Northland University
How To
Quick Reference Guide

WHAT IS NORTHLAND UNIVERSITY

NORTHLAND UNIVERSITY is our newly designed customer interface, created with YOU - our customers - in mind.

Here, you can find all product training content in one place, and learn at your own pace! Learn your solution and products by enrolling in step-by-step courses.

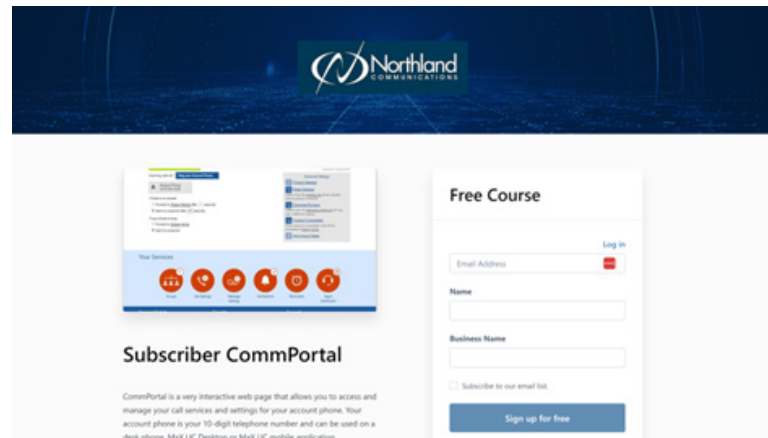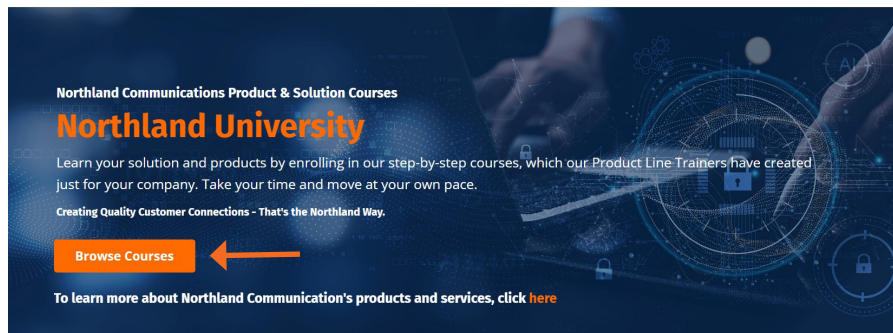You will need to sign in with your email information to access the courses.

GETTING STARTED

SIGN UP FOR COURSES

+ Access the University at: https://university.northland.net.
+ Select **Browse Courses** on the top of the page, or select the "Browse Courses" button.

+ Scroll through the list of courses to find the course you would like to sign up for, then click the course thumb nail.
+ This will bring you to a "signup" screen, where you will enter your information. (Name, Email, Business Name).
+ Enter your information and select **Sign Up for Free**.
+ You will be redirected to the page where you will create your login credentials.(see next page).

Need support? Connect with us at www.northland.net/support or
Dial 4357 (HELP) or 315-671-6262 to speak to a Northland Representative
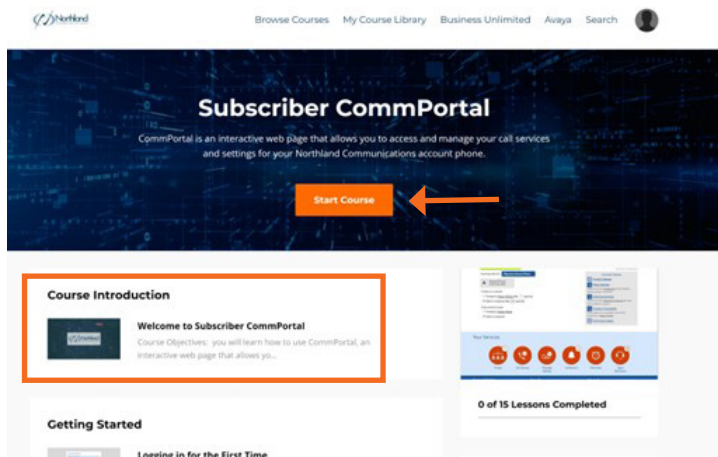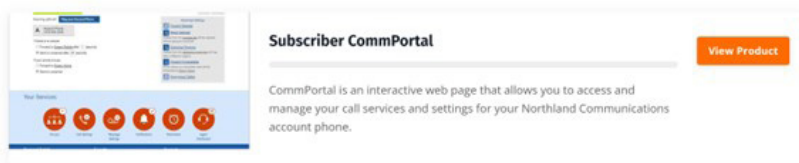
CREATE YOUR LOGIN CREDENTIALS

+ Enter your first and last name.
+ Create and verify a password.
+ After creating your account, you will automatically be redirected to your "Library" where you will see all of the courses you have signed up for or have
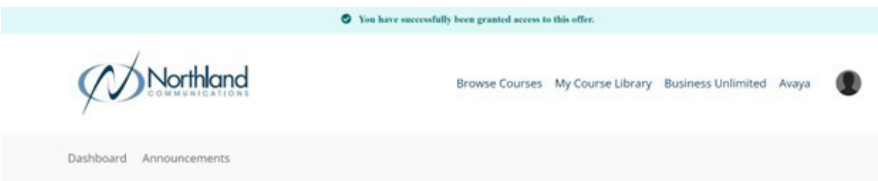
+ Select **View Product** to view the course details such as the lessons, modules, etc.

+ Select **Start Course** to view the course from the beginning.
+ Select an individual lesson from list below to take that lesson.

NOTE: You can take the course or individual lessons at your own pace. When you login next time, it will continue from where you left off.

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SIGN UP FOR ANOTHER COURSE

+ Select **Browse Courses** on the top of the page.
  This will bring you to the same screen as previous. You will not see the courses you currently have access to in the Browse list.

+ When you select another course to sign up for, it will automatically populate your email. Just enter your name and business name, and select **sign up for free**.
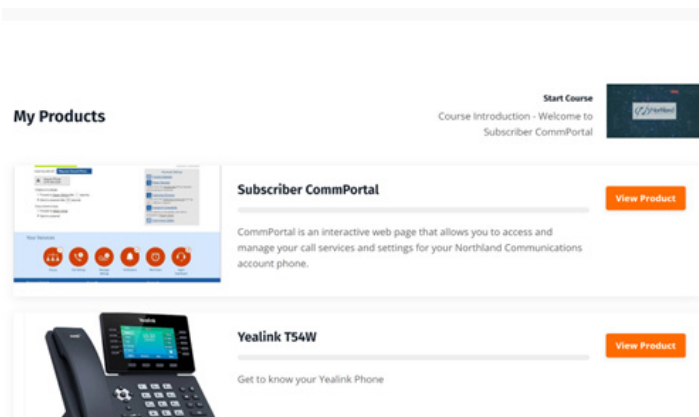
RETURN TO YOUR COURSE LIBRARY

+ From the main page, return to your course library by selecting **My Course Library** on the header bar.

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