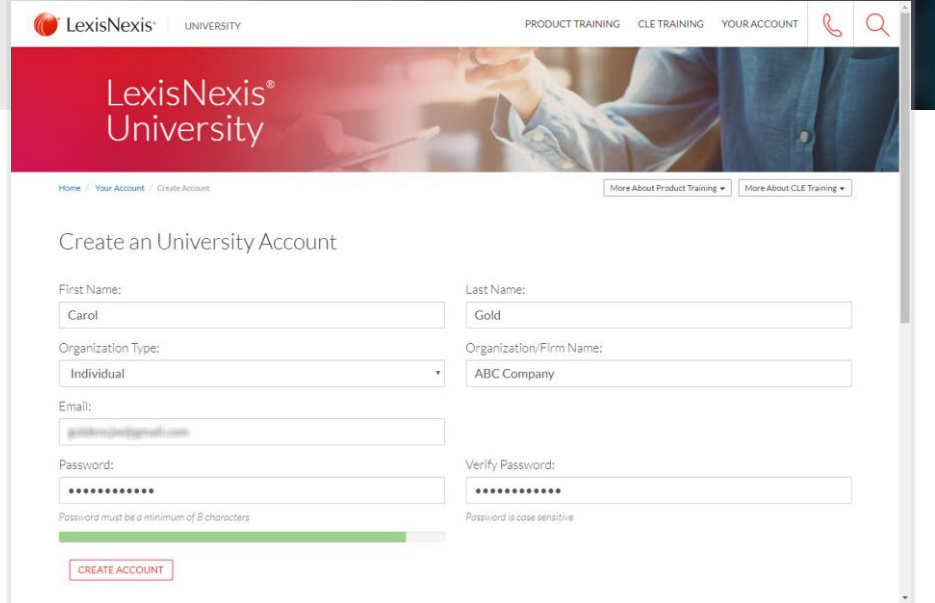
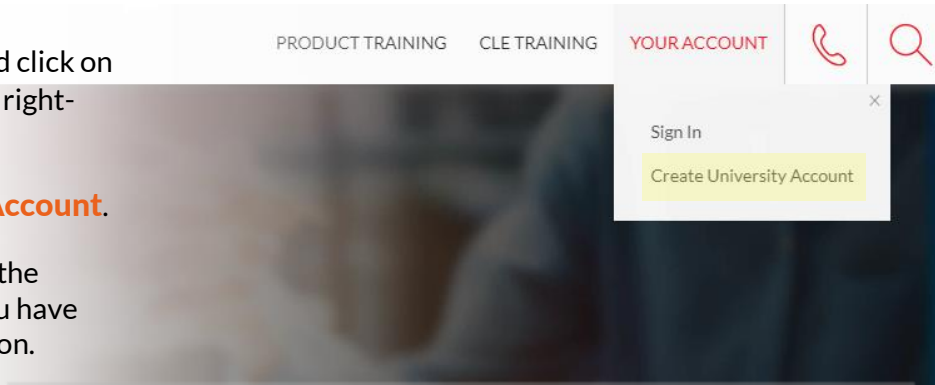


# LexisNexis® University

## QUICK TIP USER GUIDE

### Create a University Account

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



The screenshot shows the LexisNexis University homepage. The top navigation bar includes 'PRODUCT TRAINING', 'CLE TRAINING', and 'YOUR ACCOUNT'. The 'YOUR ACCOUNT' dropdown menu is open, showing 'Sign In' and 'Create University Account'. Below the navigation bar is a large banner with the LexisNexis University logo. The main content area is titled 'Create an University Account' and contains a form with the following fields: First Name (Carol), Last Name (Gold), Organization Type (Individual), Organization/Firm Name (ABC Company), Email (goldcarol@gmail.com), Password (8 characters), and Verify Password (8 characters). A 'CREATE ACCOUNT' button is at the bottom of the form.

