

Training
Your Way.

LexisNexis[®] University User Guide

Updated:
July 2015


Table of Contents

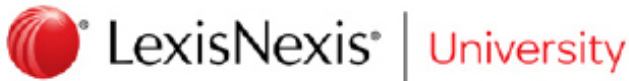
3	Welcome to LexisNexis University
5	How to Create a Profile
7	How to Login
8	How to Search for Classes
11	Viewing Search Results
13	Viewing Bundled Classes
15	What is the Course Catalog
16	How to Register for Classes
22	How to Access OnDemand Training
23	What is On Site Training
24	How to Manage My Profile
25	How to Access, Join, View, or Cancel My Classes
26	My Exams, My Surveys, and My Documents
27	How to View My Transactions and Transcripts
29	CLE/CPE
31	Free Classes

Welcome to LexisNexis® University

LexisNexis University (www.lexisnexis.com/university) delivers a centralized scheduling and registration site for all Practice management and Client Development training sessions. This easy to use tool allows customers to select by product, location, date, price, or class type, then choose the training that best fits their needs.

LexisNexis® University

Welcome Guest New to the University? [Create a New Account](#) - Returning customer? [Login](#)  You have [\(0\) items](#) in your cart.



LexisNexis University is a convenient location to register for software products and CLE training.



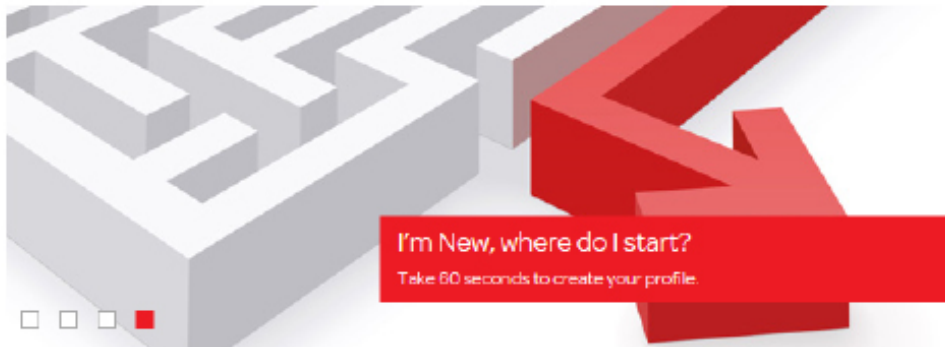
Talk with a Representative

800.227.9597  x1252111

or email: LNtraining@lexisnexis.com

 [Current Schedule](#) | [My Classes](#) | [Bundled Classes](#) | [Course Catalogs](#)

 Search for a Class



Sign Into LNU

User Name

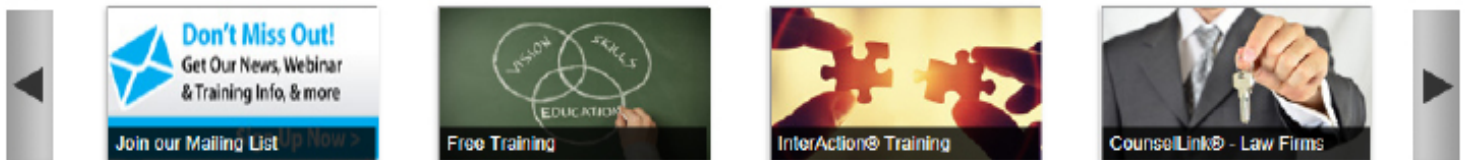
Password

Remember Me

[Forgot Password?](#) [Forgot Username?](#)

[Create a new account »](#)

[What's New](#) | [Calendar View](#) | [University Blog](#)



Browse Courses by Product

[Billing Matters®](#) | [LAW_PreDiscovery®](#)
[CaseMap®](#) | [lexis.com® and Lexis Advance™](#)
[Concordance®](#) | [LexisNexis® CLE and CPE](#)
[CounselLink® - Corporate](#) | [LexisNexis® Telephonic Group Training](#)
[CounselLink® - Law Firms](#) | [PCLaw®](#)
[InterAction®](#) | [Sanction®](#)
[Juris®](#) | [State Net](#)
[Sheshunoff™ Webinars](#) | [Time Matters®](#)

Where do you want to go?

[I'm New! Where do I start?](#)
[Edit My Profile](#)
[My Annual Maintenance Plan](#)
[Continuing Legal Education](#)
[Continuing Professional Education](#)
[Request Onsite Training](#)

More Information

[Training from Certified Independent Consultants](#)
[Contact Information](#)
[Frequently Asked Questions](#)
[Success Stories](#)



The University website is your home for LexisNexis Software, CLE training, and industry best practice training. Our curriculums were designed specifically to help users of LexisNexis products maximize the return on their software investment, receive CLE accreditation hours, or learn industry tips from the premier thought leaders in the industry.

Our software training includes classes for the following products:

Billing Matters
CaseMap
Concordance
Courtlink
Couselink
InterAction
Juris
Sheshunoff
LAW PreDiscovery
Lexis.com and Lexis Advance
Lexis for Microsoft Office
PCLaw
PeopleFinder
Sanction
State Net
TextMap
Time Matters

We also offer complementary and paid Continuing Legal Education class.

Our classes are delivered in the following learning methods:

Virtual Training: Led by a Live instructor over a high speed internet connection.

Classroom: Led by a live instructor on location on one of our numerous LexisNexis Offices around the United States

OnDemand Training: Interactive recorded sessions that can be accessed 24/7 over your high speed internet connection

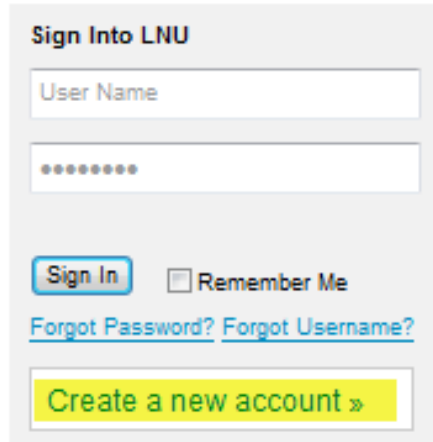
eConsulting: These virtual trainings are set up as a private and remote classes where any topic can be covered.

OnSite: Trainers for certain products can come to you. To inquire about an onsite training course, please fill out our onsite request form

How to create a New Profile on LexisNexis University

In order to register for training on the University site you need to have a unique profile set up. The process is simple and should only take about 60 seconds as we collect your user information.

- A. From the homepage, locate the **Sign Into LNU** box at the top right. Select **Create a New Account**:



The screenshot shows a login form titled "Sign Into LNU". It contains two input fields: "User Name" and a password field with masked characters. Below the fields are a "Sign In" button, a "Remember Me" checkbox, and two links: "Forgot Password?" and "Forgot Username?". At the bottom, there is a yellow button labeled "Create a new account »".

- B. Fill out the appropriate fields. Fields with (*) indicates an answer is required.

NOTE: If you do not have, or do not know your customer account number, please leave it blank.

AMP Members: We use the account number to recognize your free training on the site. If you do not know your account number, please contact your account manager.

