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NDG Linux Courses – Cisco NetAcad™ Course Access Codes

Instructors, Learners and Administrators

Last updated September 19, 2016

Network Development Group is offering hosted Linux courses for institutions participating in the Cisco Networking Academy® program. In order for learners to access the course materials, they will need to enter a course access code. Academic institutions can purchase course access codes on behalf of learners or to resell at the academic institution's bookstore. Learners can also purchase the course directly.

Students: *If you are purchasing a code for an instructor-led training (ILT) or self-paced course, please skip to **Step 3**.*

*If you are an **agent** or **administrator** purchasing multiple codes on behalf of learners, please refer to our purchase order documentation, which can be found here:*

https://www.netdevgroup.com/online/support/courses/documentation/ndg_linux_course_purchase_order_faq.pdf

Instructors - Creating the Course

1. Instructor creates course for ILT in the NetAcad.

If your organization is participating in the Cisco Networking Academy, you can use this course for Instructor-Led Training (ILT). You will create a class in the NetAcad.

- a. From the NetAcad Home page, select the **Teach** tab
- b. Click the **Create a Course** link
- c. Enter the course information.
 - i. Select an Academy.
 - ii. Enter a Course Name and Course ID
 - iii. Select the course Partner: **NDG Selected Course**
 - iv. Choose a language for the course (English only).
 - v. Enter a start and conclude date.
 - vi. Select the instructor.
- d. Click **Save**.
- e. Follow NetAcad procedures to enroll learners that will be allowed to purchase course access or your institution can purchase and distribute course access codes on behalf of the learner.

2. Instructor enrolls learners into the course.

The instructor for the course will enroll students into the course.

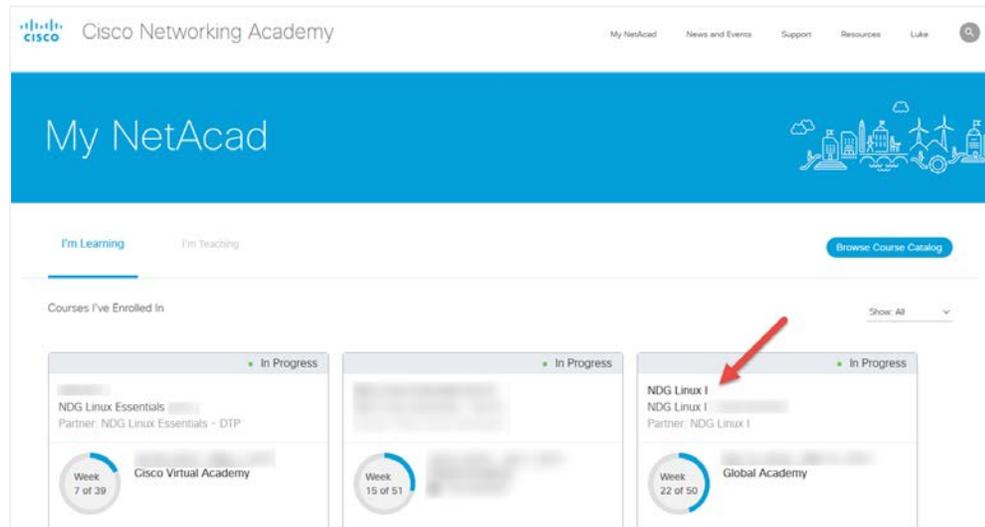
- a. From the NetAcad Home page, select the **Teach** tab.
- b. Click the **Edit** button next to the course you wish to enroll learners in.
- c. Click the **Edit** button next to Enrolled Students to add learners to the course.

Learners Access the Course

3. Learners will see the course.

After logging into the Cisco Networking Academy, learners will see the added course.

- From the My NetAcad page, select the **I'm Learning** tab.
- Click the course that you wish to access.



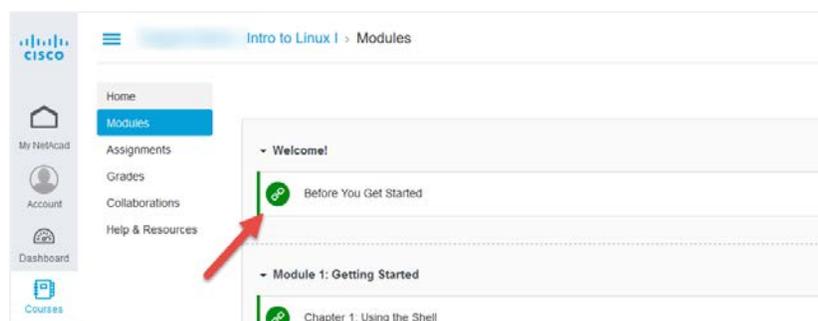
4. Learners access course modules.

