LexisNexis[®] University **QUICK TIP USER GUIDE**

Create a University Account

- On the homepage, locate and click on Your Account in the upper righthand corner.
- Select Create University Account.
- Enter your information into the appropriate fields. When you have provided all of the information.
- Click on Create Account.

CexisNexis

PRODUCT TRAINING CLE TRAINING YOUR ACCOUNT

Create University Account

YOUR ACCOUNT

Sign In

LexisNexis® University	TARK .
Home / Your Account / Create Account	More About Product Training
Create an University Account	
First Name:	Last Name:
Carol	Gold
Organization Type:	Organization/Firm Name:
Individual •	ABC Company
Email:	
geotelises (ber@genalli.com	
Password:	Verify Password:
•••••	********
Password must be a minimum of 8 characters	Password is case sensitive
CREATE ACCOUNT	

CLE TRAINING

PRODUCT TRAINING

Note:

Some of the remaining fields will need to be completed depending on your selections (i.e., CLE credit requires your bar number which you would enter in the CLE Information section.

Sign into LexisNexis University

- On the homepage, locate and click on **Your Account** in the upper right-hand corner.
- Select Sign in.

Note:

You can also sign in and create an account from the first image of the rotating banner!

LexisNexis[®] University

Explore available product train Legal Education on your terms

SIGN IN

New to LexisNexis University? Create a Univ

More About Product Training 👻 More About CLE Training 👻

Starting Your Search

• LexisNexis University provides access to **Product Training** and **CLE Training**. Select the topic you wish to search from the navigation located at the top of the screen.



Filtering Your Search Results

• Once inside your search you can narrow your search more specifically using the post search filters along the left side of the screen.

Product	^
InterAction®	215
InterAction® Bundles	47
Learning Method	^
Virtual Training	194
Classroom	12
Just in Time Training	7
On-Demand Training	2
Persona	\sim
Level	\sim
Course	\sim
Location	\sim
Date	\sim
Price	\sim

Product Training allows you to search using filters for: Learning Method, Personal, Level, Course,

larrow your searc	h
Jurisdiction	~
Alabama	110
Alaska	447
Arizona	447

Location, Date, and Price.

CLE Training provides filters for: Jurisdiction, Practice Area, Content Provider, and Learning Method.



Course Results and Course Details

• **Course Results** display on the right side of the screen and provide a short description and general information about the course.



Registering for a Course

 Click the Add to Cart button next to the course name from either the search results page or the course details page.



Product : InterAction® Run Time : 20 Minutes Rating : ★★★★★

This web-based training provides an overview of the InterAction version 6.0 microsoft Outlook feature.

Checking Out

 Once you have added a course or courses to your cart, the Add to Cart button becomes a Checkout button or you can click on the shopping cart icon in the upper right corner of the screen.

LexisNexis* UNIVERSITY		PRODUCT TRAINING	CLE TRAINING	YOUR ACCOUNT	& Q I
LexisNexis® University					
Home / Search Results / Course Details			More About P	roduct Training 👻 🛛 More	About CLE Training 👻
InterAction for Microsoft Out	look				
Run Time : 20 Minute Class Type : On-Demand Training Registration End : 12/31/2020 Rating :				Price: \$5	0.00
Description					
InterAction - Frequently Asked Questions	terAction version	50 Microsoft Outlook feature			
Table of Contents:					
SEE ALL					
Comments					~

 The following screens will walk you through the checkout process. First Review & Checkout your order then click Checkout. Next, you will be asked to provide your Registration Information.

,	Home / Your Cart			More About Product Training 👻	More About CLE Training 👻
	Review & Checkout				
	Review & Checkout Re	gistration Information	Payment	Orde	r Completed
	InterAction for Microsoft OutlookQuantity : $\boxed{1}$ Type : ClassPromocode : \longrightarrow				\$50.00
	See terms & Conditions				Total :\$50.00
ome / Your Cart					
	nformation		More About Product Training 👻 🛛 More	• About CLE Training 👻	CHECKOUT
		Payment	More About Product Training • More		CHECKOUT
Registration Ir	kout Registration Information	_	Order Cor		CHECKOUT
Registration Ir	kout Registration Information Profile Your purchase by	_	Order Cor	npleted	CHECKOUT
Registration Ir Review & Check Populate data from my Choose to pay for y	kout Registration Information Profile Your purchase by	_	Order Cor	npleted	CHECKOUT
Registration Ir Review & Check Populate data from my Choose to pay for y © Credit Card © In	kout Registration Information Profile Your purchase by	Payment	Order Cor	npleted	CHECKOUT
Registration Ir Review & Check Populate data from my Choose to pay for y © Credit Card © In Customer First Name:	kout Registration Information rprofile your purchase by voice	Payment Customer Last Name:	Order Cor	npleted	CHECKOUT

• After clicking on Submit, you are taken to a confidential and secure **Payment** screen . After you complete the payment process the **Order Complete** screen will appear. Here you can print your receipt and in some cases go straight to your class.

Order Completed			
Review & Checkout	Registration Information	Payment	Order Completed

Thank you for your order! An email confirmation will be sent shortly Order Number: M446963956CU	TAKE ME TO MY CLASSES
The Internet Of Things - Where Opportunities Add Privacy Collide	
Seats : 2	\$500
Type : Bundle	
The Internet Of Things - Where Opportunities Add Privacy Collide	
Seats : 1	\$50
Type : Bundle	
	Subtotal : \$1000.04
Payment Information	Credits Applied : \$100.0
Type : Visa Expiary date : 1118	Amount Paid : \$900.00
Card : XXXXXXXXXXXX413	
CONTINUE	PRINT RECIPT