- C. Complete profile details, then click the **Submit** button at the bottom of the screen.

Group: Select "N/A"

Bar Number and State Licensed fields are for customers taking CLE classes only. Software training clients can skip these fields.

CLE customers must enter their Bar Number information in order to receive proper CLE credit. Please contact the CLE team with any questions.

NOTE: If the site does not submit it means that a required field has been left blank. Please look over the form and ensure all required field have been completed.

[Click here for information on how to Search for Classes.](#)

[Click here for information on My Profile](#)

Create New Profile

Profile Information

* First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Address 1:	<input type="text"/>	Address 2:	<input type="text" value="suite, floor"/>		
* City:	<input type="text"/>	* Zip Code:	<input type="text"/>		
* Phone:	<input type="text" value="123-123-1234"/>	Fax:	<input type="text"/>		
* Country:	<input type="text" value="United States Of America"/>	* State/Province:	<input type="text" value="---Select---"/>		
Group:	<input type="text" value="Select"/>	Are you a LexisNexis Customer?	<input type="radio"/> Yes <input type="radio"/> No		
Title:	<input type="text" value="Select"/>	Customer/Account#:	<input type="text"/>		
Organization Type:	<input type="text" value="Select"/>	* Organization/Firm Name:	<input type="text"/>		
* Email:	<input type="text"/>	* Verify Email:	<input type="text"/>		
Bar Number (if applicable):	<input type="text"/>	Licensed in which state:	<input type="text" value="---Select"/> <input type="button" value="X"/>		
Your Bar number will only be used for your CLE credit.					
To add another state click	<input type="button" value="Add"/>				

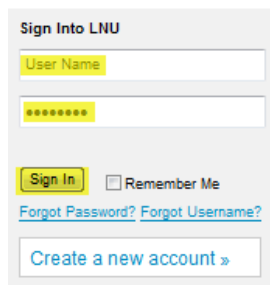
User Login Information

* Username:	<input type="text"/>
<small>(Username must be minimum of 6 characters.)</small>	
* Password:	<input type="text"/>
* Verify Password:	<input type="text"/>
Strength	<input type="text"/>
<small>(Password is case sensitive.)</small>	
<input type="checkbox"/> Opt in to receive Training Communications	

How to Login to LexisNexis University

- A. If you have an existing account on LexisNexis University, you will need to login in order to view your profile, join or launch classes, and register for classes. To log in, locate the **Sign Into LNU** box at the top right of the homepage. Enter your user name and password in the appropriate boxes. Click **Sign in**.

Note: Click the **Remember Me** box to have your internet browser remember your credentials.



The image shows a login form titled "Sign Into LNU". It contains a "User Name" input field, a password input field with masked characters, a "Sign In" button, a "Remember Me" checkbox, and two links: "Forgot Password?" and "Forgot Username?". At the bottom, there is a "Create a new account »" link.

- B. Once you log in, you are free to register for classes, and join/launch classes from your profile.

[Click here for information on how to Search for Classes.](#)

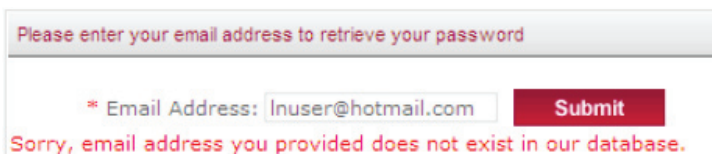
[Click here for information on My Profile](#)

If you do not have a profile, click on the **Create New Profile** link.

[Click here for more information on how to Create a Profile.](#)

If you forget your Username or Password, use the same **Sign Into LNU** box and click either **Forgot Password?** or **Forgot User name?** Enter your email address that is associated with your profile on the following page. You will receive an email with your Username or link to reset your Password.

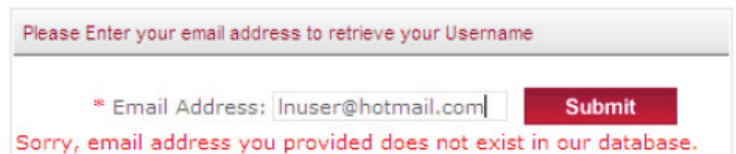
However, if you enter an email address that does not match the one in the LexisNexis University (LNU) database, you will receive an error message, such as the ones shown below.



Please enter your email address to retrieve your password

* Email Address:

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



Please Enter your email address to retrieve your Username

* Email Address:

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

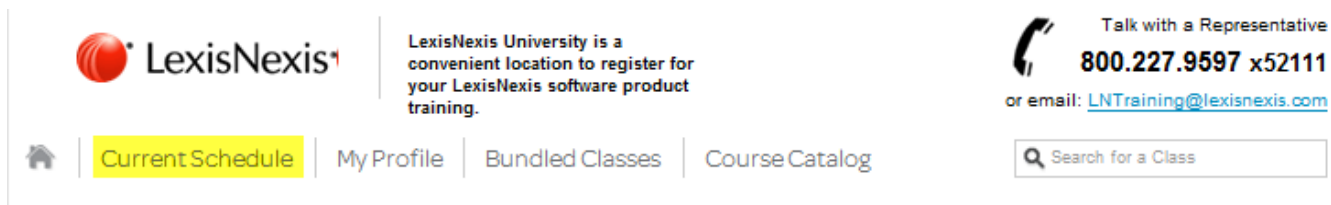
For further assistance you can contact us: phone - 800.227.9597 x52111
or email: LNTraining@lexisnexis.com

How to Search for Classes

LexisNexis offers many ways to find the classes you are looking for. Below are instructions for using each search method:

Searching the Current Schedule

- A.1** Click the link to the **Current Schedule** located at the top left of the University site. **This will trigger a drop down menu of available products. You can select a specific product or select “ALL.”** Some products also offer a filter to search on your role within the firm.

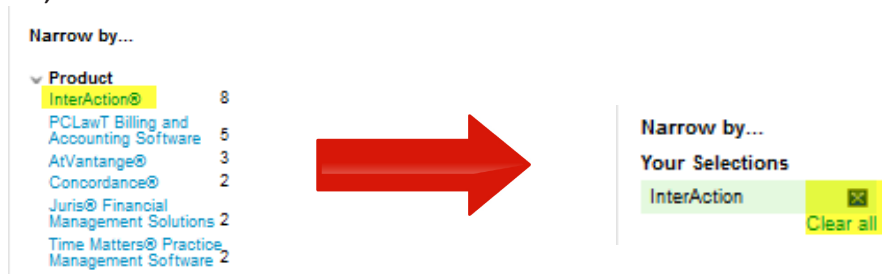


- A.2** At the top of the **Current Schedule** page the option to sort the classes based on price, date, and alphabetical order is available. You can navigate between the page results and dictate the number of results on the page:



- A.3** You can narrow your results by using the filter on the left navigation of the **Current Schedule** page. Available filters include Product, Learning Method, Price, Location, and Date.

