

Academy Connection Demo Site<http://cisco.demo.netacad.net>

Overview: As a Regional Legal Main Contact, you will edit your academy, add yourself as an instructor, create a new Non Student user, create a new local and potential academy, and view your academy tree. Then, as a Local Legal Main Contact, you will go through the New User registration process and you will locate a support academy in order to add a new curriculum to your academy.

Legend: Underlined text indicates a link
Bolded text indicates a Heading or Section
Shaded text indicates a button

Activity I: Edit the Academy (2.2.3)

1. Go to the demo site at <http://cisco.demo.netacad.net>
 - a. Select **Create New Training User**
 - b. In the User Type pulldown list, select Legal Main Contact
 - c. In the Academy Type pulldown list, select Regional
 - d. Select **Create User**
 - e. You will receive a page with your username and password - print this page or write down the information
 - f. Return to the demo site login by selecting [Return to Login Page](#)
2. Enter username and password and login as a Legal Main Contact for a Regional Academy
3. You will now be at the Administrator Homepage
4. Under the section entitled **Manage, Manage My Academies** select the Academy Name
5. Under the section entitled **Administer Academy** select [View/Edit Academy Information](#)
6. Just to the right of the heading **Academy Details**, select [Edit Academy Information](#) (This will take you into the Edit Academy Wizard. Many of the fields require some information that isn't already provided. For detailed instructions on each field, select the question mark next to the section heading title. Note that any field with a red asterisk is required.)
7. Verify or add the information required on the Edit Academy Step 1, (This page involves Academy details, including editing the Legal Main Contact and designating an Academy Asset Manager), select **Continue**.
8. Verify or add the information on the Edit Academy Step 2, Demographics, (This page lets you specify your Demographic details - use your control key for multiple selections in any of the boxes: Average Age of Students, Education Level. You will also decide if students will be allowed to view future courses within a curriculum in which they are enrolled), select **Continue**.
9. Verify or add the information on the Edit Academy Step 3, Select Course to Offer, (This page determines the Academy courses, versions and languages that your Academy will offer. Be aware that you must select at least one course to offer and you must select a Start Date for any courses you offer.), select **Continue**.
10. If you are located in the United States, verify or add the information on the Edit Academy Step 4, Register Academy for WPL (On this page, you may choose to join the Workplace Learning Initiative and designate a coordinator to manage student internships.)
11. Select **Submit**, the View/Edit Academy Information page appears.

Activity II: Adding User Roles

1. Navigate to the Administrator Homepage through the left navigation bar
2. Under the section entitled **Manage, Manage My Academies** select the Academy Name
3. Under the section entitled **Manage Academy Users** select Manage Academy User List
4. In the Academy User List, scroll to the Username under which you are logged in - under the Role(s) column, select Legal Main Contact
5. On the Assign Roles page, check the Instructor box (For further information about Academy roles, click the About this page link under the page heading)
6. Select **Save**
7. The Academy User List page appears, you will notice that Instructor has been added in the Role(s) column for the Username under which you are logged in

Activity III: Creating Users - Non Student (2.2.4)

1. Navigate to the Administrator Homepage through the left navigation bar
2. Under the section entitled **Manage, Manage My Academies** select the Academy Name
3. Under the section entitled **Manage Academy Users** select Add Students and Users
4. Enter the user's First name, Last Name and Email Address - enter information that you will easily remember such as your own personal name and email - you will need this information in later activities.
5. Select the User Role of Instructor
6. Select **Add User**
7. The Compose Welcome Message page appears. Enter any notes you wish to add in the text box provided.
8. Select **Submit**
9. You will receive a confirmation page with the newly created user's Academy Connection ID and Temporary Password - write all this down (make sure to get all this information exactly as it appears) or print this page, as you will need this information in later activities.


Activity IV: Regional Academy creating a Local Academy (2.2.2)

1. Navigate to the Administrator Homepage through the left navigation bar
2. Under the section entitled **Manage, Manage My Academies** select Add New Academy (note: if you are a Legal Main Contact for multiple Academies you will need to select which Academy the New Academy will be associated with)
3. Scroll to the bottom of the page and select **Add New Academy**
4. This will take you into the Add New Academy wizard. For detailed instructions on each field, select the question mark next to the section heading title. Note that any field with a red asterisk is required.
5. Add the information required on the Enter Details Step 1. Note that the Phone number must be ten digits. **For Legal Main Contact, enter the information of the user you just created in Activity III. It needs to be exactly the same information from the confirmation page in Activity III including the email address. This will make the user the Legal Main Contact as well as an instructor at this new academy.** Select **Continue**.
6. Add the information on the Add New Academy Step 2, Enter Details, (This page lets you specify your Demographic details - use your control key for multiple selections in any of the boxes: Average Age of Students, Education Level.), select **Continue**.
7. Add the information on the Add Curriculum Details Step 3, Add Details, select **Compose Welcome Message**.
8. Enter any notes you wish to add in the text box provided
9. Select **Submit**, the View/Edit Academy Information page appears.