#### Note:

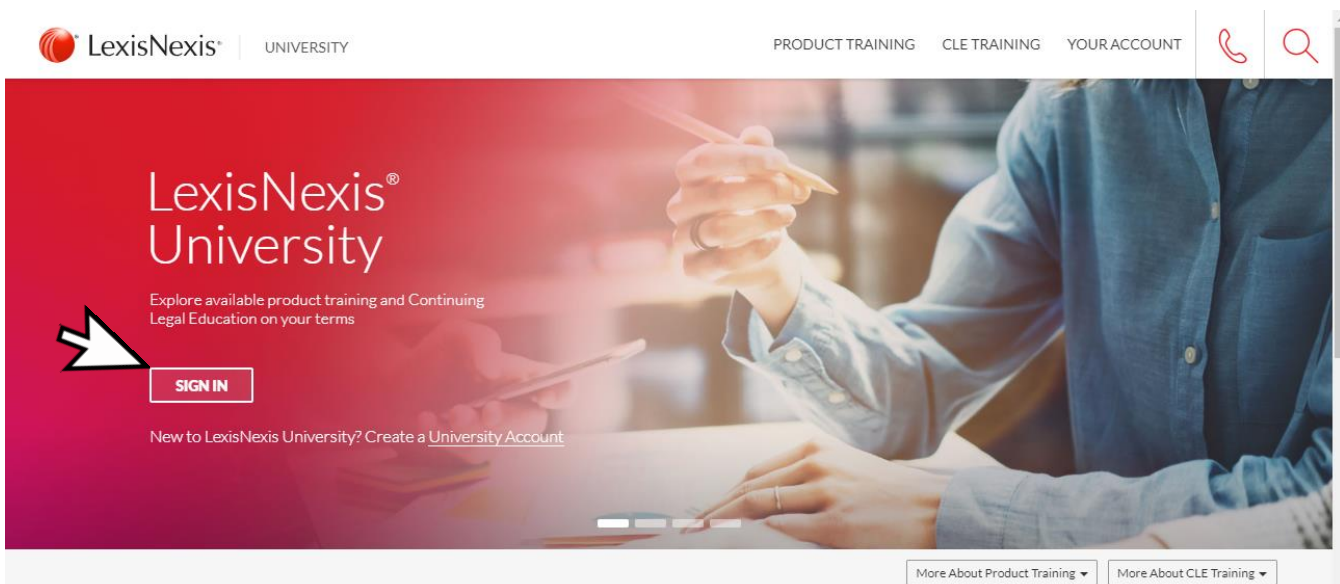
Some of the remaining fields will need to be completed depending on your selections (i.e., CLE credit requires your bar number which you would enter in the CLE Information section).