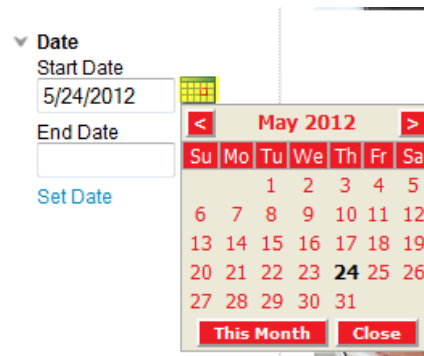
- A.4 Product:** LexisNexis University hosts training for many products. If you havent done so already, you can narrow your results based on product. Click the product and the search results will update. For example, if you select “InterAction” the results will be limited to the InterAction product. To clear your results, click the (X) next to the product name. To clear all filters, select Clear ALL:



Note: the number of results for each product is located to the right in the filter.

The filters for Learning Methods, Price, and Location work identically to the product filter. Multiple filters can be active during your search.

- A.4** To search based on date, you can enter your date range by either typing in the text boxes provided or selecting the dates by clicking the calendar icon.



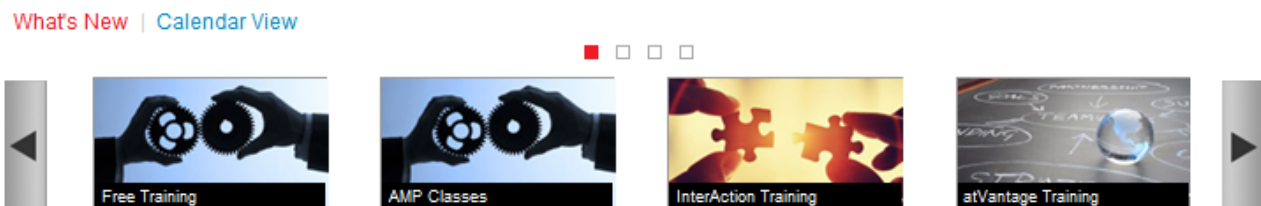
B. Free Search

If you know the name of the class you can enter text in the free search box located at the top right of the site. This box is located on all University pages. If the University has a match, you will be taken to the **Current Schedule** page where your results will display.



C. Using the Carousel

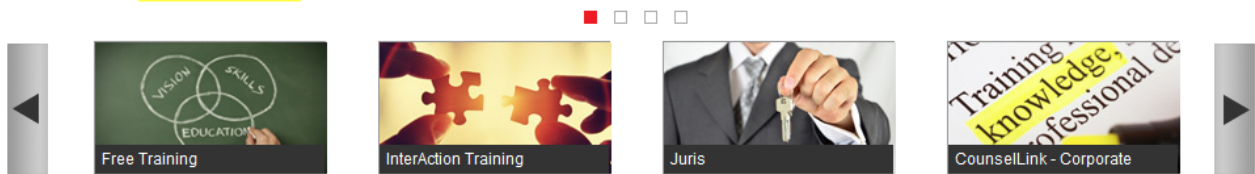
There is a carousel on the homepage that will feature either specific classes or pre-filtered searches. Depending on the link selected, you will either be taken to the class registration page or the **Current Schedule** page.



D. **Search by Calendar**

By selecting **Calendar View** located above the Carousel, you will be taken to a page that will show all classes for all products currently scheduled on a month-to-month calendar. Each product is color coded. The class listings on the calendar view are direct links to the respective registration pages on the University.

What's New | **Calendar View**



[Click here for information on Bundled Classes.](#)

[Click here for information on the Course Catalog.](#)

[Click here for information on how to Register for Classes](#)

Viewing the Search Results

No matter how you decide to search for classes on the University, the class results will look the same based on class type (Classroom, Virtual, OnDemand...)

- A. Below is what a typical class listing will look like on the Current Schedule Page:

Preview	Course	CLE	CPE	Price
	<p>InterAction for Application Administrators (06/19/2012-06/22/2012) (06/19/2012-06/22/2012)</p> <p>Class Type: Classroom Time: 9:00am - 4:00pm CST Dates: 06/19/2012 - 06/22/2012 Seat Available: 9 Product: InterAction® Location: HCL Tech, Gurgaon</p> <p>This four-day course provides information on how to administer, configure, and maintain an InterAction system.</p>			<p>\$ 2800.00</p> <p></p>

- B. The Blue text at the top is the class title followed by the start and end dates of the class. Below the tile there is information about the class including Class Type, Time, Date, Seats Available for registration, Product, and Location.
- C. For details on the location including address, airport, and hotels if applicable, the location is an active link that will display the desired information.
- D. For class details, click the title of the class in blue text. Or, to register, click **“Add to Cart”**
[Click here for information on how to Register for Classes](#)

Note: for OnDemand training, only class type and product are listed. For Free Training, Instead of an option to add the class to a your cart, the user will click the “Launch” link. If the user is logged in to their profile, you will be automatically registered and the class will appear in a popup browser. If you return to the site, you will be able to access the class again from the homepage or the “My Classes” page.

- E. Below is a specific class page. From this page you can view all the information available from the search results in addition to:

A Full Class Description
Course Objectives
Target Audience
Prerequisites
Course Outline

InterAction for Application Administrators (06/19/2012-06/22/2012) (06/19/2012-06/22/2012)



Seats Available: 9

Class: InterAction for Application Administrators (06/19/2012-06/22/2012) (06/19/2012-06/22/2012)
Date: 06/19/2012-06/22/2012
Time: 9:00am CST- 4:00pm CST
Class Type: Classroom
Registration End: 06/12/2012

Description

Goal: This four-day course provides information on how to administer, configure, and maintain an InterAction system.

Course Objectives

- Understand the InterAction fundamental concepts
- Understand contact organization
- Configure InterAction for your organization
- Load data into InterAction
- Maintain and monitor InterAction
- Conduct an initial setup of InterAction

Prerequisites: None

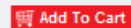
Audience

- Application and network administrators who will be installing and configuring InterAction.
- Help desk personnel who will be supporting InterAction end users.
- InterAction implementation leaders who want to learn about installing and configuring InterAction.

Course Outline

- I. InterAction Fundamentals

Price: \$2800.00



Class Information

This four-day course provides information on how to administer, configure, and maintain an InterAction system.

Class Location


Prerequisites

[Click here for information on how to Register for Classes](#)

