

NSLC LEARNING CENTRE

EXTERNAL USER GUIDE

THE **NSLC**
ACADEMY

NSLC LEARNING CENTRE EMPLOYEE USER GUIDE

ACTIVATING YOUR ACCOUNT

1. Click on the link delivered through email.
 - a. Verify your store name/location in the **First Name** box.
 - b. Leave **NSLC Agent** in the **Last Name** box
 - c. Verify your **Email** in the **Email** box.
 - d. Set up a **Password**.

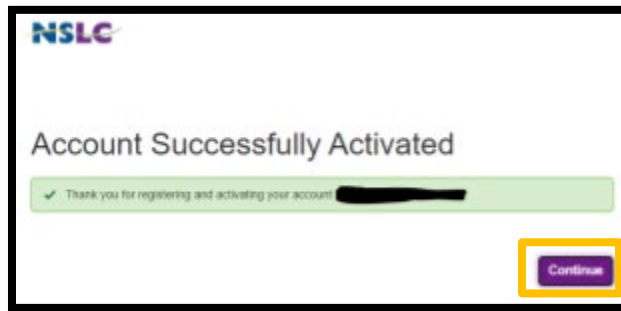
The screenshot shows a web form titled "Tell Us About Yourself" and "Set Password". The "Tell Us About Yourself" section contains three input fields: "First Name" with the value "TEST_USER", "Last Name" with the value "NSLC Agent", and "E-Mail" which is redacted with a black box. The "Set Password" section contains two input fields: "Password" and "Re-Enter Password", both of which are empty. A purple "Save" button is located at the bottom right. A small asterisk and the word "Required" are visible at the bottom right of the form.

- e. Click **Save**.

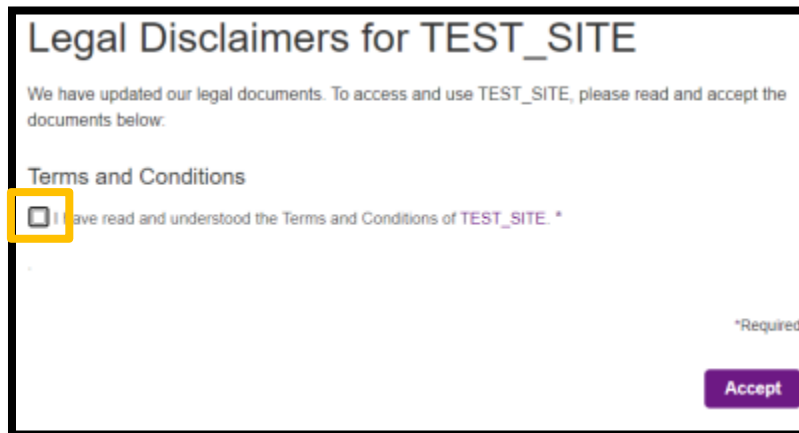
This screenshot is identical to the previous one, showing the same form with the "First Name", "Last Name", "E-Mail", "Password", and "Re-Enter Password" fields. The purple "Save" button at the bottom right is now highlighted with a yellow rectangular box, indicating the step to click it.

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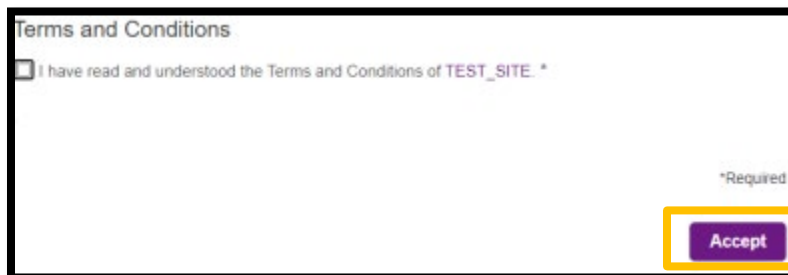
2. Click **Continue**.



