## 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.

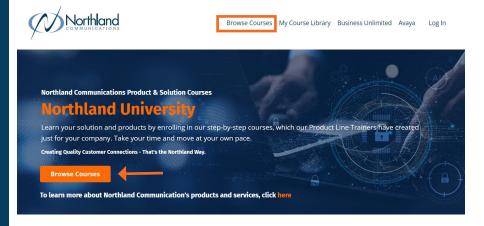
Here, you can find all product training content in one place, and learn at your own pace! Learn your solution and products by enrolling in step-by-step courses.

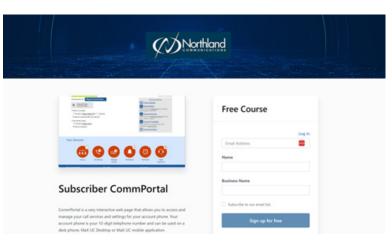
You will need to sign in with your email information to access the courses.

### **GETTING STARTED**

#### SIGN UP FOR COURSES

- + Access the University at: <u>https://university.northland.net</u>.
- + 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 <u>www.northland.net/support</u> or Dial 4357 (HELP) or 315-671-6262 to speak to a Northland Representative

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	urchase Successful! the fields below to create your account.
First Name	
Last Name	
Password	
Verify Password	

#### **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

	You have successfully been granted access to this offer.	
Northland	Browse Courses My Course Library Business Unlimited Avaya	•
/ Dashboard Announcements		
My Products		<ul> <li>Select View Product to view the course details such as the lessons, modules, etc.</li> </ul>
The set of	Subscriber CommPortal	
	CommPortal is an interactive web page that allows you to access and manage your call services and settings for your Northland Communications account phone.	
(7)/settind	Browse Courses My Course Library Business Unlimited Aveya Search	
CommPortal is an inter	Discriber CommPortal active web plage that allow's you to access and manage your call services ings for your Northland Communications account phone.	<ul> <li>Select Start Course to view the course from the beginning.</li> </ul>
		<ul> <li>Select an individual lesson from list below to take that lesson.</li> </ul>
Course Introduction	Flearn how to use CommPortal, an	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.
Cetting Started	0 of 15 Lessons Completed	

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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.

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### **RETURN TO YOUR COURSE LIBRARY**

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