Bundled Classes

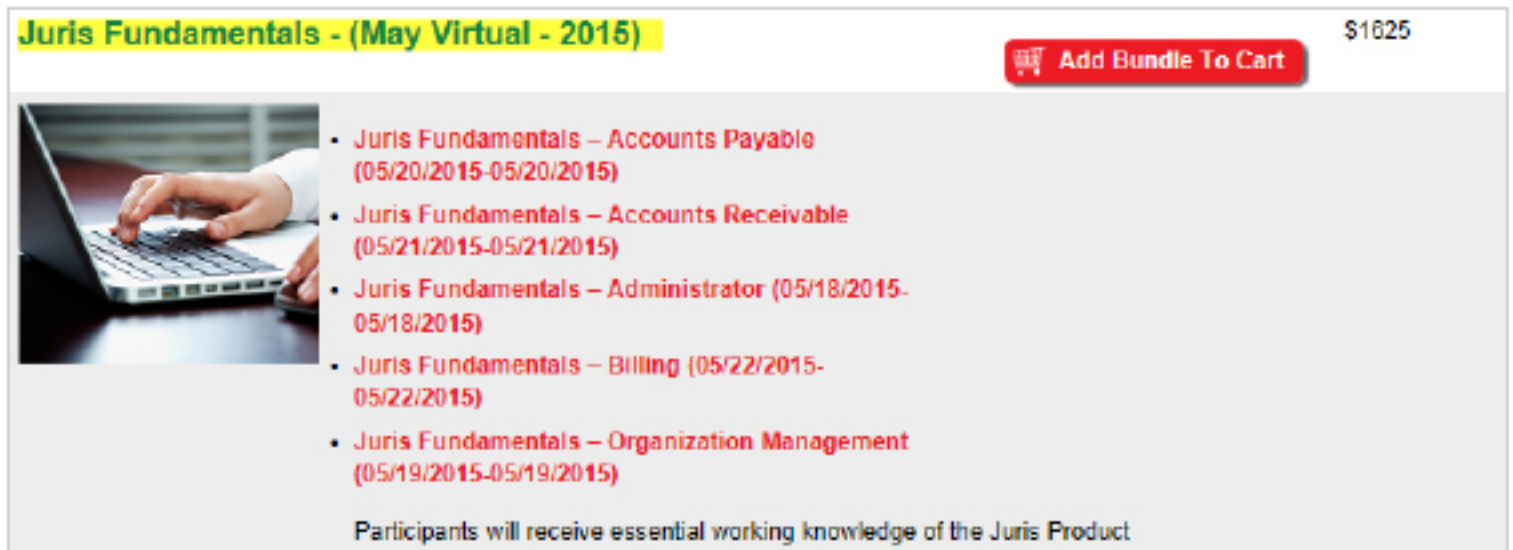
There are many classes on LexisNexis University that are bundled. Occasionally these sessions are bundled because they are required prerequisites; however, most classes are bundled together because the material presented builds off of other sessions. There are also bundles that target specific roles occupied in the business of law.

- A. To search for bundled classes, click the **Bundled Classes** link at the top of the University site:



The screenshot shows the LexisNexis University website navigation bar. On the left is the LexisNexis logo. To its right is a text box: "LexisNexis University is a convenient location to register for your LexisNexis software product training." Further right is a contact section: "Talk with a Representative 800.227.9597 x52111 or email: LNTraining@lexisnexis.com". Below this is a navigation menu with links: Home, Current Schedule, My Profile, Bundled Classes (highlighted in yellow), and Course Catalog. On the far right is a search bar with a magnifying glass icon.

- B. The Search results will be displayed. You can use the filter on the left navigation to narrow your results.
- C. Below is a listing for one bundle that includes two classes. Each bundled result has a Course Title with the classes listed below in grey:





The screenshot shows a product listing for "Juris Fundamentals - (May Virtual - 2015)". The title is highlighted in yellow. To the right of the title is a red button with a shopping cart icon and the text "Add Bundle To Cart". Further right is the price "\$1625". Below the title is a grey area containing a list of five classes, each with a red bullet point and red text: "Juris Fundamentals – Accounts Payable (05/20/2015-05/20/2015)", "Juris Fundamentals – Accounts Receivable (05/21/2015-05/21/2015)", "Juris Fundamentals – Administrator (05/18/2015-05/18/2015)", "Juris Fundamentals – Billing (05/22/2015-05/22/2015)", and "Juris Fundamentals – Organization Management (05/19/2015-05/19/2015)". To the left of this list is a small image of hands typing on a laptop. Below the list is a blue text box: "Participants will receive essential working knowledge of the Juris Product".

- D. To view the entire bundle, click the title (highlighted) - in this case: *Juris Fundamentals - (May Virtual - 2015)*. To only view a specific class in the bundle, select a single class within the grey area.

- E. When the Bundle is selected, you will be shown the details of the bundle including dates and descriptions of the classes.
- F. To begin the registration process for the entire bundle, click **Add Bundle to Cart** on either the results page or the Bundle page:

Juris Fundamentals - (May Virtual - 2015) \$1625





- **Juris Fundamentals – Accounts Payable (05/20/2015-05/20/2015)**
- **Juris Fundamentals – Accounts Receivable (05/21/2015-05/21/2015)**
- **Juris Fundamentals – Administrator (05/18/2015-05/18/2015)**
- **Juris Fundamentals – Billing (05/22/2015-05/22/2015)**
- **Juris Fundamentals – Organization Management (05/19/2015-05/19/2015)**

Participants will receive essential working knowledge of the Juris Product

OR

Juris Fundamentals - (May Virtual - 2015)

Bundled Courses

Preview	Course	CLE	CPE	Price
	<ul style="list-style-type: none"> • Juris Fundamentals – Administrator (05/18/2015-05/18/2015) • Juris Fundamentals – Organization Management (05/19/2015-05/19/2015) • Juris Fundamentals – Accounts Payable (05/20/2015-05/20/2015) • Juris Fundamentals – Accounts Receivable (05/21/2015-05/21/2015) • Juris Fundamentals – Billing (05/22/2015-05/22/2015) <p style="margin-top: 10px;">Participants will receive essential working knowledge of the Juris Product</p>			\$1625.00

Price: \$1625.00



Class Information

Participants will receive essential working knowledge of the Juris Product

Prerequisites



Course Catalog

The Course catalog is a listing of every course offered on LexisNexis University regardless of whether a class is currently scheduled. Our **Current Schedule** will only display classes that are available for registration.

Because we have so many curriculums available, occasionally we will not have a specific class scheduled. With that said, it is necessary to display these classes that may become available in the future.

- A. To navigate to the Course Catalog, click the Course catalog link at the top of the University:

The screenshot shows the top navigation bar of the LexisNexis University website. On the left is the LexisNexis logo. To its right is a text box: "LexisNexis University is a convenient location to register for your LexisNexis software product training." Further right is a contact section: "Talk with a Representative 800.227.9597 x52111 or email: LNTraining@lexisnexus.com". Below these elements is a horizontal menu with a home icon, "Current Schedule", "My Profile", "Bundled Classes", and "Course Catalog" (highlighted in yellow). To the right of the menu is a search bar with a magnifying glass icon.

- B. If there are classes scheduled, they will be displayed with active links indicating the scheduled date. When these links are clicked, you will be taken to the information page for that specific class.
- C. If there is a session you wish to participate in but it is not currently scheduled, please email us your request to: LNTraining@lexisnexus.com

[Click here for information on how to Register for Classes](#)

How to Register for a Class

- A. To register for a class, whether you are taking it online or in a classroom, click **Add to Cart** next to the class title. Or click on **Add Bundle to Cart**, if available, for the option of registering for a bundle of related classes.

