www.netdevgroup.com

NDG Linux Courses – Cisco NetAcad™ Course Access Codes

Instructors, Learners and Administrators

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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.

    a. From the My NetAcad page, select the **I'm Learning** tab.
    b. Click the course that you wish to access.
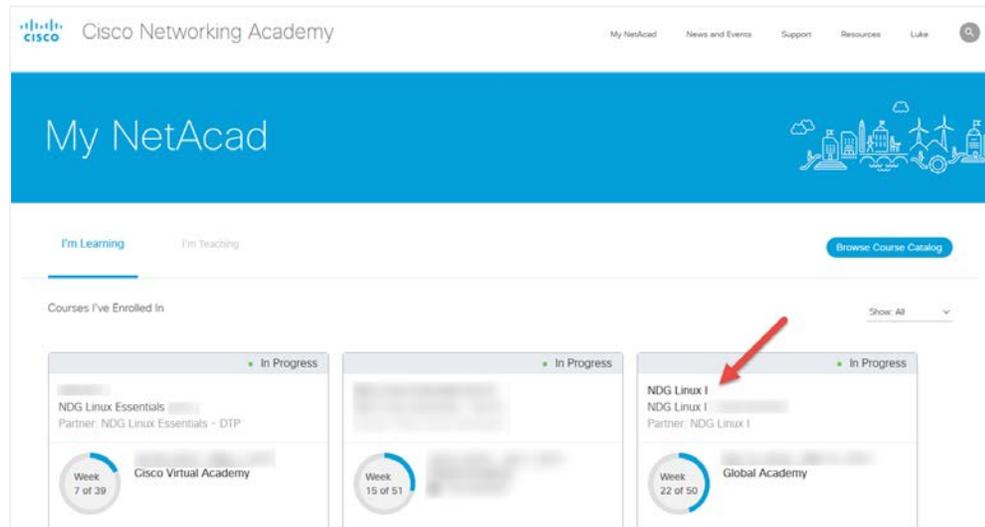
4. **Learners access course modules.**
    Once in the selected course, learners will access the course content.

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

    b. Select a module and click on it.
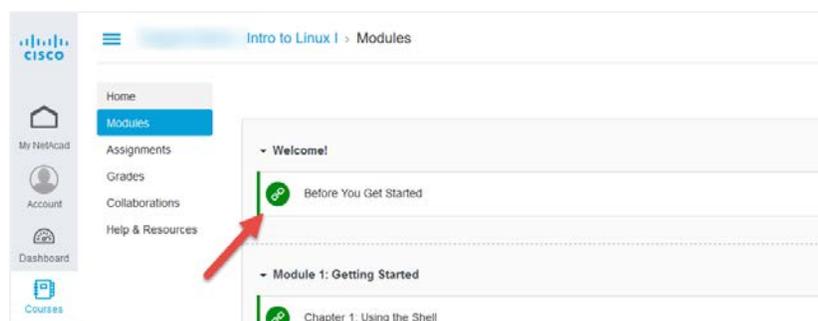
c. Load the chapter in a new window.
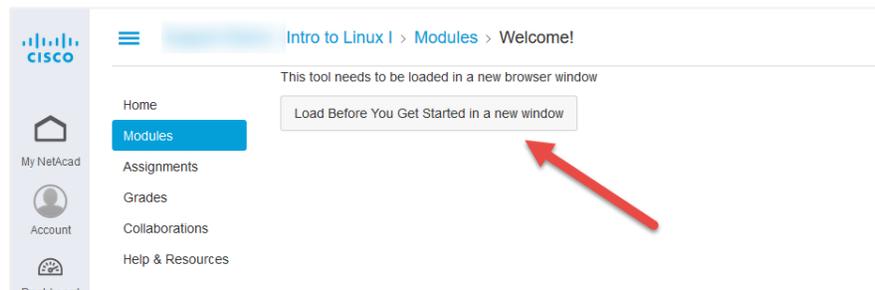
5. **Learner is prompted to accept Terms and Conditions.**
   The first time the course is accessed, learners will be prompted to accept terms and conditions of the course.

6. **Learner is prompted for an access code.**
   After accepting the Terms and Conditions, learners will be prompted for an access code.
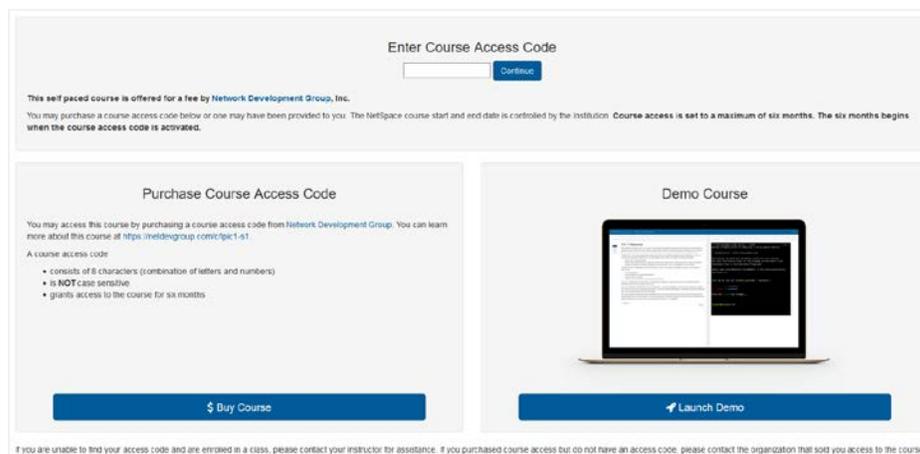
Students: *If entering a code that you received from your institution or already purchased from a bookstore, do so now, and skip to* **Step 11**.

