Welcome to the global Cisco Networking Academy community!
July 2008

Initial User Registration
Instructor Tasks
Administrator Tasks
Continuing Support

Welcome to the global Cisco Networking Academy community!

As a new Instructor or Administrator, you are now affiliated with a worldwide community of educational professionals that share a primary goal: to help students realize the dream of a better life by teaching them valuable networking and ICT skills.

This document provides instruction on initial user registration. It provides details on initial tasks and on how to access continuing support. These instructions can be downloaded and printed to assist you as you work through these initial tasks.

Visit Academy Connection to learn more about Networking Academy. This site hosts the Networking Academy online course delivery and data management system, and also contains valuable information, success stories, career resources, and marketing materials for members of the Academy community. Cisco has also created a community Website called Academy NetSpace, which connects Networking Academy students, alumni, and instructors from around the world.

We look forward to working together to help narrow the technology skills gap while enabling students to compete in the twenty-first century economy.

Again, welcome to the Cisco Networking Academy. We hope your experience is one of quality and success.
Initial User Registration

You must complete a profile to register your account on the Academy Connection. Only provide information that is being requested. Please refrain from revealing personal information such as racial or ethnic origin, political opinions or affiliations, religious or philosophical beliefs. Once registered, you can view or edit your profile anytime by clicking My Profile at the top of any Academy Connection page.

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

1. Go to the Academy Connection site at: http://www.cisco.com/go/netacad
2. At the Academy Users Log In section, enter the temporary username and password contained in your welcome email. Your Academy Connection ID is your temporary username. Your temporary password number is also in the welcome email. Click GO.
3. The Academy Connection will present you with the Website Usage Agreement – Non Student Users. Read the agreement and click the [Accept] button.
4. On the **New User Registration, Pre-Registration Information** page, use the pulldown list to select your **Country/Territory/Entity** location and use the popup calendar to select your **Date of Birth**. This field cannot be changed later. If you make a mistake and require assistance, complete your registration and then contact the Support Desk. Note that the system will not accept a non-student user who is below the minimum age. Click **Continue**.

5. Complete the pertinent information on the **New User Registration, Enter Registration Information** page, noting that all fields with a red asterisk are required.
6. Under the **Login Information** section, enter a username, password, confirm your password, secret question and secret answer. The username cannot be changed later. Your password must be changed from the temporary password and must be at least eight characters and follow the criteria listed on the page. Enter a secret question and answer that only you know; this is used to retrieve your login information if you forget your password.

### New User Registration

**Enter Registration Information**

* Indicates required fields

#### Login Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Criteria for Creating a Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username*</td>
<td></td>
</tr>
<tr>
<td>Password*</td>
<td>Password must:</td>
</tr>
<tr>
<td></td>
<td>- upper case characters (e.g. A-Z)</td>
</tr>
<tr>
<td></td>
<td>- lower case characters (e.g. a-z)</td>
</tr>
<tr>
<td></td>
<td>- digits (e.g. 0-9)</td>
</tr>
<tr>
<td></td>
<td>- special characters (e.g. !$%^&amp;*_+-)</td>
</tr>
<tr>
<td>Confirm Password*</td>
<td></td>
</tr>
<tr>
<td>Secret Question*</td>
<td>- Be at least eight characters long</td>
</tr>
<tr>
<td>Secret Answer*</td>
<td>- Not include the username, first name,</td>
</tr>
<tr>
<td></td>
<td>- Not be the same as your current password</td>
</tr>
</tbody>
</table>
7. Under the **Personal Information** section, enter the required information, including address, city, etc. Note that you may also enter much of this personal information in your local language. You may choose not to indicate your gender.

```
Personal Information

Title

Choose Title

First/Given Name*

New

First/Given Name (in local language)

Last/Family name*

Instructor

Last/Family Name (in local language)

Address Line 1 *

Address Line 1 (in local language)

Address Line 2

Address Line 2 (in local language)

City *

City (in local language)

State/Province (non-US only)

State/Province (in local language)

OR
```

