestudy.org](mailto:comments@bennyhinnbiblestudy.org)
  - b. Course Material/Pastoral questions: [content@bennyhinnbiblestudy.org](mailto:content@bennyhinnbiblestudy.org)
  - c. Report offensive comments: [abuse@bennyhinnbiblestudy.org](mailto:abuse@bennyhinnbiblestudy.org)
  - d. Report technical issues: [webhelp@bennyhinnbiblestudy.org](mailto:webhelp@bennyhinnbiblestudy.org)
2. Phone:
  - a. 1-888-377-7783

Please note that Benny Hinn Ministries call center representatives do not have access to your login information and cannot reset your username or password, or provide you with a new login credentials.

Benny Hinn Ministries call center representatives cannot access your student account to update your billing information or make changes on your student profile. Your account must be managed entirely online on your “Student Account” page.

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### **9. Benny Hinn School of Ministry Online Enhancements:**

The new Benny Hinn School of Ministry Online website was a complete rework of the 12-year-old online school platform.

This massive project was made possible by the generous donations from Benny Hinn Ministries partners and ministry friends and took almost an entire year to complete.

New features include:

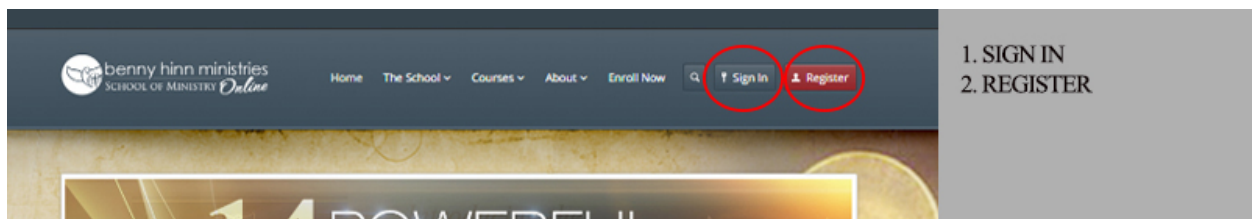
1. All new easy-to-use design.
2. Designed for use on mobile devices.
3. Redesigned course format.
4. Thousands of additional videos.
5. Hundreds of downloadable materials including, e-books, bibles, Pastor Benny’s personal notes, and more.
6. Student profiles.
7. Live chat room.
8. Discussion forums.
9. Interactive Bible study tools.
10. Hundreds of free audio teachings.

11. Related teaching blogs.
12. Private student-only prayer wall.
13. Instantly downloadable.
14. Course progress tracking.
15. Shareable content for friends and family.
16. New shorter Express Course options.
17. Larger course catalog. All new courses with many more on the way.
18. Resource library.
19. Ability to manage your own account.
20. Interact with Pastor Benny Hinn.

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### **Benny Hinn School of Ministry Screen Shots:**

#### **Navigation:**



## Logging in:

The screenshot shows the website's header with navigation links: Home, The School, Courses, About, Enroll Now, Sign In, and Register. Below the header is a banner for 'LIFE IN THE SON' with a 'NEW!!' tag. A login modal is open, showing fields for 'Username' and 'Password' (masked with dots), and buttons for 'Sign In' and 'Reset'.

1. CLICK SIGN IN
2. ENTER EMAIL
3. ENTER PASSWORD
4. CLICK "SIGN IN"

YOUR USERNAME IS THE EMAIL ADDRESS USED AT REGISTRATION.

The screenshot shows the 'My Profile' page. The header includes navigation links: Home, The School, Courses, About, Enroll Now, Sign Out, and My Profile. The main content area has a sidebar with links: My Profile, My Links, My Settings, and My Orders. The profile form includes fields for First Name (John), Last Name (Smith), Location, Partnership Level with Benny Hinn Ministries (dropdown), and Favorite Bible Verse (text area). There is an 'Upload' button for a profile picture and a 'Save Changes' button at the bottom. A 'Start Now' button is also visible next to the course title 'The Man in Christ/The Mind of Christ'.

UPON SUCCESSFUL LOGIN YOU WILL BE DIRECTED TO THE STUDENT ACCOUNT / MY PROFILE PAGE.

## Navigating the “Student Account / Profile” Page:

The screenshot shows the 'My Profile' page of the Benny Hinn Ministries School of Ministry Online. The page has a dark blue header with the logo and navigation links: Home, The School, Courses, About, and Enroll Now. There are also links for Sign Out and My Profile. The main content area is titled 'My Profile' and contains a profile card with a placeholder photo, an 'Upload' button, and a sidebar with links for My Profile, My Links, My Settings, and My Orders. The profile card includes fields for First Name (John), Last Name (Smith), Location, Partnership Level with Benny Hinn Ministries (Partnership Level with 0), and Favorite Bible Verse. A 'Save Changes' button is at the bottom of the profile card. To the right of the profile card is a course card titled 'The Man in Christ/The Mind of Christ' with a 'Start Now' button. At the bottom of the page, there are two buttons: 'Enroll in an Additional Course! | Click Here' and 'Donate Now'. Red arrows with numbers 1 through 5 point to specific elements: 1 points to the course title, 2 points to the 'Start Now' button, 3 points to the 'Enroll in an Additional Course! | Click Here' button, 4 points to the 'Donate Now' button, and 5 points to the profile card area.

EACH TIME YOU LOG IN YOU WILL BE DIRECTED TO THIS PAGE.

1 & 2. CLICK EITHER TO START CLASS.  
3. ENROLL IN ANOTHER CLASS. THIS IS HOW YOU REGISTER FOR AN ADDITIONAL COURSE.

