

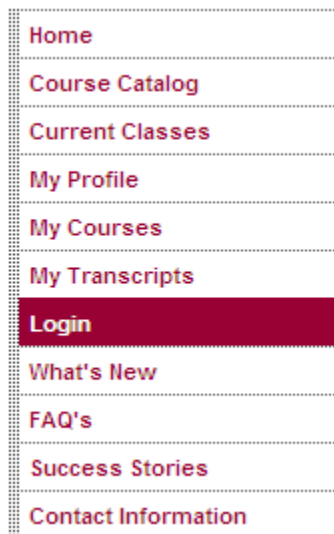
LexisNexis® University Basic Help Manual

Welcome to LexisNexis® University

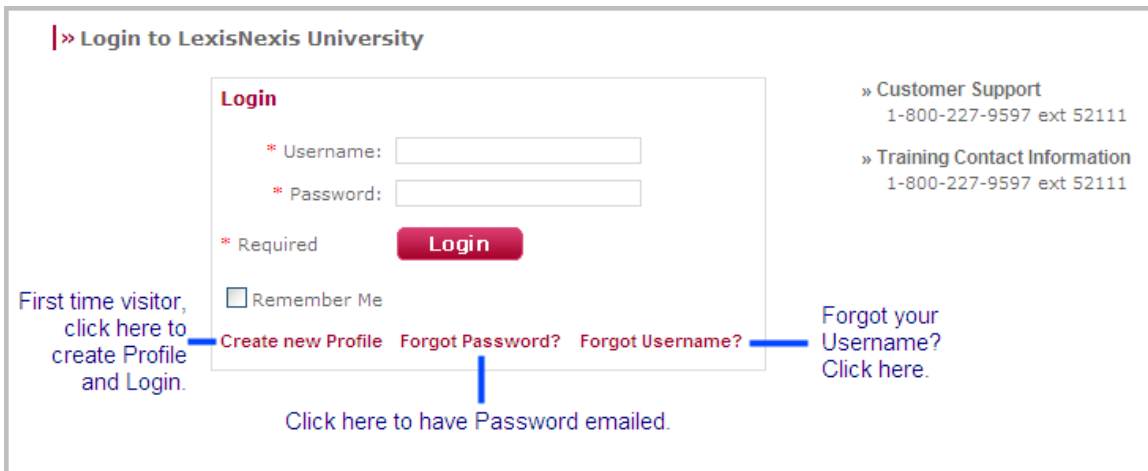
The new training website, [LexisNexis University](#), delivers a centralized scheduling and registration site for all Practice Management training sessions. This easy to use tool will allow the customers and CICs to select by product, location, or class type, and then choose the training that best fits their needs.

Logging In

To access the site, click on the **Login** link on the left navigation panel.



That action will take you to the **Login to LexisNexis® University** page.



Login to LexisNexis University

Login

* Username:

* Password:

* Required **Login**

Remember Me

[Create new Profile](#) [Forgot Password?](#) [Forgot Username?](#)

First time visitor, click here to create Profile and Login.

Forgot your Username? Click here.

Click here to have Password emailed.

» Customer Support
1-800-227-9597 ext 52111

» Training Contact Information
1-800-227-9597 ext 52111

- If you have not created a profile, click on the **Create New Profile** link.
- If you already have a profile created, simply enter your Username and Password in the appropriate fields, and click **Login** or hit **Enter** key.

- If you forget your Username or Password, you may click on **Forgot Password?** or **Forgot Username?** The pop-ups (shown below) allow you to enter the email address on file in your Profile. Then, you will receive an email with your Username or Password. However, if you enter an email address that does not match the one in the LexisNexis® University (LNU) database, you receive an error message, such as the one shown below.

| » Forgot Password

Please enter your email address to retrieve your password

* Email Address: **Submit**


Error message — Sorry, email address you provided does not exist in our database.

| » Forgot Username

Please Enter your email address to retrieve your Username

* Email Address: **Submit**

Creating a New Profile

1. From the left navigation panel, select **My Profile**. 
2. Complete profile details, then click the **Submit** button at the bottom of the screen.

>> Create New Profile

Profile Information

All items marked with an asterisk (*) are required

* First Name: Middle Name: * Last Name:

* Address1: Address2:

* City: * Phone:

* Country: * State/Provinces:

* Zip Code: * Email:

Organization Name: * Customer/Account#:

Organization Type: Group:

User Login Information

* Username:

(Username must be minimum of 6 characters.) [Follow Username guidelines](#)

* Password: * Verify Password:


[Follow Password guidelines](#)

(Password is case sensitive. It must contain at least one letter, one number, one symbol and a minimum of 8 characters in length.)