3. Review updated Terms and Conditions and click the box to confirm.



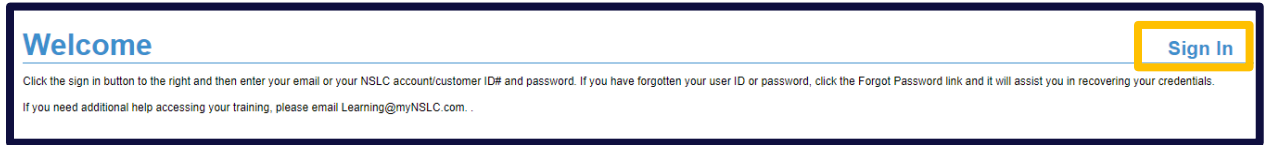
4. Click **Accept**.



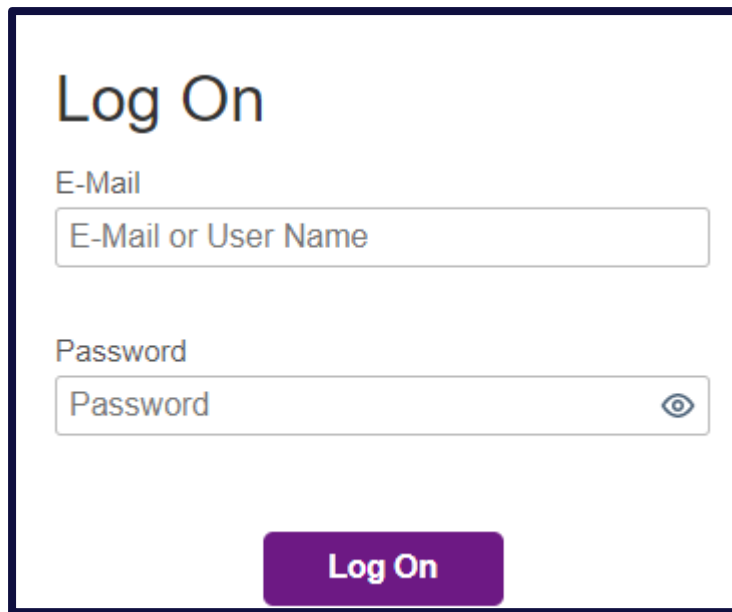
LOGGING INTO NSLC LEARNING CENTRE

We recommend you use **Google Chrome** when logging into the Learning Centre.

1. Follow this link (Click [here](#)) to access the NSLC Learning Centre
2. Click **Sign In**

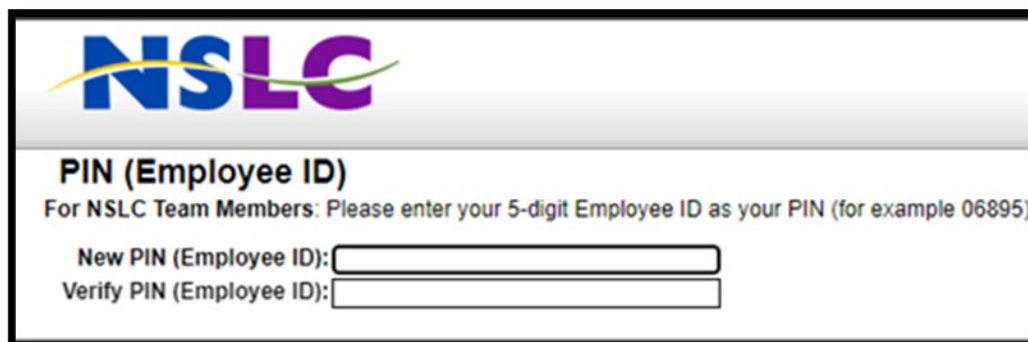


3. Enter the username and password provided to you via email and then click **Log On**.



The image shows a "Log On" form with two input fields: "E-Mail" (containing the placeholder text "E-Mail or User Name") and "Password" (containing the placeholder text "Password" and a visibility icon). A purple "Log On" button is located at the bottom of the form.