Once in the selected course, learners will access the course content.

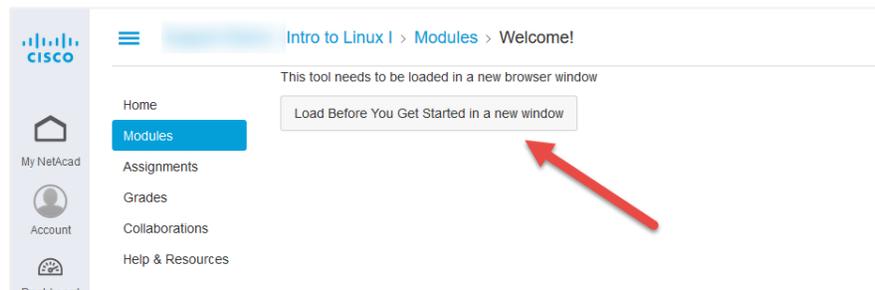
- Click **Modules** on the left side of the screen.



- Select a module and click on it.



- c. Load the chapter in a new window.



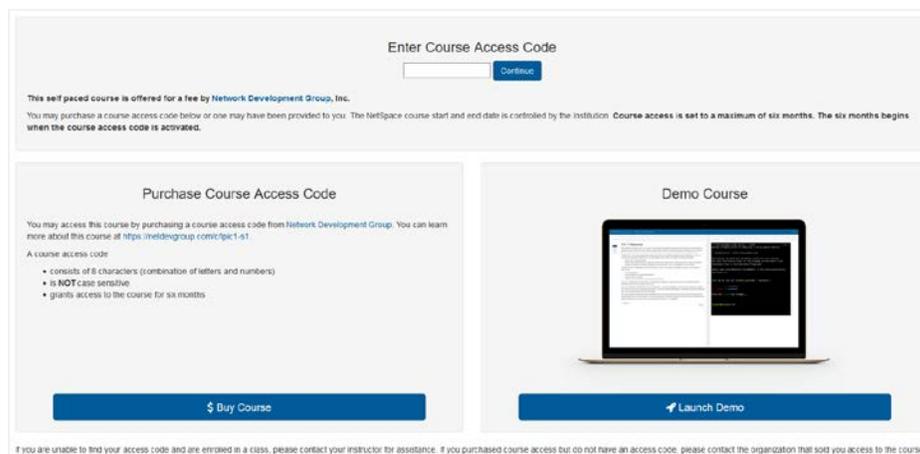
5. **Learner is prompted to accept Terms and Conditions.**

The first time the course is accessed, learners will be prompted to accept terms and conditions of the course.



6. **Learner is prompted for an access code.**

After accepting the Terms and Conditions, learners will be prompted for an access code.



Students: *If entering a code that you received from your institution or already purchased from a bookstore, do so now, and skip to Step 11.*

Learner Purchases the Course Access Code

7. Learner buys the access code.

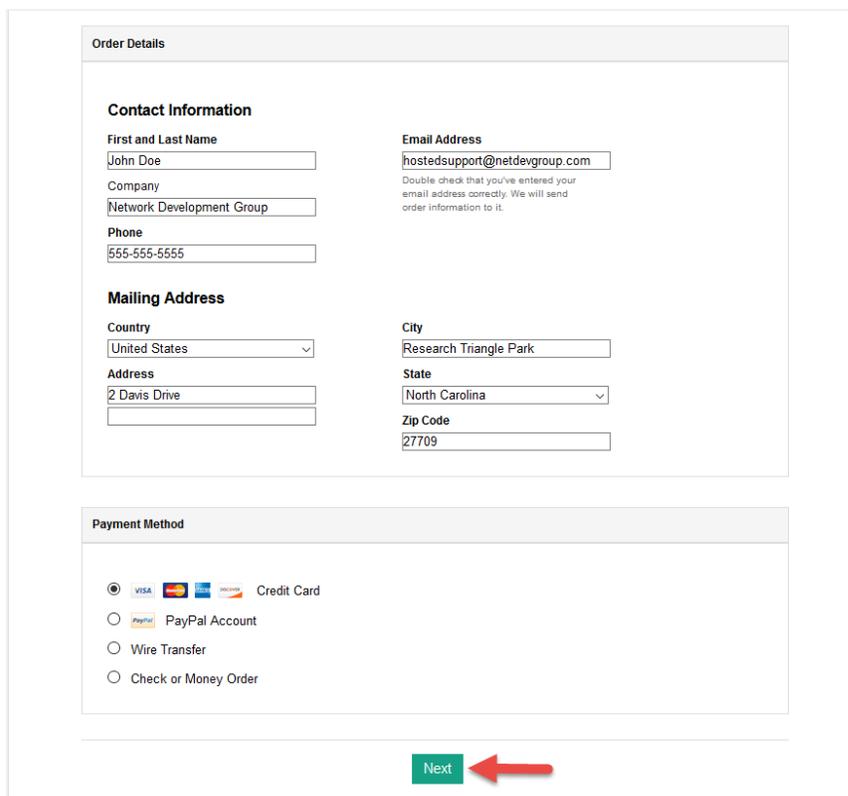
The learner will then click the “\$ Buy Course” button. A new window or tab should open with an order form from the payment processor FastSpring.