* Security Question: * Security Answer:

Submit

Searching for Classes

1. Select **Current Classes** from the left navigation panel. 
2. This action takes you to a page which lists current classes with details, such as class name, location, time, class type, seats available, price (in USD), pre-requisites, start date, end date, and description. Other pages may be accessed by clicking on the page number links provided at the top and bottom of the page.

Links to additional pages Click to Register for class

1 2 3 4 5 6 7 8 9

Class Name: *Billing Matters Accounting Setup eLearning (6/4/2009)* [Register Now](#)

Location: Web — Class location	Time: 10:30am - 11:30am EST
Class Type: eLearning	Seats Available: 1
Price(\$): \$95.00 — Cost in USD	Pre-Requisites:
Start Date: 06/04/2009	End Date: 06/04/2009

Description:

Utilizing the accounting functions with regard to billing is extremely important for maintaining accurate records. Participants will experience how to manage accounting functions either with the firm's existing accounting information or using the generic defaults within Billing Matters.

Class Name: *Juris Top to Bottom (8/17-19/09)* [Register Now](#)

Location: LexisNexis-San Francisco, San Francisco	Time: 9:00am - 5:00pm EST
Class Type: Classroom — Class Type	Seats Available: 10 — Number of Seats Available
Price(\$): \$1000.00	Pre-Requisites:
Start Date: 08/17/2009	End Date: 08/19/2009

Description:

Juris Top to Bottom is a three-day class on Juris functionality for a new user, or a user with limited experience with Juris. Juris Client Accounting, Firm Accounting, Disbursements and Conflict are covered.

- To narrow down your responses, you may search for a specific type of class, a product line, a convenient date range, or a location nearby (if planning to attend an instructor-led class). Just use the drop-down menus to make your selections, then click **Search**. To start over or change criteria, click **Reset**.

» Current Classes

Search for Classes

Solution Line	Practice Management	Product Line	Time Matters® Practice Management Software
Class Type	Classroom	Location	LexisNexis-Cary
Start Date	<input type="text"/>	End Date	<input type="text"/>

Calendar
[Search](#) [Reset](#)

Class Location

For training in a classroom, the location shows on the **Current Classes** page. You may click that link to get more details about the class location, nearest airport, and nearby hotels.

Class Name:	Time Matters Certified Administrator (7/8-10/09)			Register Now
Location:	LexisNexis-San Francisco, San Francisco	Time:	9:00am - 5:00pm EST	
Class Type:	Classroom	Class Location - Click on link for more details	Seats Available:	6
Price(\$):	\$595.00	Pre-Requisites:		
Start Date:	07/08/2009	End Date:	07/09/2009	
Description:				
<i>This course will provide Time Matters skills and techniques to fulfill the system administrator tasks and role.</i>				

Clicking on the Location link above will offer the following details:

» Location/Airport/Hotel

Class Name: Time Matters Certified Administrator (7/8-10/09)

Location: LexisNexis-San Francisco **URL:**

Location

Address

201 Mission Street, 24th Floor
San Francisco, California, United States Of America
94105
Phone : 1-800-227-9597, ext 52111

Nearest Airport

Name	Address
San Francisco International Airport (SFO)	S McDonnell Rd. & S Link Rd. San Francisco, California, United States Of America Zip Code : 94128

Nearest Hotels

Name	Address
Harbor Court Hotel	165 Steuart St. San Francisco, California, United States Of America Zip Code : 94105 Phone : 415-882-1300
Hotel Vitale	8 Mission St. San Francisco, California, United States Of America Zip Code : 94105 Phone : 415-278-3700
Hotel Griffon	155 Steuart Street San Francisco, California, United States Of America Zip Code : 94105 Phone : 415-495-2100

Class Registration

1. To register for a class or exam, whether it is online or in a classroom, click on **Register Now** in the section for your chosen class. Doing so will take you to the **Registration Information** page, which shows all details on the class or exam, such as name of class or exam, type, location, full description, start date, end date, start time, end time, price, final price (in USD), pre-requisites, and the date when registration ends.

|> Registration Information

Class/Exam Details			
Class/Exam:	Time Matters Certified Administrator (7/8-10/09)		
Class Type:	Classroom		
Location:	LexisNexis-San Francisco San Francisco, California, United States Of America		
Class Long Description:	<p>Goal: This course will provide Time Matters skills and techniques to fulfill the system administrator tasks and role.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Providing a working knowledge of the Time Matters user interface, features, functions and best practices that will facilitate internal instruction and knowledge transfer • Performing routine system maintenance and apply system updates • Examining security capabilities • Identifying methods to troubleshoot issues <p>Recommended Knowledge Level: Intermediate</p> <p>Audience: Office Manager, Administrator, Attorney</p>		
Start Date:	07/08/2009	End Date:	07/09/2009
Start Time:	9:00am EST	End Time:	5:00pm EST
Price(\$):	0.0		
Promotion Code:	<input type="text"/>	Apply Promotion	
Final Price(\$):	\$595.00 *Applicable Taxes not included		
Pre-Requisites:			
Registration Ends:	06/25/2009		
Back to list of classes — Back Register — Proceed to Registration			

