

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

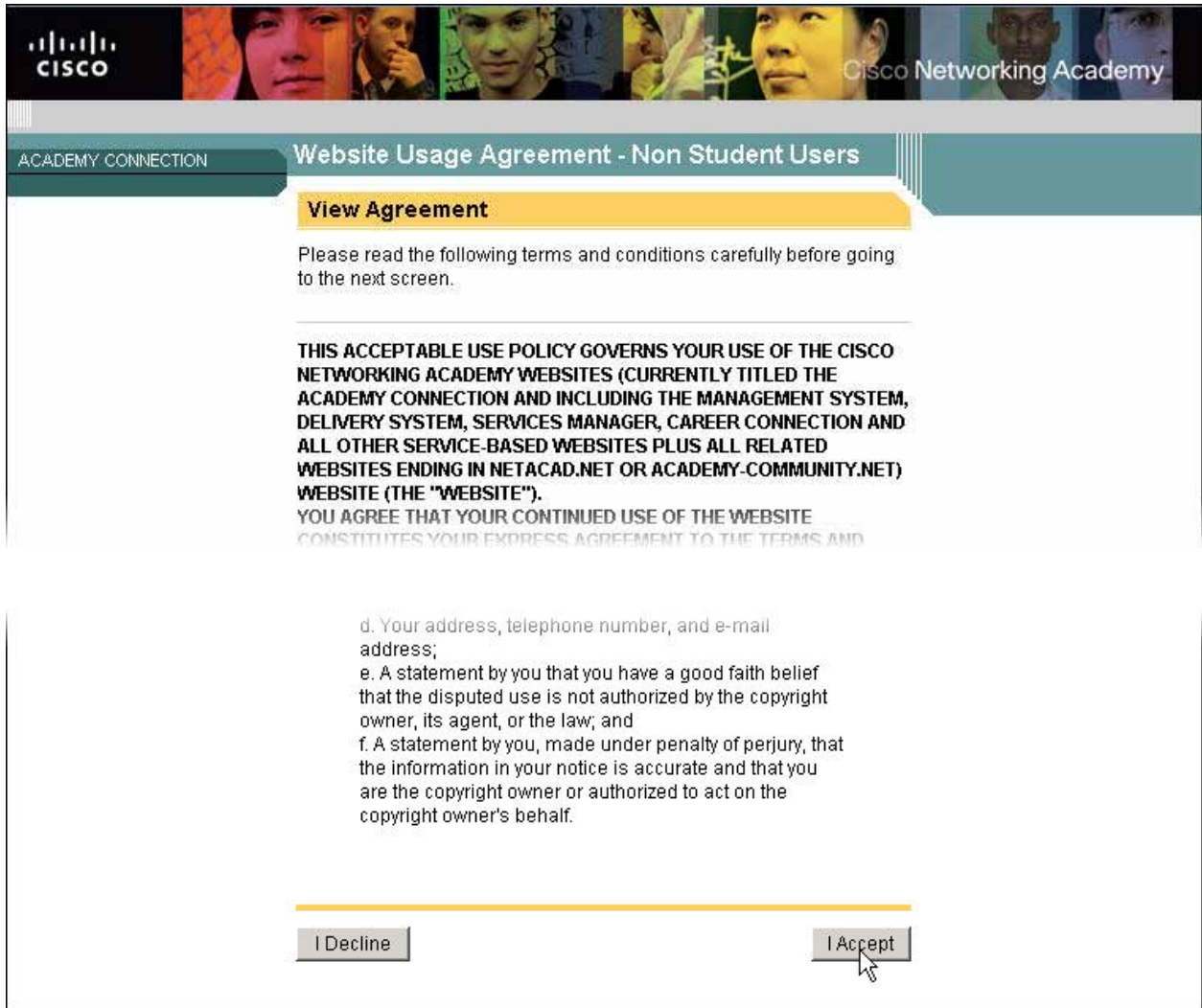
You must complete a profile to register your account on the Academy Connection. Only provide information that is being requested. Please refrain from revealing personal information such as racial or ethnic origin, political opinions or affiliations, religious or philosophical beliefs. Once registered, 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**.



- The Academy Connection will present you with the Website Usage Agreement – Non Student Users. Read the agreement and click the **I Accept** button.



View Agreement

Please read the following terms and conditions carefully before going to the next screen.

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

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.

I Decline **I Accept**

- 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**.

New User Registration

Pre-Registration Information

Please select your **Country/Territory/Entity** location and your **Date of Birth**.

*Indicates required fields

Country/Territory/Entity*

- Choose Country/Territory/Entity
- Choose Country/Territory/Entity
- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Anguilla
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba

New User Registration

Pre-Registration Information

Please select your **Country/Territory/Entity** location and your **Date of Birth**.

*Indicates required fields

Country/Territory/Entity*

United States

Date of Birth*

05/16/1977

Continue

- Complete the pertinent information on the **New User Registration, Enter Registration Information** page, noting that all fields with a red asterisk are required.

- 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

[About this page](#)

Please complete this form to register your account on the Academy Connection. For assistance, click **About This Page**. When finished, click **Register** to save your profile.