### 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!

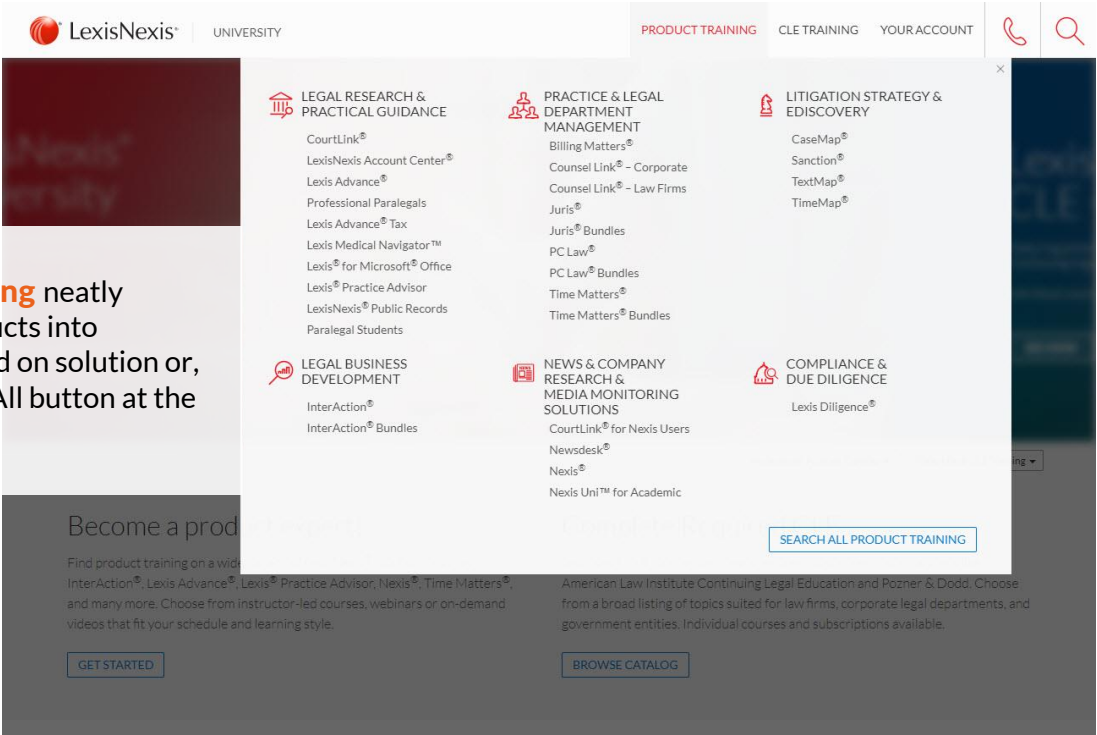


The screenshot shows the LexisNexis University homepage. The top navigation bar includes 'PRODUCT TRAINING', 'CLE TRAINING', and 'YOUR ACCOUNT'. The main content area is a large banner with the LexisNexis University logo. A mouse cursor is pointing at the 'SIGN IN' button in the banner. Below the banner is a link: 'New to LexisNexis University? Create a University Account'. At the bottom of the banner are links for 'More About Product Training' and 'More About CLE Training'.

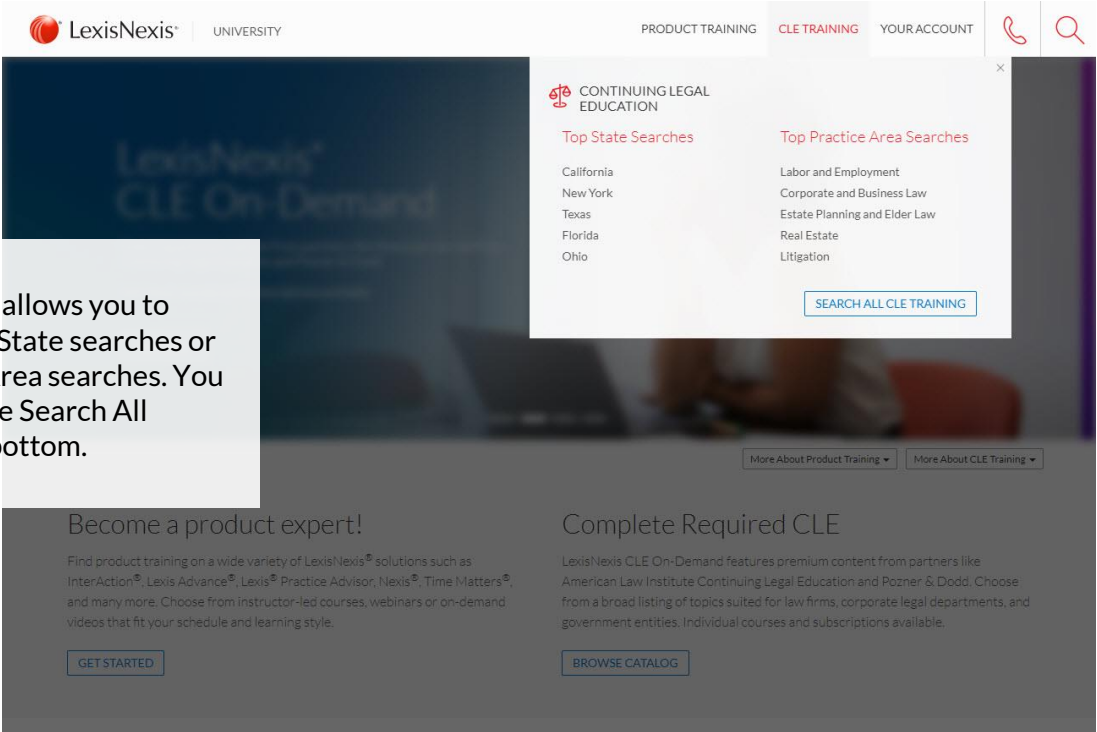
## Starting Your Search

- 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.