2. If you have picked the wrong class or want to look at the list again, click the **Back** button to return to the class list.
3. If you have a promotion code enter it in the Promotion Code field and click on the **Apply Promotion** button to apply the promotion. The discount will be reflected in the final price.
4. To proceed with your registration, click the **Register** button.
5. If you are not currently logged in, clicking the **Register** button take you to the **Login** page, as you must be signed in to register for a class.

6. If this is your first visit to LexisNexis® University, you will need to create a profile, as explained earlier under **Creating a Profile**.
7. Once you are logged in, you may register for your class. After clicking the **Register** button, you will be taken to the payment details page. To simplify your registration, click the box at the top left, and it will automatically populate the information from your Profile into the form, thus leaving only the payment details for you to complete.

> Payment Information

Populate data from my profile — Click this box and your name, address, etc., will fill in automatically

Member Details

Visa Mastercard American Express LexisNexis Account

* Card Number:

* CID: (CID is 3-4 digit code on your credit card) * Expiration Date:

* Card Holder Name:

* Customer/Account#:

* Address1: Address2:

* City: * Phone:

* Country: * State/Province:

* Zip Code:

Total Payment Amount: \$595.00 *Applicable Taxes not included

Submit

8. Please note that LNU's site is secure to protect your payment information. We use secure socket layer (SSL) software, which is the industry standard and among the best software available today for secure commerce transactions. It encrypts your credit card number to ensure that it cannot be read as the information travels over the Internet.



9. There are built-in safeguards to insure that you do not sign up for a class twice. Should you do so, you will receive an error message like this one.

> Registration Information			
Class/Exam Details			
You have already registered. Notice of duplicate registration			
Class/Exam:	Time Matters Certified Administrator (7/8-10/09)		
Class Type:	Classroom		
Location:	LexisNexis-San Francisco San Francisco, California, United States Of America		
Class Long Description:	<p>Goal: This course will provide Time Matters skills and techniques to fulfill the system administrator tasks and role. Topics include:</p> <ul style="list-style-type: none"> • Providing a working knowledge of the Time Matters user interface, features, functions and best practices that will facilitate internal instruction and knowledge transfer • Performing routine system maintenance and apply system updates • Examining security capabilities • Identifying methods to troubleshoot issues <p>Recommended Knowledge Level: Intermediate Audience: Office Manager, Administrator, Attorney</p>		
Start Date:	07/08/2009	End Date:	07/09/2009
Start Time:	9:00am EST	End Time:	5:00pm EST
Price(\$):	0.0		
Promotion Code:	<input type="text"/>	Apply Promotion	
Final Price(\$):	\$595.00 *Applicable Taxes not included		
Pre-Requisites:			
Registration Ends:	06/25/2009		
Back Register			

10. If the class you chose is full or registration has closed, you get this message:

» Registration Information

Class/Exam Details

Sorry, registration is closed for this class/exam. — Class unavailable

Class/Exam:	Test Class
Class Type:	Classroom
Location:	Atlanta Training Center Atlanta, Georgia, United States Of America
Class Long Description:	
Start Date:	03/26/2009
End Date:	03/26/2009
Start Time:	9:00am EST
End Time:	12:00pm EST
Price(\$):	\$150.00
Promotion Code:	<input type="text"/> Apply Promotion
Final Price(\$):	\$150.00
Pre-Requisites:	
Registration Ends:	03/23/2009

[Back](#) [Register](#)

11. If the class has pre-requisites, you receive a prompt asking you to complete them:

» Registration Information			
Class/Exam Details			
Please complete the pre-requisites prior to registration. Prompt to complete pre-requisites			
Class/Exam:	Juris Active Information Reporting (11/19-20/09)		
Class Type:	Classroom		
Location:	LexisNexis-Dallas Dallas, Texas, United States Of America		
Class Long Description:	<p>Goal: Juris Active Information Reporting is a two-day class that covers the basics of reporting in Active Information. Topics include:</p> <ul style="list-style-type: none"> • Introducing navigation and Snap-Ins • Examining security and report access permissions • Performing Chart of Account setup • Finding, viewing, and using report content • Performing Data Analysis • Organizing report content • Creating and maintaining report distributions • Creating basic schemas, queries and reports <p>Recommended Knowledge Level: Beginner Audience: Controller, Office Manager, Accountant/Bookkeeper</p>		
Start Date:	11/19/2009	End Date:	11/20/2009
Start Time:	9:00am EST	End Time:	5:00pm EST
Price(\$):	\$850.00		
Promotion Code:	<input type="text"/>	Apply Promotion	
Final Price(\$):	\$850.00 *Applicable Taxes not included		
Pre-Requisites:	Juris - AIR Navigation and Administration (6/8/2009) Required Pre-Requisites		
Registration Ends:	11/04/2009		
		Back	Register

12. After you complete the payment process, you may review it on the **Payment Confirmation** screen. If correct, click **Proceed with Payment**.