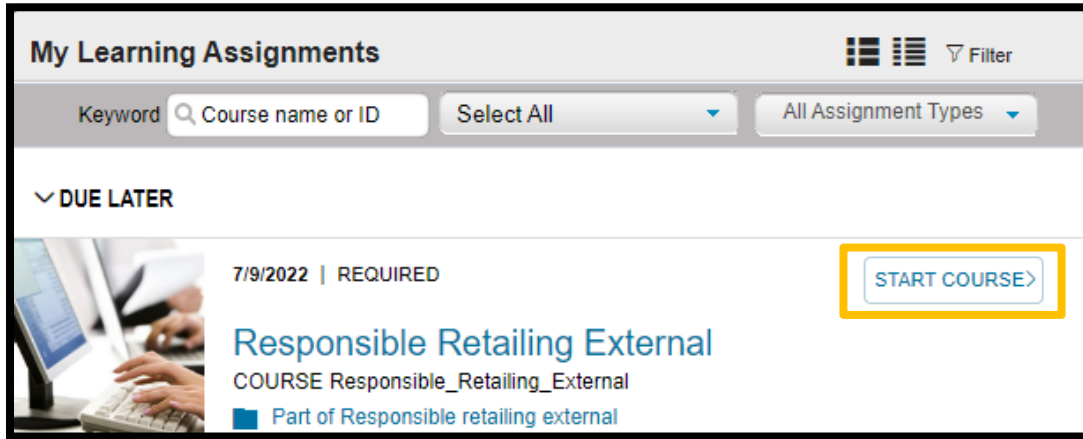
4. The first time you log into the **NSLC Academy** you will be asked to enter a **PIN**. You will not need to use this again so you can enter any random number to get passed this screen.



The image shows the NSLC logo at the top. Below it, the text reads "PIN (Employee ID)" and "For NSLC Team Members: Please enter your 5-digit Employee ID as your PIN (for example 06895)". There are two input fields: "New PIN (Employee ID):" and "Verify PIN (Employee ID):".

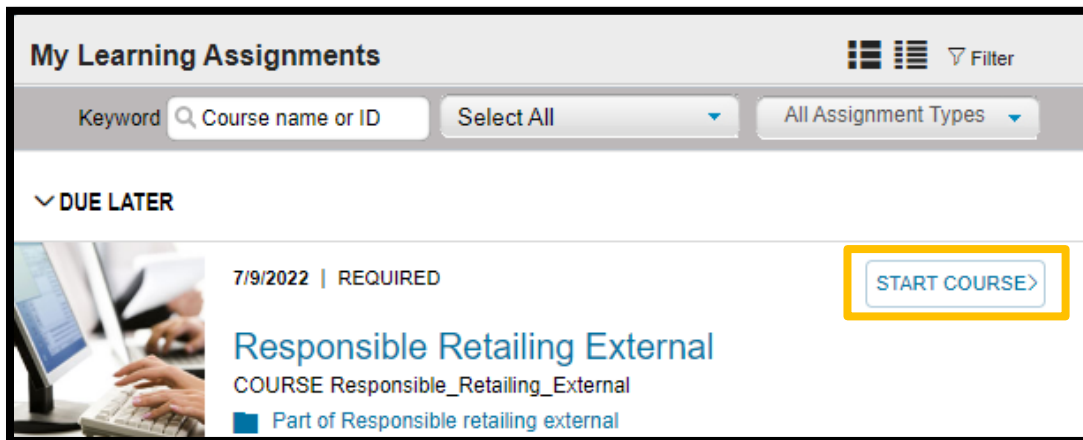
COMPLETING TRAINING

1. Click **Start Course** to begin training. Course will launch automatically.

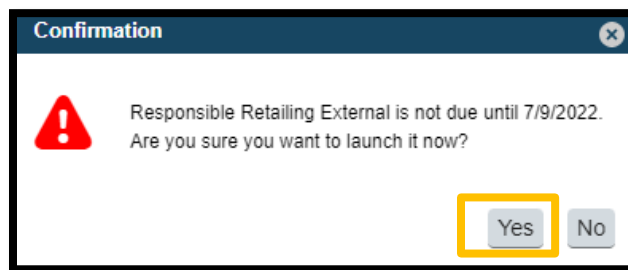


RE-COMPLETING TRAINING

1. To re-complete training click **Start Course**.

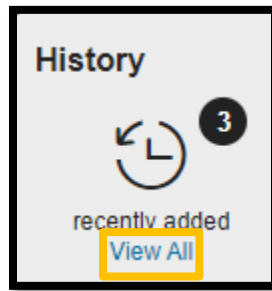


2. This pop-up may occur when re-completing training. Click **Yes** and ignore the due date, the course will re-launch automatically and track the new completion.