** Indicates required fields*

<h4>Login Information</h4> <p>Username*</p> <input style="width: 100%;" type="text"/> Password* <input style="width: 100%;" type="password"/> Confirm Password* <input style="width: 100%;" type="password"/> Secret Question* <input style="width: 100%;" type="text"/> Secret Answer* <input style="width: 100%;" type="text"/>	<h4>Criteria for Creating a Password</h4> <p>Passwords must:</p> <ul style="list-style-type: none"> - Contain at least three of the following <ul style="list-style-type: none"> * upper case characters (e.g. A-Z) * lower case characters (e.g. a-z) * digits (e.g. 0-9) * special characters (e.g. !\$%^&*()_+ -) - Be at least eight characters long - Not include the username, first name, - Not be the same as your current password
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- 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

First/Given Name*	First/Given Name (in local language)
<input type="text" value="New"/>	<input type="text"/>
Last/Family name*	Last/Family Name (in local language)
<input type="text" value="Instructor"/>	<input type="text"/>
Address Line 1 *	Address Line 1 (in local language)
<input type="text" value=" "/>	<input type="text"/>
Address Line 2	Address Line 2 (in local language)
<input type="text"/>	<input type="text"/>
City *	City (in local language)
<input type="text"/>	<input type="text"/>
State/Province (non-US only)	State/Province (in local language)
<input type="text"/>	<input type="text"/>

OR

Click To Show US only

- 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.

Preferences

Time Zone*

Date Format

Time Format

Preferred Language

If available, display content in accessible format to accommodate assistive technology [?](#)

Default home page*

Display In My Public Profile

- Title
- First/Given Name and First/Given Name (in local language)
- Last/Family Name and Last/Family Name (in local language)
- Email Address
- Employment Background
- 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.
- 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.
 - The second question allows emails from Cisco Networking Academy program partners.
 - Program-related surveys, the third question, allow us to improve the program based on your feedback.
 - 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.
 - 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 e-mails from the Cisco Networking Academy team. Critical e-mails include issues related to education delivery, program updates, and system outages. These e-mails will be sent to all members of the Academy community who may be affected.

Informative e-mails 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 e-mails, select "No."

I would like to receive informative e-mails about the **a.** Yes No
Cisco Networking Academy program?*

Please tell us what subject areas are of interest to you, in your newsletter:*

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Top Stories ?
<input checked="" type="checkbox"/> Promotions ?	<input checked="" type="checkbox"/> Tools, Tips and Resources ?
<input checked="" type="checkbox"/> Events ?	<input checked="" type="checkbox"/> Curricula Updates ?

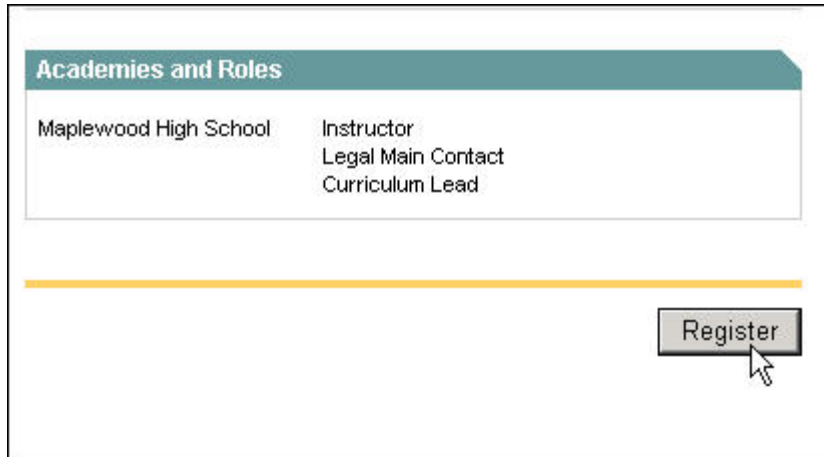
I would like to receive e-mails from Cisco Networking Academy program partners about products, services, and special offers. **b.** Yes No

I am willing to participate in Cisco Networking Academy **c.** Yes No
program-related surveys.*

I want other users to be able to find me in the Cisco Networking Academy Membership Directory.* ? **d.** Yes No

I want access to Cisco Networking Academy Forum & **e.** Yes No
Chat community features.*

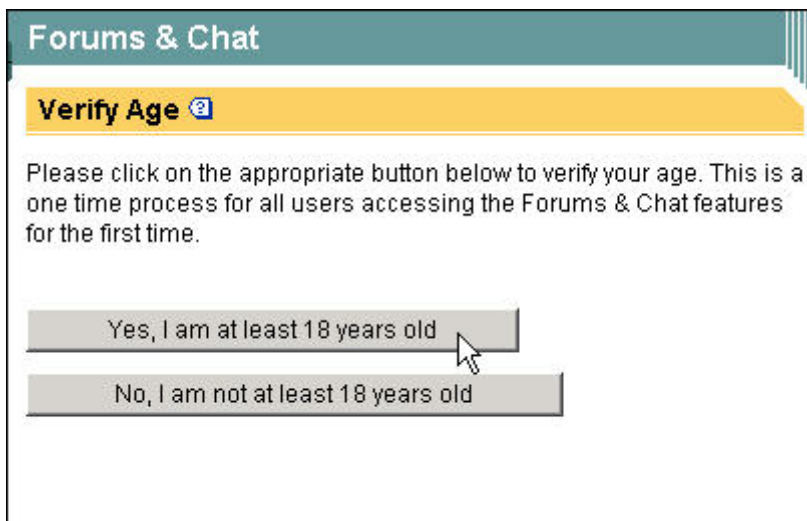
11. The **Academies and Roles** area is read-only and lists your roles and your academies. When you have completed the information, click the **Register** button.