8. In the **Personal Profile** section, select your **Employment Background** and **Education Background** from the pulldown lists to describe your experience. Use Control + click to select multiple values. This is an optional field.

```
Personal Profile

Employment Background

IT: Internet/eBusiness

IT: Database Development/Administration

IT: IT Teacher/Instructor

IT: Other

Education Background

Choose Education Background(s)

Agricultural

Consulting

Engineering
```
9. Under the **Preferences** section, enter the required information: time zone, date format, time format and preferred language. If you are an instructor and have any other non-student user role, you can indicate which homepage will be your default. In addition, you can decide what personal information is published on the Academy Connection. Those include title, first and last name, email address, employment background and education background.
10. In addition to headlines on Academy Connection, you may receive emails from the Cisco Networking Academy team. Critical emails include issues related to education delivery, program updates, and system outages. These critical emails will be sent to all members of the Academy community who may be affected. Under the Participation Opportunities section, you will decide the extent of your participation in optional communications.

   a. We recommend that you opt-in and select Yes to the first question in order to receive important emails about the program, such as newsletters, special announcements, or invitations.

   b. The second question allows emails from Cisco Networking Academy program partners.

   c. Program-related surveys, the third question, allow us to improve the program based on your feedback.

   d. If you want other non-student users (including those outside your own academy) to find your Public Profile information in the Membership Directory, select Yes to the fourth question. If you check No, only Cisco roles plus your own academy administrators and instructors will have access to your public profile.

   e. The Forums and Chat area, the fifth question, is an online community in which you can collaborate with your peers. It is organized by topics and courses.

---

**Participation Opportunities**

In addition to headlines on Academy Connection, you may receive emails from the Cisco Networking Academy team. Critical emails include issues related to education delivery, program updates, and system outages. These emails will be sent to all members of the Academy community who may be affected.

Informative emails about the Cisco Networking Academy program, such as newsletters, special announcements, or invitations, will only be sent if you respond "Yes" to the first question below. Responding "Yes" also allows you to select specific newsletter topics you would like to see. For a description of each category, click on the "?” icon. If you prefer not to receive informative emails, select "No."

I would like to receive informative emails about the Cisco Networking Academy program?*

Please tell us what subject areas are of interest to you, in your newsletter:*  
- All  
- Top Stories  
- Promotions  
- Tools, Tips and Resources  
- Events  
- Curricula Updates

I would like to receive emails from Cisco Networking Academy program partners about products, services, and special offers.*

I am willing to participate in Cisco Networking Academy program-related surveys.*

I want other users to be able to find me in the Cisco Networking Academy Membership Directory.*

I want access to Cisco Networking Academy Forum & Chat community features.*
11. The Academies and Roles area is read-only and lists your roles and your academies. When you have completed the information, click the Register button.

12. If in the Participation Opportunities section you selected Yes to the Forums & Chat community features option, the system will present you with the Forums & Chat, Verify Age page.

13. Click the Yes, I am at least 18 years old button.
14. You will be presented with the Online Legal Agreement for Community Features, View Agreement page. Read the agreement and click the I Accept button.

Online Legal Agreement for Community Features

View Agreement

Please read the following terms and conditions carefully. You must accept this in order to participate in the online Forums & Chat features of the Academy Connection.

THIS ACCEPTABLE USE POLICY GOVERNS YOUR USE OF THE CISCO NETWORKING ACADEMY WEBSITES (CURRENTLY TITLED THE ACADEMY CONNECTION AND INCLUDING THE MANAGEMENT SYSTEM, DELIVERY SYSTEM, SERVICES MANAGER, CAREER CONNECTION AND ALL OTHER SERVICE-BASED WEBSITES PLUS ALL RELATED WEBSITES ENDING IN NETACAD.NET OR ACADEMY-COMMUNITY.NET) WEBSITE (THE "WEBSITE").

YOU AGREE THAT YOUR CONTINUED USE OF THE WEBSITE CONSTITUTES YOUR EXPRESS AGREEMENT TO THE TERMS AND CONDITIONS SET FORTH BELOW. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, YOU MUST CEASE ALL FURTHER USE OF THE WEBSITE.