VIEWING COURSE HISTORY

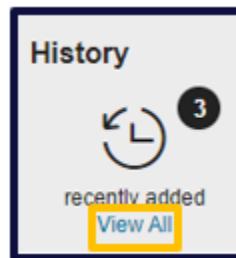
To view history of course completion click **View All** in the **History** tile.



PRINTING CERTIFICATES

To keep track of individual course completion certificates are available to print.

1. Click **View All** in the **History** tile.



2. Hover the mouse over the course title **Responsible Retailing External**.

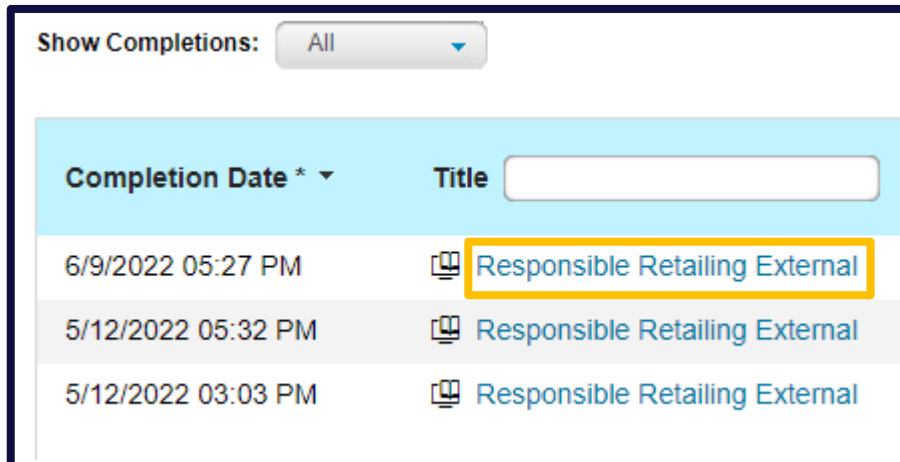


Table showing course completion history:

Completion Date *	Title
6/9/2022 05:27 PM	Responsible Retailing External
5/12/2022 05:32 PM	Responsible Retailing External
5/12/2022 03:03 PM	Responsible Retailing External

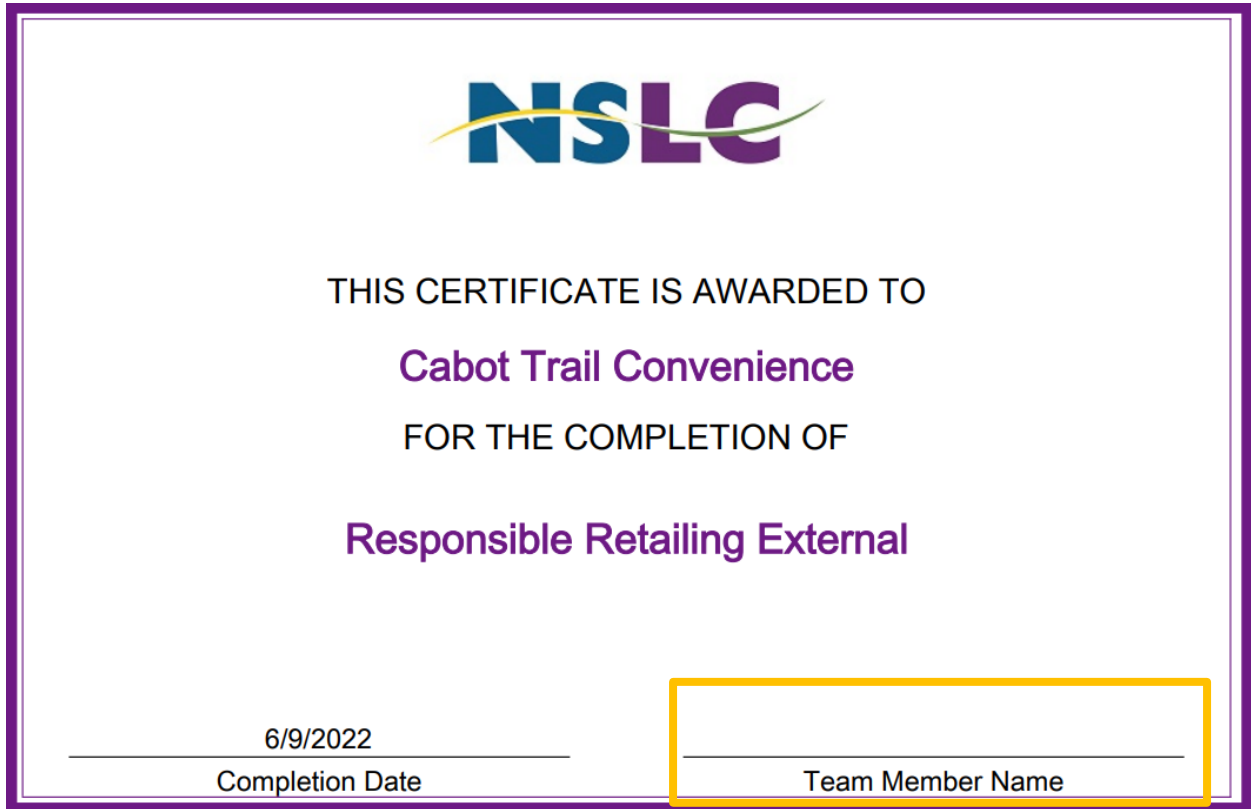
The table is displayed within a larger interface. At the top left, there is a label "Show Completions:" followed by a dropdown menu currently set to "All". The table has a light blue header row. The first row of the table is highlighted with a yellow border, and the text "Responsible Retailing External" in this row is also highlighted with a yellow border.