** If you are not currently logged in, clicking the Add to Cart button will take you to the Login page.*

** If you are visiting LexisNexis University for the first time, you will need to create a profile, as explained earlier under **Creating a Profile**. It may take up to 10 minutes for your profile and customer account number to be recognized by LexisNexis University.*



For
OnDemand
Sessions

OnDemand Training that is FREE is available for instant viewing. Instead of an option to add the class to a your cart, the user will click the **Launch link. If the user is logged in to their profile, you will be automatically registered and the class will appear in a popup browser. If you return to the site, you will be able to access the class again from the homepage or the “My Classes” page.**

[Click here for information on how to Launch OnDemand training](#)




**Time Matters - Firm Administration
(05/14/2015-05/14/2015)**

\$ 200.00

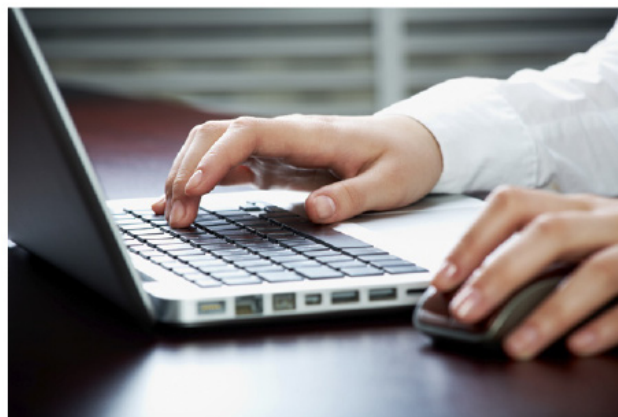
Class Type: Virtual Training
Time: 1:00pm - 4:00pm EST
Dates: 05/14/2015
Seats Available: 12
Product: Time Matters® Practice Management Software

 **Add To Cart**

Need to know how to customize Time Matters to fit the needs of your firm makes it possible for users to work more efficiently and productively? Then this is the perfect class for you!

- B. Clicking on either link will add the class(es) to your cart. You may continue shopping or proceed to checkout. If you wish to checkout, click on the  **Checkout** link at the top right corner of the page.

Time Matters - Firm Administration (08/12/2015-08/12/2015)



Seats Available: 12

Price: \$200.00

 **Item Added**

 **Checkout**

Class Information ▼

Need to know how to customize Time Matters to fit the needs of your firm makes it possible for users to work more efficiently and productively? Then this is the perfect class for you!

Prerequisites >

- D. This will take you to the **Review & Checkout** page. This page shows the details about the class or exam, such as the name, dates, type, CLE information, and price (in USD). If you have a promotion code, enter it in the box available for the class and click **Update Cart**. The price will update.

Review & Checkout

Shopping Cart

Remove from cart	CLE Credit?	Product	Type	Price	Promo Code	Adjusted Price
<input type="checkbox"/>	<input type="checkbox"/>	InterAction for Application Administrators (12/11/2012-12/14/2012) (12/11/2012-12/14/2012)	Class	\$2800.00	<input type="text"/>	\$2800.00
Subtotal : \$2800.00						
Update Cart						
Total : \$2800.00						
Terms and Condition						
Continue Shopping			Checkout			

- E. If you have picked the wrong class, select the **Remove from cart** box and click **Update Cart**. If you want to look at the available classes list again, click the **Continue Shopping** link.
- F. The **Review and Checkout Page** asks whether or not you are taking this class for CLE credit. Check the box if you want to receive CLE credit.
- G. To proceed with checkout, click the **Checkout** button.

H. After clicking the **Checkout** button, the **Registration Information page** appears.

* This page allows you to enter your registration and payment information. Ensure the name and address on the credit card matches the information on this page.

Payment Information

Populate data from my profile

[How secure is this information?](#)

Visa Mastercard American Express

* Card Number:

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

* Expiration Date:

* Card Holder Name:

Customer/Account#:

* Address 1:

Address 2:

* City:

* Phone:

* Country:

* State/Province:

* Zip Code:

Check box to verify that you have read our [Terms and Conditions](#) and [Cancellation Policy](#).

Total Payment Amount: \$2800.00 *Applicable Taxes not included

I. Once all required fields are input, click **Submit**

J. 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 available today for secure commerce transactions. It encrypts your credit card number so that it may not be read as the information travels over the Internet.



- K.** There are built-in safeguards on LNU to ensure you do not sign up for the same class twice. Should you do so, the registration will not process, and you will receive an error message like this one:

» Registration Information

Class/Exam Details

You have already registered.

Class/Exam: PCLaw® Beyond the Basics (10/18/2010-10/18/2010)

User notified of attempt to register again for the same class.

- L.** If the class is at maximum capacity or registration has closed, you will receive this message:

» Registration Information

Class/Exam Details

Sorry, registration is closed for this class/exam.

Class/Exam: PCLaw™ Custom eConsulting (10/01/2010-10/01/2010)

Class Type: eConsulting

Registration has closed due to deadline has passed or enrollment already at capacity.

- M.** If the class has pre-requisites, you receive a prompt that lists them, and the system will not allow you to register until those classes have been completed.

Pre-Requisites:	<p>PCLaw® New CIC Certification V10 eLearning Module 1 (09/20/2010-09/20/2010)</p> <p>PCLaw® New CIC Certification V10 eLearning Module 2 (09/24/2010-09/24/2010)</p> <p>PCLaw® New CIC Certification V10 eLearning Module 3 (09/27/2010-09/27/2010)</p> <p>PCLaw® New CIC Certification V10 eLearning Module 4 (09/30/2010-09/30/2010)</p>	<p>User cannot enroll for Module 5 until these pre-Requisites have been completed.</p>
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- N. After completing the payment process, you may review it on the **Complete Order Page**. If correct, click **Complete Order**. If you need to correct an entry, click **Change the Payment**.

Complete Order

Product	Type	Price
InterAction for Application Administrators (12/11/2012-12/14/2012) (12/11/2012-12/14/2012)	Class	\$2800.00

Payment Information Sub Total: \$2800.00

visa
03 - 2014
XXXX XXXX XXXX 9438

[Change the Payment](#)

Credit Applied: \$0.00
Amount Paid: \$2800.00

[Complete Order](#)

- O. After you complete the payment process, the **Order Completed** page will appear. A confirmation will also be sent to the email address in your profile.
- P. To view the class information, or join/launch the class, click **My Profile** or **Take Me to My Classes** at the top of the University site.

[Home](#) |
 [Current Schedule](#) |
 [My Classes](#) |
 [Bundled Classes](#) |
 [Course Catalog](#)

» **Order Completed**
Thank you. An email confirmation will be sent shortly.