1. These terms of use, which specifically incorporate the Cisco Networking Academy Privacy Policy and may incorporate by reference articles published elsewhere on the Website, state:

If you believe that your work has been infringed, please provide Cisco's Copyright Agent with the following information:

a. An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
b. A description of the copyrighted work that you claim has been infringed;
c. A description of where the material that you claim is located on the Service, or other appropriate information sufficient for its location and removal;
d. Your address, telephone number, and e-mail address;
e. A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; and
f. A statement by you, made under penalty of perjury, that the information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

[Buttons: I Decline, I Accept]
15. Your homepage will appear. If you are an instructor, your homepage will be the Instructor Home. If you are any other non-student user, your homepage will be the Administrator Home.
Instructor Functions

If you are a new instructor, before you can create a class and teach students on Academy Connection, you will need to complete the following objectives:

- Pass the Orientation course
- Successfully complete a Networking Academy instructor training class for the course you wish to teach, demonstrating mastery of the course content

Orientation Course Registration

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

The purpose of the Orientation course is to introduce new instructors to the Networking Academy. The course provides instructors with the initial knowledge and resources to understand the program and to manage their training, classes and students. Instructors are required to complete the Orientation course before they can teach any Networking Academy classes.

The course is designed to be self-guided and taken online. Instructors are able to create their own self-paced Orientation class, with no intervention from a training academy. The course does not have any assessment. Instructors only complete a short course feedback form in order to pass themselves in the class.

To create and enroll in a self-paced Orientation instructor class, follow these steps:

1. On your Instructor Home page, navigate to the **Learn** section and select the **Register for Training** link.
2. On the **Register for Training** page, in the **Register for Training** section, select Academy Fundamentals in the **Curriculum Name** field and Orientation in the **Course Name** field.
3. Click **Continue**.
4. On the **Available Classes / Select Class** page, click **Continue** in the **Self-Paced Training** section.
5. On the **Enroll into New Self-Paced Class** page, select your academy, the academy at which you will teach.
6. Language and Version should already be populated with English and 4.0. If not, select those values.
7. The class start date will be the current date. Note the class completion date, which will be approximately six months from the current date. You will have ample time to complete the Orientation course requirements by this date.
8. Click **Submit**.
9. On your **Instructor Home** page, navigate to the **Learn / My Classes** section. Your self-paced Orientation class will be named “Orientation-your username”.
Additional Tasks

Detailed instructions for Orientation class completion, as well as other instructor tasks, are available in the Academy Connection Tutorials area by selecting the AC Tutorials link under Resources.

In the Academy Connection Tutorials area, navigate to the Teaching/learning, Instructor Class Management section and select from the following titles:

- Register for Orientation Course
- Register for Training

In the Teaching/learning, Student Class Management section, select from the following:

- Create Student Class
- Enroll Eligible Students

In the User Management section, select from the following:

- Create Student Account

Top
Administrator Functions

If you are a new Legal Main Contact or Curriculum Lead, you will need to maintain the list of course offerings at your academy and maintain the appropriate list of users and roles for your academy.

Detailed instructions for these tasks are available in the Academy Connection Tutorials area by selecting the AC Tutorials link under Resources.

In the Academy Connection Tutorials area, navigate to the Academy Management section and select from the following titles:

- Download Curriculum
- Enable/edit Course Offerings

In the User Management section, select from the following:

- Create User (non-student)
- Create Student Account
- Add User Role
Continuing Support

As you continue on your path as an instructor or administrator in a Networking Academy, remember that there are numerous avenues for continuing support.

Support Relationship

Every academy has a support relationship within the academy community. Contact your support academy if you have questions about roles and responsibilities.

Academy Connection Tutorials

There are guided tutorials on the Academy Connection. Log in to Academy Connection and select AC Tutorials in the right menu.
Orientation Guide

Review the Orientation Guide and the Orientation videos for more information on Academy Connection functions or Networking Academy responsibilities. Orientation materials are available from two areas:

**Academy Connection Course Materials**
1. From your homepage, select the Course Materials link in the Resources area
2. On the Course Materials page, select your language preferences, select Academy Fundamentals in the Curriculum field, and select Orientation in the Course field
3. Click Submit
4. Scroll to the English section to either launch the materials to view them online or download a zipped package of the materials

**Cisco Learning Institute ICG Library**
1. From your homepage, select the Cisco Learning Institute / Interactive Course Guides icon from the left navigation
2. On the ICG Library Home page, scroll to Academy Orientation Guide and click the link
3. You may either launch the materials to view them online or download a zipped package of the materials
Academy Support

The Networking Academy Global Support Desk is staffed 24 hours a day, 7 days a week for all five methods of contact:

- Website
- Live Chat
- Phone
- E-mail
- Fax

You will find a link to Help in the top menu of any Academy Connection page.