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.

8. **Learner completes order form.**
   Once the learner enters all information and selects a payment method, click the "Next" button.
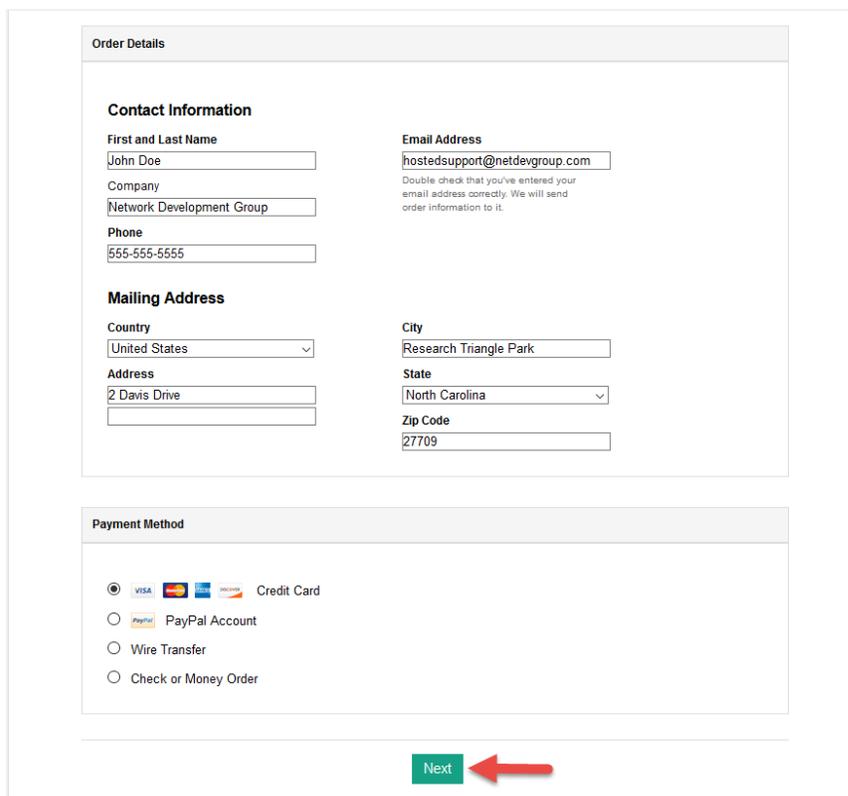
9. **Learner adds payment information.**
   After completing the relevant payment information, click the "Complete Order" button.

10. **Learner receives access code via email.**
    Upon successfully ordering the course, learners will be sent an email containing their access code.
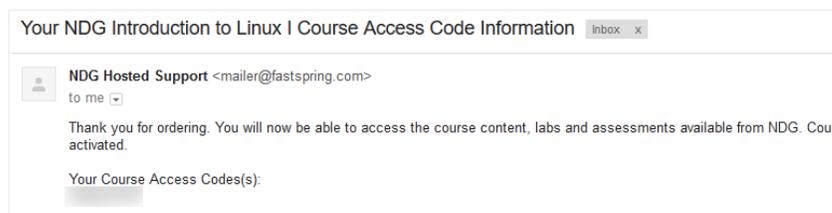
11. **Learner enters access code into course.**

12. **Learner now has access to course materials.**
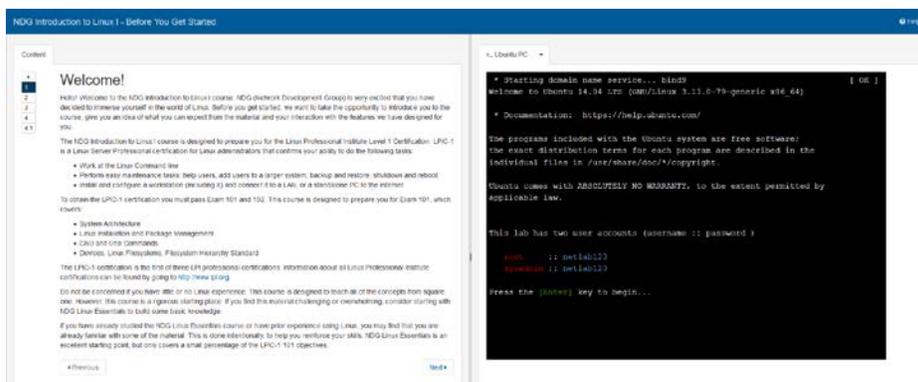
13. **Who should I contact if I have questions about this course that are not explained in this document?**
    All NDG Linux course questions should be directed to Network Development Group at hostedsupport@netdevgroup.com. Please take a few minutes to review the NDG website, www.netdevgroup.com, the course materials and this document before emailing the NDG staff.