Activity V: Adding Potential Academies (2.2.6)

1. Navigate to the Administrator Homepage through the left navigation bar
2. Under the section entitled **Manage, Manage My Academies** select the Academy Name
3. Under the section entitled **Administer Academy** select View/Edit Academy Information
4. Under the Academy name heading, select Add/Edit Potential Academies
5. Scroll to the bottom of the page and select Add New Potential Academy
6. Fill in the appropriate information in the Enter Academy Details wizard. Note that the Phone number must be ten digits.
7. At the end of the wizard, select Submit

Activity VI: View Academy Tree (2.1.5)

1. Navigate to the Administrator Homepage through the left navigation bar
2. Under the selection entitled **Manage, Manage My Academies** select View Academy Tree
3. Expand your academy hierarchy by clicking the  next to your academy name
4. Select the View link for the academy you've created to see the Academy Summary Report
5. Logout as Regional Legal Main Contact by selecting Logout from the top navigation bar

Activity VII: Initial Legal Main Contact Registration

1. Return to the demo site login page
2. Using the account information you created earlier in Activity III and IV, login as a Legal Main Contact for a Local Academy. For Login: field, use the Academy Connection ID number and for Password: field, use the Temporary Password number you were given in Activity III.
3. The system will present you with the Website Usage Agreement - Non Student Users. Read this and select **I Accept**
4. Complete the pertinent information on the New User Registration page, noting that all fields with a red asterisk are required. Your password must be changed and must be at least six characters. You will enter Personal Profile information, including employment and education background. You will select your Time Zone, your preferred date and time format, and your default home page. You will also decide what personal information will be published to the community from your Personal Profile. Finally, you will decide the extent of your participation in Academy surveys, Community Directory, etc.
5. Select **Register**
6. If you selected the I want to participate in Community features option, the system will present you with the Community - Verify Age agreement
7. Select **Yes, I am at least 13 years old**
8. The system will then present you with the Online Legal Agreement for Community Features
9. Select **I Accept**
10. The system will then take you to the Edit Academy wizard (Many of the fields require some information that isn't already provided. For detailed instructions on each field, select the question mark next to the section heading title.)
11. Verify or add the information required on the Edit Academy Step 1, (This page involves Academy details, including editing the Legal Main Contact and designating an Academy Asset Manager) select **Continue**
12. Add the information on the Edit Academy Step 2, Edit Details, (This page determines if students will be allowed to view future courses within a curriculum in which they are enrolled) select **Continue**
13. Add the information on the Edit Academy Step 3, Check Student Permissions, (This page indicates whether the system will capture student information and email addresses at your Academy). Check all of the Student Permissions boxes and select **Continue**
14. If you checked any Student Permissions, you will be presented with Legal Agreement (Data Protection). Read the agreement and select **I Accept**
15. Add the information on the Edit Academy Step 4, Select Courses to Offer, (This page determines the courses that your Academy will offer). Under the **Demo-CCNA** curriculum heading, scroll to the **CCNA 1: Networking Basics (Instructor)** course. In the status column, select **Limited Access**. A popup window appears with Academy Course Status. Note that, because you are a Local Academy, Instructor Courses can not be created here. Select **Close Window**
16. Scroll to the **CCNA 1: Networking Basics (Student)** course. Select this course, enter an Anticipated Class Start Date, and answer the question. Select **Continue**
17. If you are located in the United States, add the information on the Edit Academy Step 5, Assign Coordinator (On this page, you may choose to join the Workplace Learning Initiative and designate a coordinator to manage student internships.)
18. Select **Submit**, the View/Edit Academy Information page appears.

Activity VIII: Local Academy pursuing a Regional Academy Support Relationship

1. Navigate to the Administrator Homepage through the left navigation bar
2. Under the section entitled **Manage, Manage My Academies** select the Academy name
3. Under the section **Administer Academy**, select **Add New Curriculum To my Local Academy**
4. Enter relevant fields in the Academy Support Locator, noting that **Curricula** is a required field, and select **Locate Support Academy**
5. You will receive a list of Academies eligible to support you in this curriculum - note that you may view curricula information or send an email to any of the academies listed
6. Logout as Local Legal Main Contact by selecting Logout from the top navigation bar