>> Payment Confirmation

Member Details

* Account Holder Name:	Mary V Smith	Address2:	Apt 201
* Billing Address1:	22 Mt Paran Rd	* Phone:	404-555-0101
* City:	Atlanta	* State/Provinces:	GA
* Country:	United States Of America	* Customer/Account#:	6271985
* Zip Code:	30305		

Click to alter payment details
To continue payment and registration

13. After you complete the payment process, this pop-up appears, and a confirmation e-mail is sent to the e-mail address on file in your profile.



14. Once you click **OK** on the window above, the system takes you to **My Courses**, which displays all courses for which you are currently registered. If you have just completed your registration, the status will show **Waiting to be confirmed** until the payment processes. Once that happens, the status will change to **Confirmed**.

>> My Courses

1

Class Name: Billing Matters Accounting Setup eLearning (6/4/2009)			
Location:	Web	Time:	10:30am - 11:30am EST
Class Type:	eLearning	Status:	Waiting to be confirmed — Payment pending
Course:	Billing Matters Accounting Setup eLearning		
Start Date:	06/04/2009	End Date:	06/04/2009
Document:			

Class Name: MyJuris Administrative Overview (6/18/2009)			
Location:	Web	Time:	12:30pm - 2:30pm EST
Class Type:	eLearning	Status:	Confirmed — Payment processed
Course:	MyJuris Administrative Overview eLearning		
Start Date:	06/18/2009	End Date:	06/18/2009
Document:			

Need to "Cancel" the class and get a refund? Just press this button.

On the day/time of your online class, click this button to "Join" the class online.



Tracking

The LNU Website tracks classes or exams you have completed, cancelled, missed, or exams waiting to be graded. You may access this information under **My Transcript** from the left navigation pane.

My Transcript

An example of **My Transcript** is shown below:

My Transcript — Tracks classes/exams completed or signed up for on LNU

Course	Type	Class Name	Start Date	End Date	Expiration Date	Completion Date	Status	Document
Juris Active Information Reporting Classroom Training	Class	PK PROD TEST	04/30/2009	04/30/2009	04/30/2009	04/30/2009	Not Attended	
Juris Active Information Reporting Classroom Training	Class	PK PROD TEST	04/30/2009	04/30/2009	04/30/2009	04/30/2009	Attended	
Time Matters Reporting eLearning	Class	Test Class 04032009	05/01/2009	05/01/2009	05/01/2009	05/01/2009	To Be Marked	
Pawan's Test Course	Class	Pawan's Test - ONLINE Class	05/08/2009	05/09/2009	05/09/2009	05/09/2009	Not Attended	
Active Information Core Reporting Report Setup & Modifications eLearning	Class	Anytime Test Course	05/08/2009	05/09/2009	05/09/2009	05/09/2009	Attended	
Juris Setup & Data Entry eLearning	Class	JRJR L100 - Juris Setup & Data Entry	04/29/2009	05/18/2009	05/18/2009	05/18/2009	Not Attended	

Course Catalog

The **Course Catalog** lists Courses and Certification Exams available in all Practice Management software areas. Locate the area in which you are interested and click on the plus sign (+) next to the topic for a list of classes available and dates scheduled.

Course Catalog
Please Click on + to view available classes and class information — Click on + next to topic

Certification Exams

Courses

- + Juris Client Accounting eLearning
- + Juris Billing eLearning
 - Juris Billing (6/9/2009)
- + Juris General Ledger eLearning
- + MyJuris Administrative Setup eLearning
 - MyJuris Administrative Setup (6/9/2009)
 - MyJuris Administrative Setup (6/16/2009)
- + MyJuris Administrative Overview eLearning
- + Active Information Core Reporting Navigation & Administration eLearning
- + Active Information Core Reporting User eLearning Training
- + PCLaw LNTPA Billing Link Setup eLearning
- + PCLaw Posting Time & Expense eLearning
 - PCLaw Posting Time & Expenses eLearning (6/8/2009)
- + PCLaw Settings eLearning