**Product Training** neatly separates products into categories based on solution or, use the Search All button at the bottom.

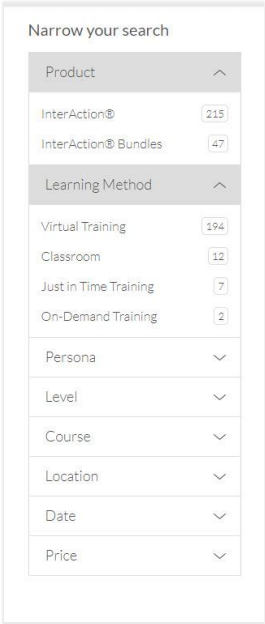


**CLE Training** allows you to search by Top State searches or Top Practice Area searches. You can also use the Search All button at the bottom.



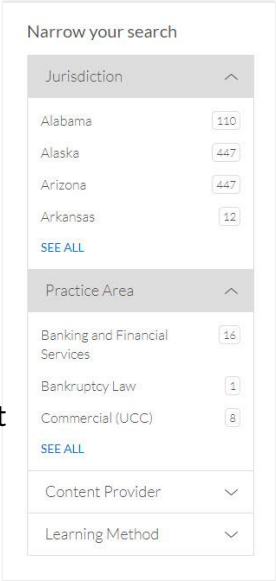
## Filtering Your Search Results

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



**Product Training** allows you to search using filters for: Learning Method, Personal, Level, Course, Location, Date, and Price.