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3. Click on **Print Certificate**.

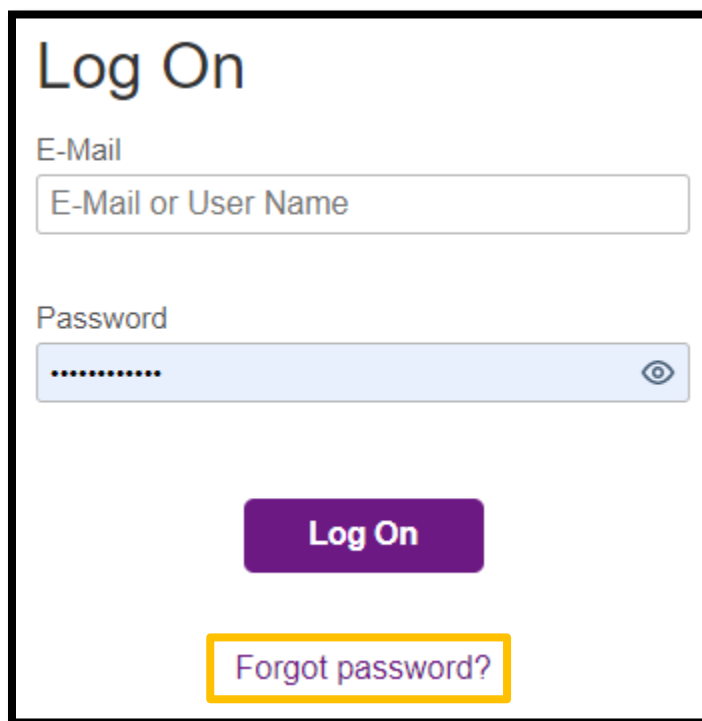


4. This certificate can be printed upon each team member's course completion with a space to add in your team members name on the bottom.



RESETTING PASSWORD

1. On the home log-in page, click **Forgot Password**.



The screenshot shows a 'Log On' form with two input fields: 'E-Mail' (containing 'E-Mail or User Name') and 'Password' (containing a masked password). Below the fields is a purple 'Log On' button and a yellow-bordered 'Forgot password?' link.

2. Enter an email address for a link to reset password. Click **Send**.



The screenshot shows a form with an 'E-Mail *' label and an empty input field. To the right of the input field is the text '*Required'. At the bottom right is a yellow-bordered purple 'Send' button.