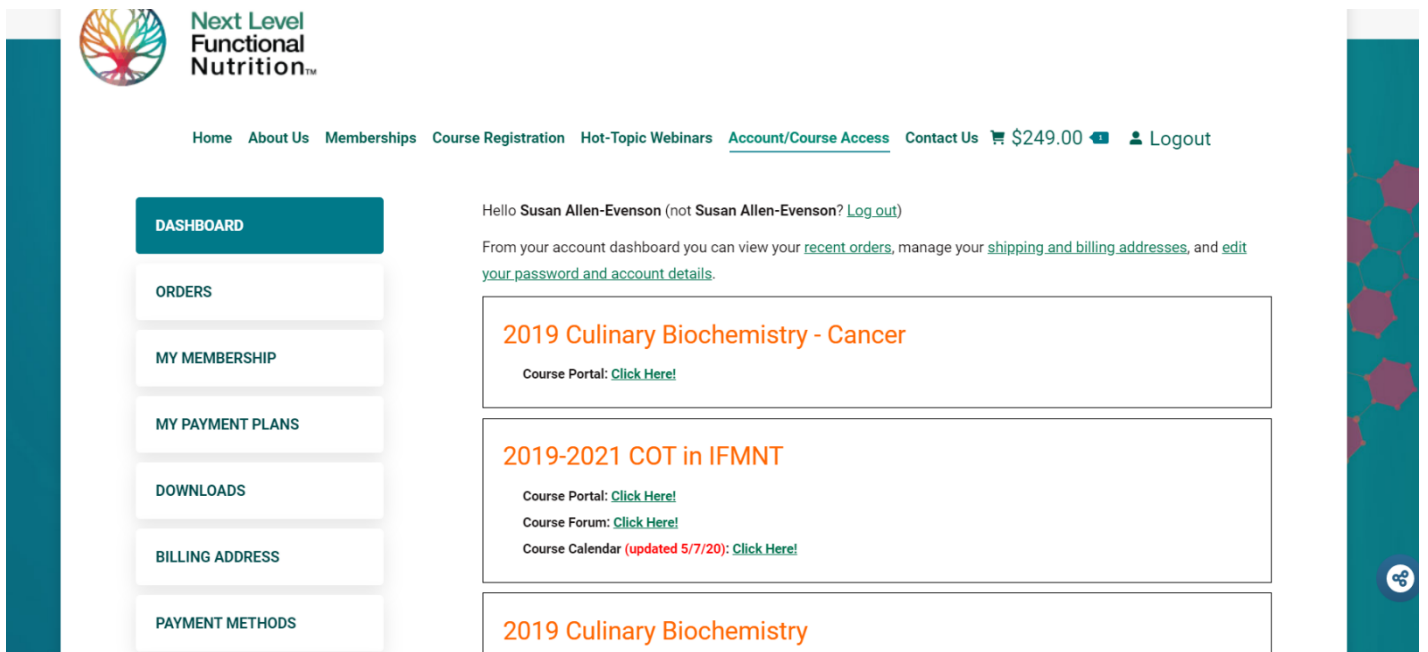


HOW TO ACCESS YOUR NLFN COURSE INFO

Hello, and welcome to your NLFN Course Portal!

If you haven't signed in yet, please see the document [“How To Access Your NLFN Account”](#) for instructions on how to sign in to your **Dashboard**. Also, as you go through these instructions, you will need to click **Account** on the site's top menu bar to return to your **Dashboard**.

On your **Dashboard** you will see a box with the name of your NLFN course(s) that contains access links as shown in the image below. This is your **Course Portal**. Here is an example of what you'll see:



The screenshot shows the NLFN user dashboard. At the top left is the NLFN logo. The navigation menu includes: Home, About Us, Memberships, Course Registration, Hot-Topic Webinars, Account/Course Access, Contact Us, \$249.00, and Logout. A sidebar on the left contains menu items: DASHBOARD (highlighted), ORDERS, MY MEMBERSHIP, MY PAYMENT PLANS, DOWNLOADS, BILLING ADDRESS, and PAYMENT METHODS. The main content area displays a personalized greeting: "Hello Susan Allen-Evenson (not Susan Allen-Evenson? [Log out](#))". Below this, it states: "From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#)." Three course portal boxes are shown: 1. "2019 Culinary Biochemistry - Cancer" with a "Course Portal: [Click Here!](#)" link. 2. "2019-2021 COT in IFMNT" with links for "Course Portal: [Click Here!](#)", "Course Forum: [Click Here!](#)", and "Course Calendar (updated 5/7/20): [Click Here!](#)". 3. "2019 Culinary Biochemistry".

The **Course Portal** contains three links, each of which you will need to access course resources:

- E-learning course access
- Course networking forum access
- Course calendar
- Session Webinar registration will also appear here as well (when applicable)

First is the **e-learning Course Access**. Clicking the green link next to this will take you to the **e-learning course page**. On the left side of this screen you will find an **Overview** giving a description of the course, links for the course calendar, a welcome packet and instructions for printing slides, as well as occasional links to additional module content we think you may find helpful. On the right you will find a list of course module content which is where slides, handouts, recordings, and quiz(es) are housed. CPE is obtained upon completion of module quiz(es) and survey.

Forum

At the bottom of your dashboard or any specific module, you'll see a link to your course Networking **Forum**. Your forum is where you can network with your class peers and ask any questions about course content/materials as you progress through the course. Please be sure to read the **Forum Guidelines posted at the top of the page**.

Clicking a forum topic link will take you into the topic thread, where you can read posts, and reply using the posting form at the bottom. You can also create a new topic by clicking the button at the top-right of the page. On the lower left you will find an orange **Course Overview** button. This will take back to the **e-learning course page**.

Session Webinar Registration

Each live webinar will require registration to participate – simply follow the link provided. Once registered, you'll receive an email with webinar access instructions. Webinar recordings will be posted in your e-learning portal (no need to register to access recordings). Likewise, if you registered for this training after it was given live, there will be no webinar registration requirements.

We hope the above instructions make it easier for you to make use of your course portal.

Please email us with any questions: IFMNRD@gmail.com

Thank you for participating in NLFN Training, where career-transformation occurs!