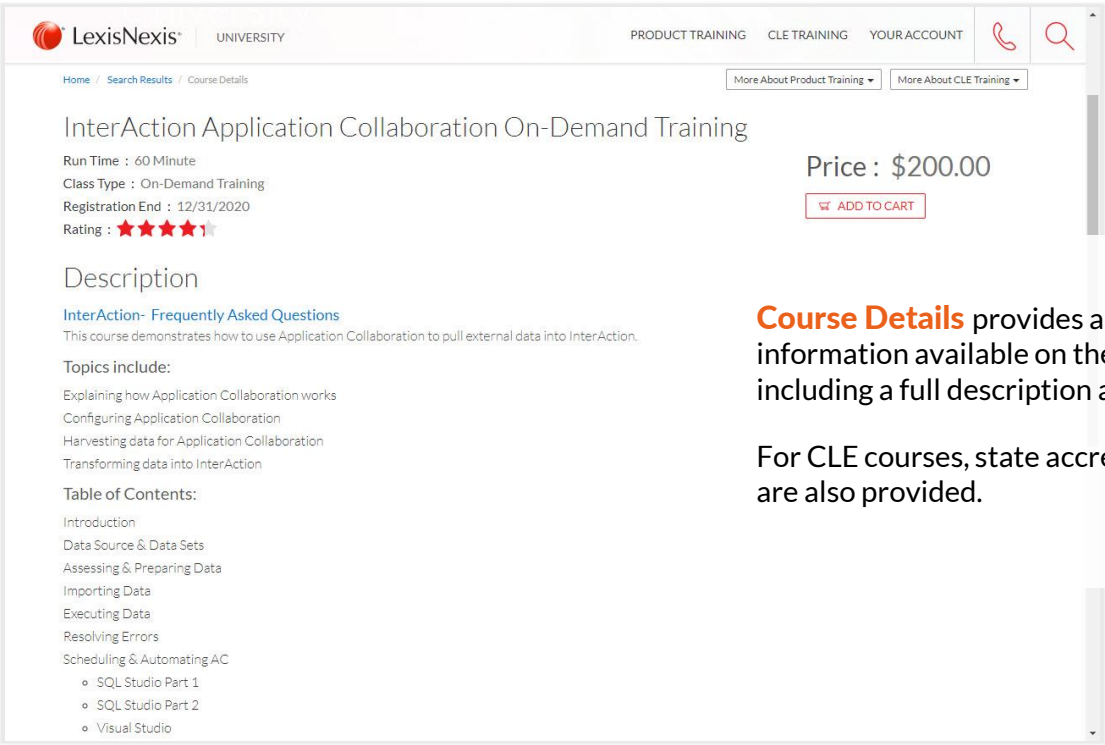
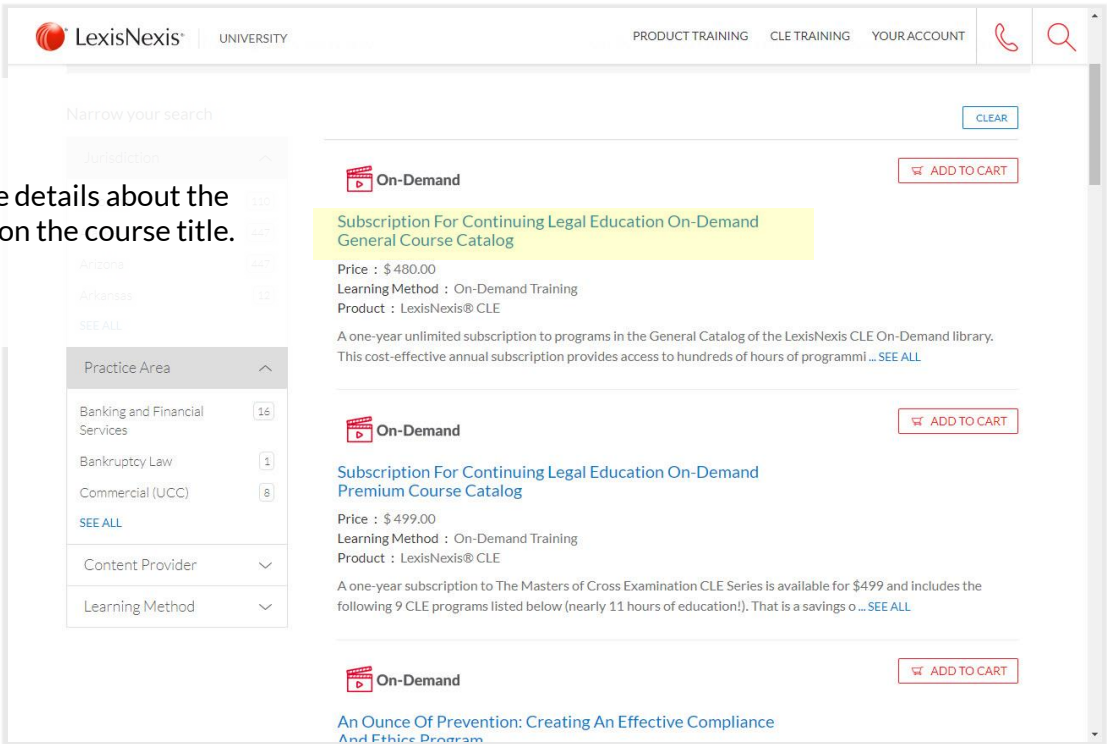
**CLE Training** provides filters for: Jurisdiction, Practice Area, Content Provider, and Learning Method.



# 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.

To view more details about the course, click on the course title.