Academies and Roles	
Maplewood High School	Instructor Legal Main Contact Curriculum Lead

[Register](#)

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.



Forums & Chat

Verify Age

Please click on the appropriate button below to verify your age. This is a one time process for all users accessing the Forums & Chat features for the first time.

[Yes, I am at least 18 years old](#)

[No, I am not at least 18 years old](#)

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.

- These terms of use, which specifically incorporate the [Cisco Networking Academy Privacy Policy](#) and may incorporate by reference notices 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:

 - An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
 - A description of the copyrighted work that you claim has been infringed;
 - A description of where the material that you claim is located on the Service, or other appropriate information sufficient for its location and removal;
 - Your address, telephone number, and e-mail address;
 - 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
 - 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.

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.

ACADEMY CONNECTION
ADMINISTRATOR HOME
▶ INSTRUCTOR HOME

Packet Tracer
Download

Interactive Course Guides
View Now

New books for CCNA Discovery and CCNA

Instructor Home

Teach
Manage Student Classes

[Maplewood High School Manage Academy](#) ▶

There are no active classes associated with this Academy

VIEW REPORTS

Learn [Register For Training](#)

My Classes

You are not currently enrolled in any classes.

Professional Development

[CCAI Certification Path](#)

Search

- :: Membership Directory
- :: Academy & Class Locator

Resources

- :: AC Tutorials
- :: Academy Marketplace
- :: Course Catalog
- :: Course Materials
- :: Forums & Chat
- :: FTP Center
- :: Glossary
- :: Library
- :: Marketing Toolkit
- :: Tools

Profiles

[Top](#)

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.

The screenshot shows the 'Administrator Home' page of the Cisco Networking Academy. The page is divided into several sections:

- Navigation:** A left sidebar contains links for 'ACADEMY CONNECTION', 'ADMINISTRATOR HOME' (selected), 'INSTRUCTOR HOME', and 'ALUMNI HOME'.
- Headlines:** A section titled 'Headlines' with links for 'View Recent Headlines' and 'View Headlines Archive'. Below it are 'Networking Academy Program Headlines' with items like 'Quarterly Assessment Update: April-June 2008' and 'Register Now! U.S. Academy Conference 2008'.
- My Academy Program Headlines:** A section with a 'Multicast: Instructor News' item.
- Manage My Academies:** A section with a link to 'Add New Academy'.
- Resources:** A right sidebar with a search bar and a list of resources including 'AC Tutorials' (circled in red), 'Academy Marketplace', 'Course Catalog', 'Course Materials', 'Forums & Chat', 'FTP Center', 'Glossary', 'Library', 'Marketing Toolkit', and 'Tools'.
- Other Features:** A 'Packet Tracer' download button, 'Interactive Course Guides' with a 'View Now' button, and a 'New books for CCNA Discovery and CCNA Exploration' section.

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

[Top](#)

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.

My Profile | Contacts & Feedback | Help | Logout

Administrator Home

ACADEMY CONNECTION

- ADMINISTRATOR HOME
- INSTRUCTOR HOME
- ALUMNI HOME

Headlines [View Recent Headlines](#) [View Headlines Archive](#)

Networking Academy Program Headlines

- [Quarterly Assessment Update: April-June 2008](#) (04/24/2008)
- [Accessibility for CCNA Discovery and CCNA Exploration](#) (04/24/2008)
- [Register Now! U.S. Academy Conference 2008](#) (04/22/2008)

My Academy Program Headlines

- [Multicast: Instructor News](#)
- [Aine Doris](#) (11/20/2007)

Manage My Academies

Academies

- [Cisco Systems](#)
- [Add New Academy](#)

Search

- Membership Directory
- Academy & Class Locator

Resources

- AC Tutorials**
- Academy Marketplace
- Course Catalog
- Course Materials
- Forums & Chat
- FTP Center
- Glossary
- Library
- Marketing Toolkit
- Tools

Profiles

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.

My Profile | Contacts & Feedback | **Help** | Logout

Administrator Home

ACADEMY CONNECTION
 ▶ ADMINISTRATOR HOME
 INSTRUCTOR HOME
 ALUMNI HOME

Headlines [View Recent Headlines](#)
[View Headlines Archive](#)

Networking Academy Program Headlines

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My Academy Program Headlines

[Multicast: Instructor News](#)
Aine Doris (11/20/2007)

Manage My Academies

Academies
[Cisco Systems](#) [Add New Academy](#)

Search

:: Membership Directory
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Resources

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Profiles

[Top](#)