The screenshot shows the NDG logo at the top left. Below it is a search bar containing "Network Development Group". To the right of the search bar is a "United States" flag and text. Below the search bar is a product card for "NDG Introduction to Linux I" priced at "\$39.95". The card includes a quantity selector set to "1" and a description: "The NDG Introduction to Linux I course is a 'starting place' for learning the Linux system administration skills. The course includes hands-on access to a Linux virtual machine for practice using Linux as you study. The content is designed to prepare you for Exam 1 of the Linux Professional Institute LPIC-1 certification or Exam 1 of the CompTIA".

8. Learner completes order form.

Once the learner enters all information and selects a payment method, click the “Next” button.



The screenshot shows an order form with two main sections: "Order Details" and "Payment Method".

Order Details

Contact Information

First and Last Name: John Doe
 Email Address: hostedsupport@netdevgroup.com
 Company: Network Development Group
 Phone: 555-555-5555

Mailing Address

Country: United States
 City: Research Triangle Park
 Address: 2 Davis Drive
 State: North Carolina
 Zip Code: 27709

Payment Method

Credit Card (with icons for VISA, MasterCard, Discover, American Express)
 PayPal Account
 Wire Transfer
 Check or Money Order

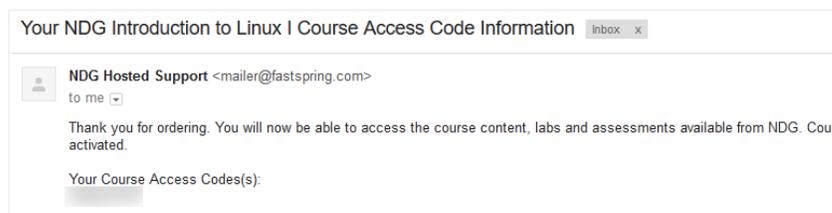
At the bottom of the form is a green "Next" button with a red arrow pointing to it from the right.

9. Learner adds payment information.

After completing the relevant payment information, click the “Complete Order” button.

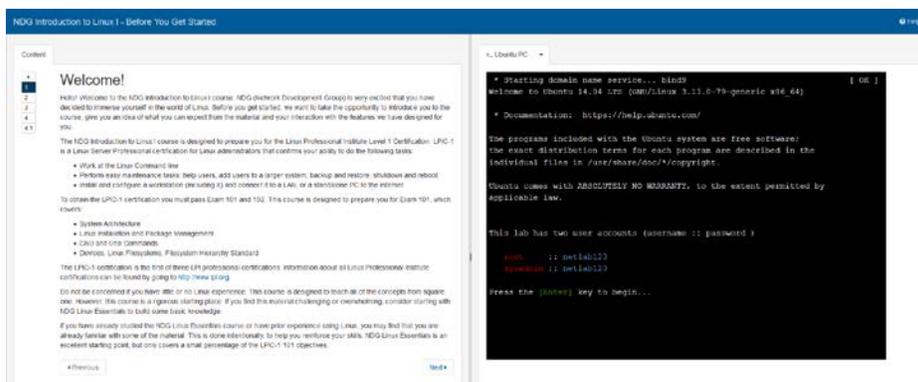
10. Learner receives access code via email.

Upon successfully ordering the course, learners will be sent an email containing their access code.



11. Learner enters access code into course.

12. Learner now has access to course materials.



13. Who should I contact if I have questions about this course that are not explained in this document?

All NDG Linux course questions should be directed to Network Development Group at hostedsupport@netdevgroup.com. Please take a few minutes to review the NDG website, www.netdevgroup.com, the course materials and this document before emailing the NDG staff.