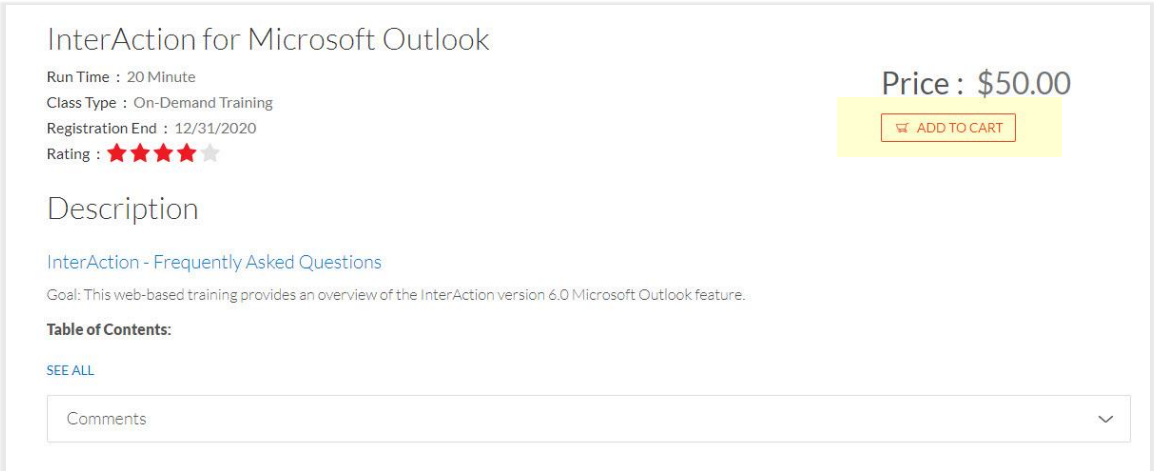


**Course Details** provides all of the information available on the course including a full description and objectives.

For CLE courses, state accreditation details are also provided.

## Registering for a Course

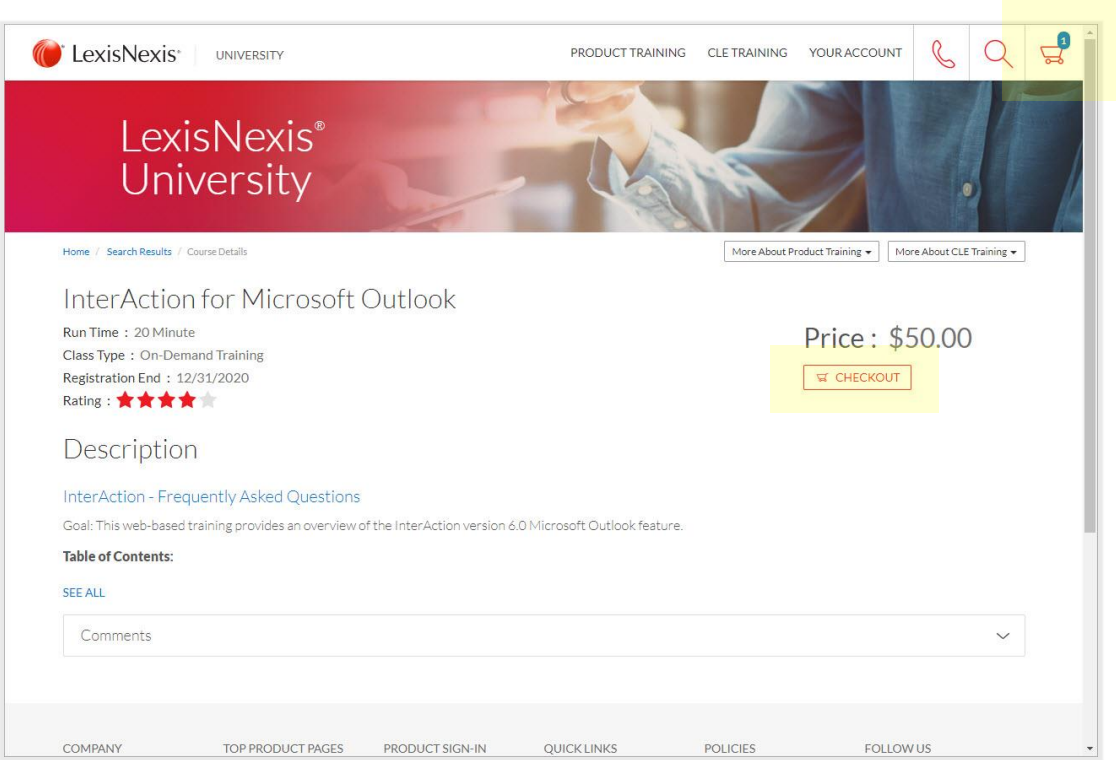
- Click the **Add to Cart** button next to the course name from either the search results page or the course details page.