[Take Me to My Classes](#)

Order Number : V402448797US

Product	Type	Price
InterAction for Data Stewards and Marketing Users (07/11/2012-07/13/2012) (07/11/2012-07/13/2012)	Class	\$0.00

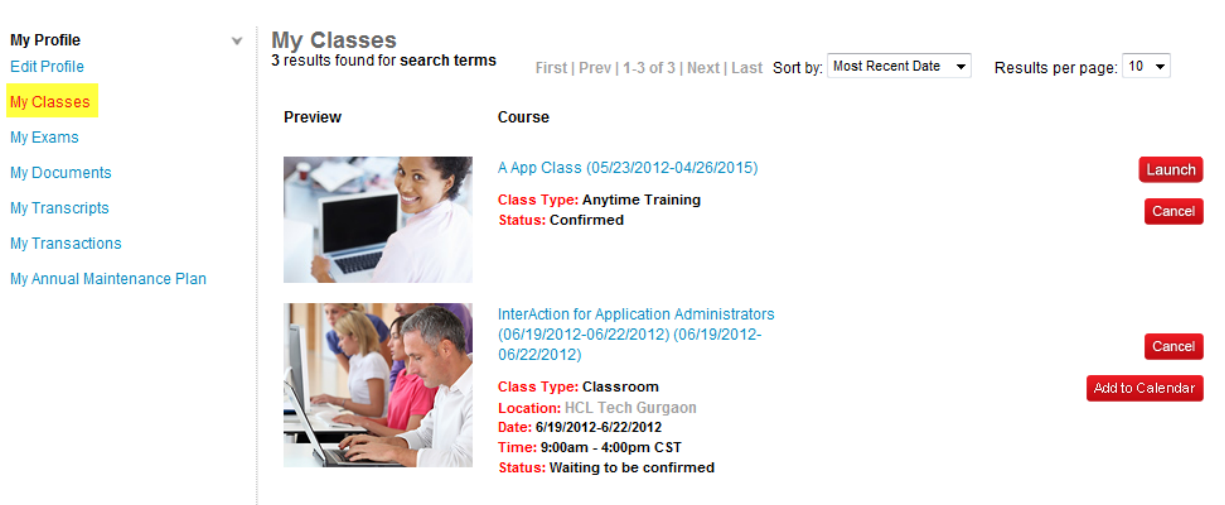
Sub Total: \$0.00

Credit Applied: \$0.00
Amount Paid: \$0.00



[Print Receipt](#)

[Continue Shopping](#)

- Q. Select the **My Classes** link on the left navigation. This page displays all classes for which you are currently registered. If you have just completed your registration, the status may show, **waiting to be confirmed** until the payment processes. This may take up to 48 business hours. If the original price of the class is zero (such as Just in Time Training), it should show **Confirmed** immediately after registration.



My Classes
3 results found for search terms First | Prev | 1-3 of 3 | Next | Last Sort by: Most Recent Date Results per page: 10

Preview	Course	Actions
	A App Class (05/23/2012-04/26/2015) Class Type: Anytime Training Status: Confirmed	Launch Cancel
	InterAction for Application Administrators (06/19/2012-06/22/2012) (06/19/2012-06/22/2012) Class Type: Classroom Location: HCL Tech Gurgaon Date: 6/19/2012-6/22/2012 Time: 9:00am - 4:00pm CST Status: Waiting to be confirmed	Cancel Add to Calendar

For any instructor-led class, once confirmed, you will see the **Add to Calendar** button associated with your class. Clicking this button allows you to save the class details as an appointment to most calendar programs.

** **Note:** If the date, time or location of the class changes, you will need to update your calendar program by clicking the **Add to Calendar** button to reflect the most current class information.*

[Click here for information on how to join/launch a class](#)

How to Access OnDemand Training

Unlimited access to OnDemand Training on LexisNexis University is now available for all Annual Maintenance Plan (AMP) customers for as long as your AMP is current.

Users with a valid PCLaw® or Time Matters® AMP, must enter the correct 10-digit customer number in the Customer Account # field on the **My Profile** page. If the account number is entered incorrectly, the user will see the full price of OnDemand Training. (See next bullet for additional pricing information.)

- A. Customers, who have previously created a profile and register for OnDemand Training, are confirmed immediately. However, if the user just created a profile on LNU, it may take up to 10 minutes to see the cost of OnDemand Training reduce to zero dollars.

Note: if the 10 digit account number is not known, customers may email: LNTraining@lexisnexis.com. Once we confirm your AMP status we will send a promotion code that will zero out the price of your OnDemand training.

- B. To access OnDemand Training, the customer needs high-speed internet access and either headphones or speakers. Each user should create his/her own profile to access training.
- C. Customer accessibility to OnDemand Training runs concurrently with the AMP. For example, if the AMP started March 1, 2015, and ends March 1, 2016, but the user did not register for OnDemand Training until June 15, 2011, the accessibility to Anytime Training cancels on the date the AMP ends, which is March 1, 2016, in this example.
- D. ***To Launch your OnDemand Training class quickly, follow these steps:***

1) Log in to the University and Launch from the homepage or Current Schedule page

OR

- 1) Go to **My Profile**
- 2) Click on **My Classes**
- 3) Find your OnDemand class and click **Launch**

The training will appear in a new browser.

On Site Training

- A. On Site Training** provides the opportunity for our trainers to come to your location for training. This type of training is only available for a select number of courses, at this time. To request **On Site training**, click on the **Request On Site Training** link at the bottom of the homepage.
- B.** Once this form is submitted to our trainers we will contact you directly to discuss and set up training on site at your location.

» On Site Training Request

Populate data from my Profile Check to populate information from profile

Contact Information

First Name:* Last Name:*

Email Address:* Phone Number:*

Select Product:* Select Course:*
Select a Product and then select one or more courses Note : Press ctrl and click an item to select/unselect

Select Product: Select Course:
Click to add additional products and course selection boxes Note : Press ctrl and click an item to select/unselect

To add another product/course click

Potential Training Dates

First Choice: Select training date choices. Click on calendar icon to open an interactive calendar

Second Choice:

Third Choice:

Special Requests

characters remaining Enter any special requests or comments

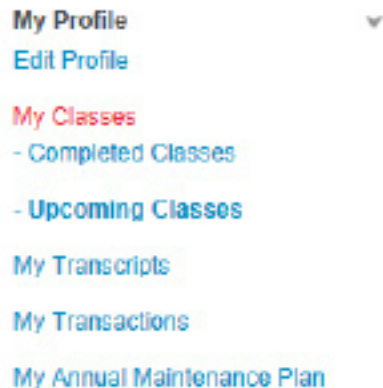
Note : Add copy here regarding pricing...i.e.Pricing information will be provided when contacted by representative.

How to Manage My Profile

My Profile is where you will go to:

- 1) Edit your account information
- 2) Join, Launch, Confirm, and Cancel Classes
- 3) Access and take Exams
- 4) Download Class Materials
- 5) View your Transcripts and Transactions
- 6) View your Maintenance Plan

- A. **To access My Profile**, click the Edit My Profile link at the bottom of the University homepage
- B. Notice the left navigation available. Click the links to navigate as desired:

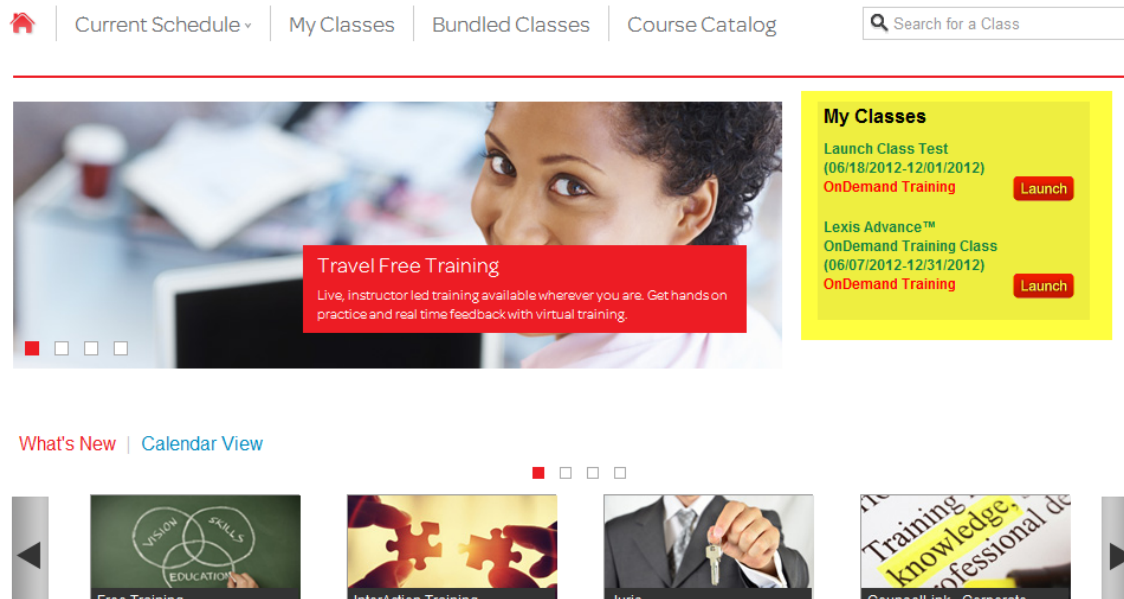


The screenshot shows a vertical navigation menu with the following items: **My Profile** (with a dropdown arrow), [Edit Profile](#), **My Classes**, [- Completed Classes](#), [- Upcoming Classes](#), [My Transcripts](#), [My Transactions](#), and [My Annual Maintenance Plan](#).

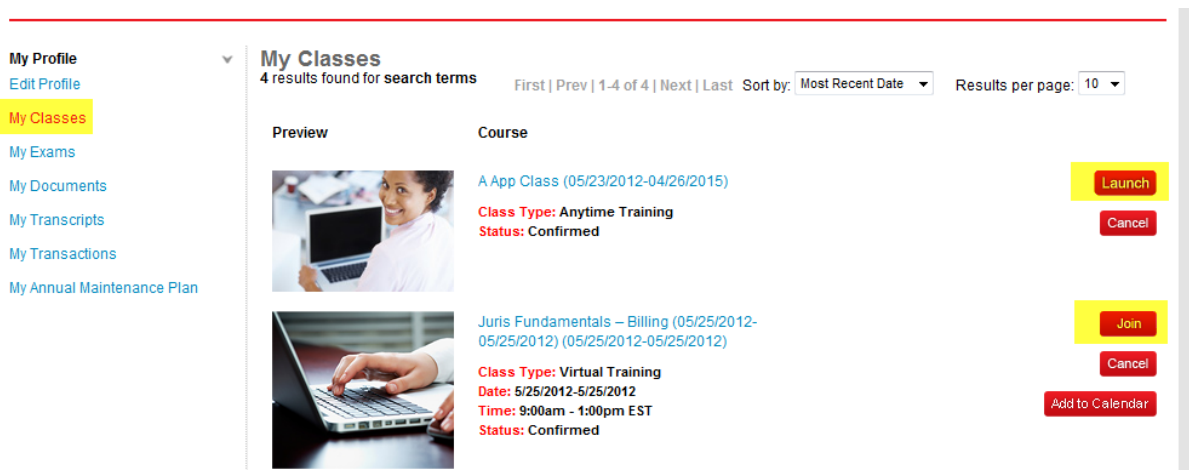
- C. **To Edit your account information**, click the **Edit Profile** link. This page will allow you to change everything but your user name. Simply enter the desired changes into the appropriate boxes and click **Update**.

My Classes

- C. To Launch a recorded training, or to Join a virtual training, log in to LexisNexis University. You will have access to these classes on the homepage where the sign-in information was previously. Click the appropriate link.

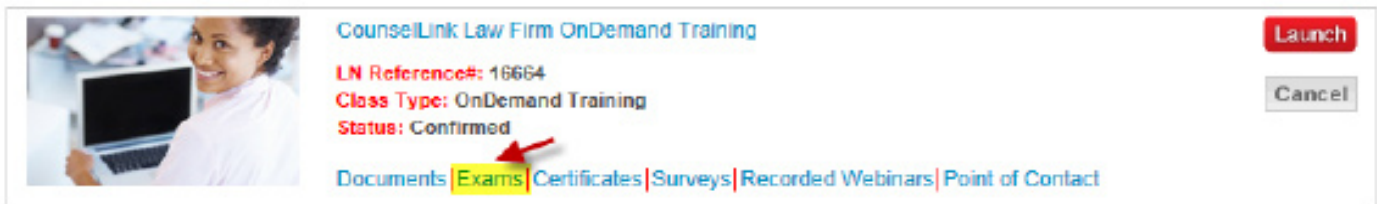


- D. You can also Join, Launch, and/or Cancel classes by clicking the **My Classes** link. The classes you are currently registered for will be displayed.
- E. **To Launch an OnDemand Training** - Click the red **Launch** Link to the right of the class listing
To Join a Virtual class - Click the red **Join** link at the Date and Time of your class.
For Classroom Sessions - this page can be used to confirm the date, time, and location of the class.
To Cancel a Class - Click the **Cancel** link to the right of the class listing.



My Exams, My Surveys, and My Documents

- A. If the class you have registered for has an **exam** associated with it, either for CLE credit, review, or certification purposes, you can access them using the **Exams** link under the class listing.
- B. **To take an exam** - click the appropriately titled link that appears under the class listing. Your exam will launch.



CounselLink Law Firm OnDemand Training Launch
LN Reference#: 16664
Class Type: OnDemand Training
Status: Confirmed Cancel

Documents | **Exams** | Certificates | Surveys | Recorded Webinars | Point of Contact

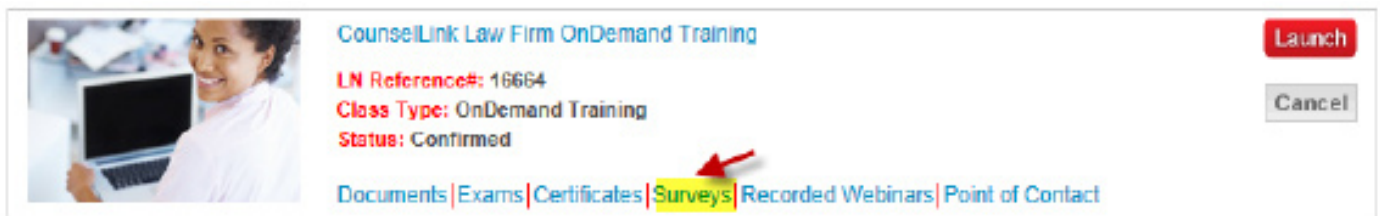
- C. If the class you have registered for has **documents** associated with it, you can access them using the **Documents** link under the class listing.
- D. **To download a document** - click the document link under the class listing. Your documents will be a PDF. File. You have the option of saving to your computer.



