

Corporate Learner Portal User Guide

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Registering for a Course/Certificate

1. To register for a course/certificate, click on the title. **Make sure that the course is available.**
2. Then, click **Add to Cart**.
3. From here, you can either click **Continue Shopping** to add more items or **Checkout** to begin the checkout process. You can access your **Shopping Cart** at any time by clicking the Shopping Cart Icon at the top of the page.
 - a. **For the purpose of this guide, we are continuing the checkout process.**
4. Click **Checkout** and review your items. Once you have verified that you are purchasing the correct items, click the light grey **Checkout** and you will be directed to the **Log in or Create an Account** page.
5. On this page, you have the option of logging in or creating an account.
 - a. **For the purpose of this guide, we will create a new account.**
6. Enter in your email and press **Continue**.
 - a. **Be sure to use your company's email address when creating an account to ensure that your registration is accepted.**
7. After clicking **Continue**, fill in all required fields. Do not press tab.
8. When finished, click **Continue Checkout**. You will be taken to the Payment page. Depending on how your employer set up your account, you will have different payment methods.
9. Once finished verifying the payment method, check the checkbox and click **Continue Checkout**. You will be taken to receipt page.

Logging into NovoEd

1. After successfully registering, you will receive a welcome email from your course. Please follow the instructions in the email to set up your NovoEd account.
2. To log into NovoEd from the Learner Portal, click **NovoEd Login** in the top navigation bar or in the footer.