MOST STUDENTS TAKE 3 DIFFERENT COURSES AT A TIME.

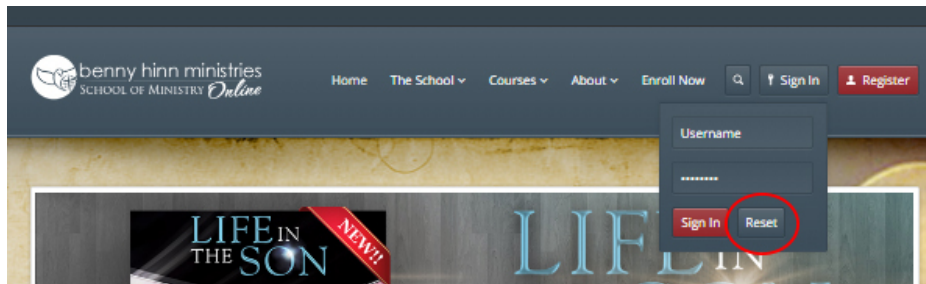
4. DONATE TO BENNY HINN MINISTRIES

5. CREATE AND MANAGE YOUR PROFILE.

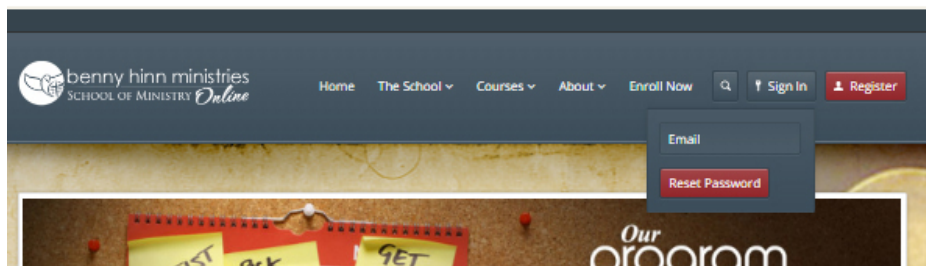
- UPLOAD PHOTO
- ENTER PROFILE INFORMATION
- UPDATE OR ADD YOUR SOCIAL MEDIA LINKS
- UPDATE YOUR PASSWORD
- SEE PAST ORDERS, DOWNLOAD YOUR ORDER DETAILS



## Resetting Your Password:



1. CLICK "RESET"



1. ENTER THE EMAIL ADDRESS THAT YOU USED TO REGISTER.

2. CLICK "RESET PASSWORD"



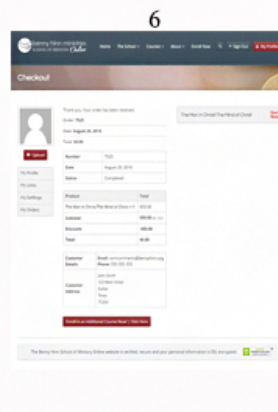
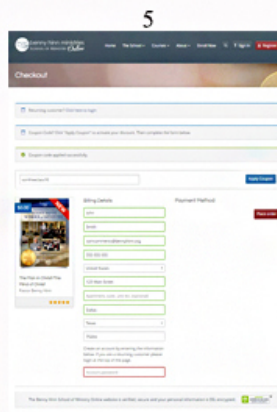
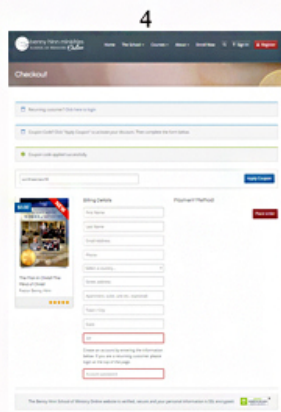
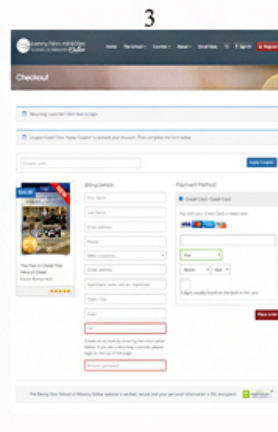
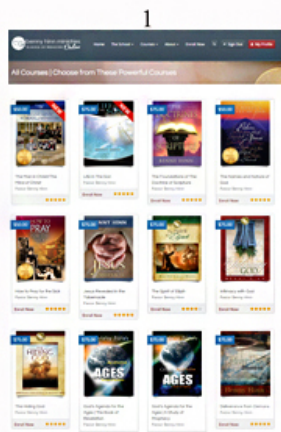
1. FOLLOW THE INSTRUCTIONS IN THE "PASSWORD RESET" EMAIL.

2. YOU MAY KEEP THE SYSTEM GENERATED EMAIL OR CREATE YOUR OWN. THEN CLICK "RESET PASSWORD"

3. CLICK "LOG IN"



## Enrolling in a Course



1. CHOOSE A COURSE.

2. CLICK "TAKE THIS COURSE" BUTTON.

3. PROCEED TO CHECKOUT PAGE.  
- ENTER COUPON CODE  
- CLICK "APPLY COUPON"

4. COMPLETE REGISTRATION FORM.

5. ENTER YOUR PASSWORD & CLICK "PLACE ORDER".

6. YOU WILL BE DIRECTED TO THE ORDER CONFIRMATION PAGE.  
-TO BEGIN YOU CLASS CLICK ON THE COURSE NAME OR "START CLASS".

7. YOU ARE DIRECTED TO THE COURSE INTRODUCTION PAGE.

YOU ARE NOW IN YOUR CLASS!