CounselLink Law Firm OnDemand Training Launch
LN Reference#: 16664
Class Type: OnDemand Training
Status: Confirmed Cancel

Documents | Exams | Certificates | Surveys | Recorded Webinars | Point of Contact

- E. If the class you have registered for has a **survey** associated with it, you can access it using the **Survey** link under the class listing.
- F. **To complete a survey** - click the survey link under the class listing.




CounselLink Law Firm OnDemand Training Launch
LN Reference#: 16664
Class Type: OnDemand Training
Status: Confirmed Cancel

Documents | Exams | Certificates | **Surveys** | Recorded Webinars | Point of Contact

Tracking

A. My Transcript

The University website tracks classes or exams you have completed, cancelled, missed, exam scores, or exams waiting to be graded. You may access this information by clicking the **My Transcript** link from the left navigation on **My Profile**.

Course	Type	Class Name	Start Date	End Date	Expiration Date	Completion Date	Status	Document	CLE	Date Started	Date Completed	Total Course Hours Completed	Result
PCLaw CIC Accounting Exam 1	Quiz	Certificate	02/23/2010	12/31/2010	12/31/2010	02/25/2010	Pass - 100%						
PCLaw™ CIC Accounting Exam 2	Quiz	Certificate	02/23/2010	12/31/2010	12/31/2010	02/25/2010	Pass - 100%						
PCLaw™ New CIC Certification v10 Bundle 1	Class	PCLaw™ New CIC Certification V10 eLearning Module 6 (02/26/2010-02/26/2010)	02/26/2010	02/26/2010	02/26/2010	02/26/2010	Attended		No				
PCLaw™ v10 Certification Exam 1	Quiz	Certificate	03/08/2010	12/31/2010	12/31/2010	03/04/2010	Pass - 96%						

You may still access the .pdf document from your class.

B. My Transactions

This section will provide history and details on all transactions. Use information in this section to file expense reports for the cost of your class. The amount paid is shown on the **My Transactions** link on the left navigation on **My Profile**.

» My Transactions

Purchase/Credit	Date	Credit	Debit	From Credit	Status
PCLaw™ v10 Certification Exam 2	7/6/2010 2:20:21 PM		\$0	\$0	Confirmed
PCLaw™ v10 New CIC Certification	7/6/2010 2:15:18 PM		\$0	\$0	Cancelled
Time Matters® v10 New CIC Certification Exam 2	7/6/2010 2:09:53 PM		\$0	\$0	Cancelled
Time Matters® v10 New CIC Certification Exam 1	7/6/2010 2:09:53 PM		\$0	\$0	Cancelled
PCLaw™ New CIC Certification V10 Implementation Workshop - Cary/Raleigh NC (06/07/2010-06/08/2010)	5/10/2010 10:43:17 AM		\$1250	\$0	Confirmed

Date exam registration confirmed

Price paid for class

C. Credit

If a customer has a **credit**, it displays the credit and the date it will expire, as shown below:

You have \$10 in credit available.
Please see My Transactions for complete details


» My Transactions

*Credit is issued for the sole purpose of your individual and personal training via this LexisNexis® University website. This credit has no monetary value and cannot be transferred or assigned to any other person or entity. All credits issued will expire on the respective dates listed on the My Transactions page of the LexisNexis University website. Expired credits cannot be credited or redeemed thereafter or extended for future use. This credit cannot be used for payment of any account for any products or services offered by LexisNexis or its affiliates.

Purchase/Credit	Date	Credit	Debit	From Credit	Status
Credit	8/17/2010 12:46:46 PM	\$20			
Credit	8/16/2010 5:17:29 AM	\$10 Expires 8/31/2010			Credit Expired
Credit	8/12/2010 5:39:53 AM	\$20			

Continuing Legal Education (CLE) and Continuing Professional Education (CPE)

A. What CLE credit is offered on LexisNexis University

The LexisNexis® Continuing Legal Education (CLE) Program provides customers the opportunity to receive credit for attending LexisNexis University classes or presentations approved by their local or state bar associations.

Currently, CLE is mandatory in 45 states. LexisNexis is approved to provide live classroom sessions in all 45 states and live eLearning sessions in 43 states. As the acceptance of eLearning increases, more state and local bar associations are approving online/on-demand formats. Currently, 22 states approve online/on-demand training and LexisNexis has designed Anytime Training to meet these state requirements.

B. Exceptions

There are occasionally exceptions to the acceptance of some LexisNexis University classes for CLE credit in some states.

Method of Training	States Requiring Pre-approval	States currently not approving	NOTE:
Classroom	Kansas and Nebraska		
Virtual eLearning	Delaware, Indiana, Kansas, Mississippi, Nebraska, Pennsylvania and Wyoming	New Mexico and Ohio	
Anytime		Arkansas, Delaware, Illinois, Iowa, Kansas, and Minnesota	<i>Qualifies only as self study in:</i> Colorado, Florida, Georgia, Idaho, Louisiana, Maine, Missouri, Montana, Nevada, New Hampshire, New Mexico, North Dakota, Oregon, Texas, Washington, West Virginia and Wyoming
Practice Management Content			Course Content approval varies by state and LexisNexis will make every effort to obtain course approval. Unless otherwise noted, CLE approval is pending.

Check your state's exceptions by visiting:

http://www.lexisnexis.com/university/docs/CLE_Delivery_Method_Approval_Per_State.pdf



- C. Each class description on LNU also displays the applicable CLE exception rules.

Additional CLE information may be located at the bottom navigation of the homepage by clicking **Continuing Legal Education** or **Continuing Professional Education**

- D. LexisNexis is approved yearly as a registered sponsor on the National Association of State Boards of Accountancy, Inc. (NASBA) Registry of CPE Sponsors. LexisNexis is approved for Live Classroom courses at this time.

The status of LexisNexis as a registered sponsor affirms our commitment to adhere to standards for the delivery of high quality continuing professional education. As a registered sponsor, our name and address is printed on a registry that is distributed to state boards of accountancy and made available to all licensed accountants across the country.

CPE Training is based on a 50-minute hour. For every 50 minutes of dedicated training, the participant is eligible for 1.0 CPE credit hours (a maximum of 3.0 credit hours). LexisNexis CPE training is a minimum of 60 minutes to accommodate those individuals also seeking CLE Credit.

For additional information or questions, contact the LexisNexis CLE/CPE experts:

LexisNexis® CLE/CPE Group
9443 Springboro Pike, Miamisburg, OH 45342
Fax #: 866-960-2454
Email: cle.sales@lexisnexis.com

Judy Durham, CLE Team Lead: 937.865.1470
Deby Huey, Specialist: 937.865.7074
Donna Mitchell, Specialist: 937.865.7292
Julie Waggoner, Coordinator: 937.865.7282

Free Classes

LexisNexis University offers many OnDemand and Virtual classes that are gratis for everyone. To access these sessions, click the **Free Classes** box on the carousel located on the homepage.



The Current Schedule page will populate. These sessions are available for immediate viewing by clicking "Launch."



Still have questions about LexisNexis University? Feel free to call Education Coordinators at 1-800-227-9596 x1252111, or send an email:LNTraining@lexisnexis.com