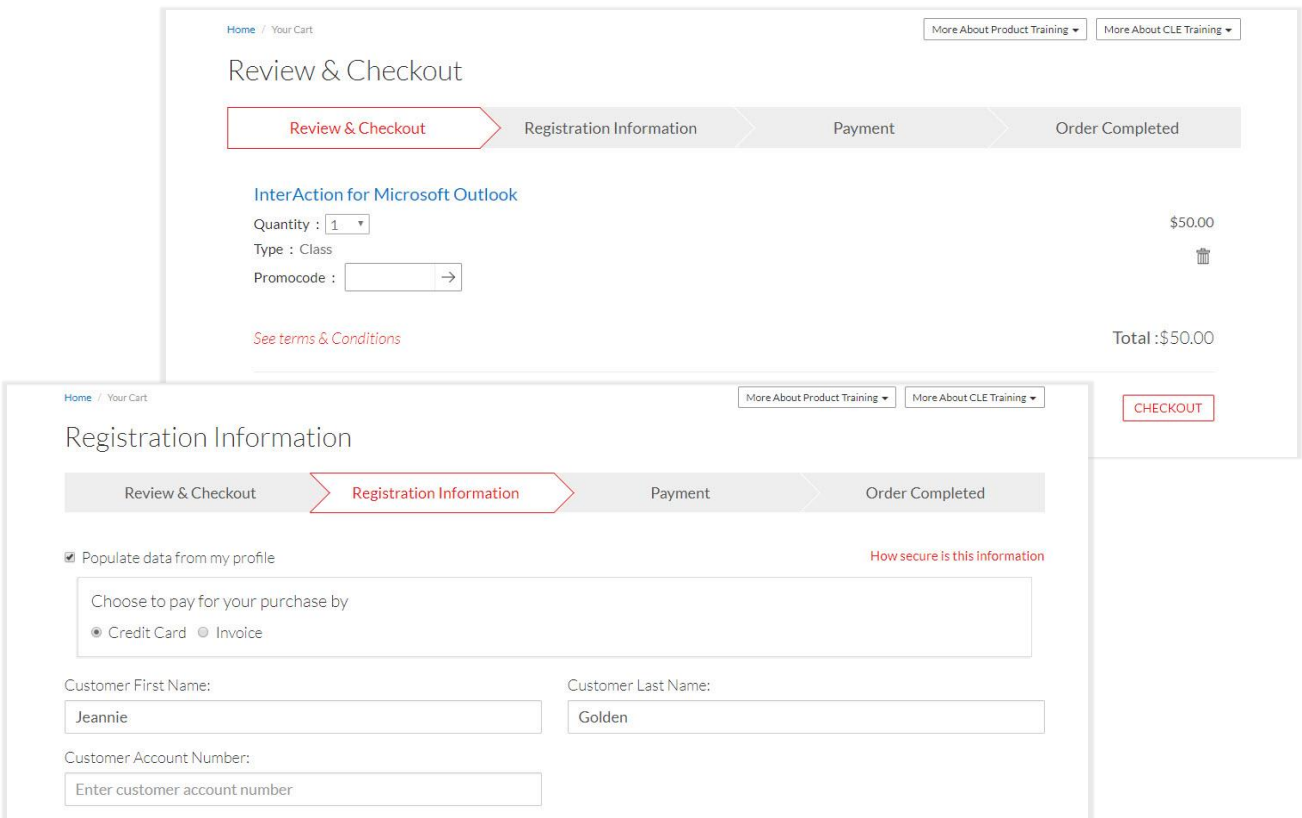


# Checking Out

- 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.



- 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**.



- 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.

