

## How To Access Your Training Report

1. Login to the NSLT Learning Portal

Welcome To The	NSLT Learning Portal	
Jsername		
douglas17		
Password		
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Password is case sensitiv	2	
Remember me		
ar Create A	accust	
Log in Or Create A	<u>account</u>	
Forgot credentials?		

2. Open the Navigation Menu



3. Go to the History tab





4. Press the button to "Export to Excel"

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Category	Course		Status	Score %	Date	Duration	Action	
Word 2013 - 03_Document Editor	05a Format Painter				1/5/2018 10:00 PM			
Word 2016 - 04_Document Expert	19_Mark Citations for a Table of Authorities				1/5/2018 5:49 PM			

5. Your History.xls file will auto download



6. When download is complete, open the History.xls file

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1			History for Lusk, I	Doug (2e8i1Y24	cC8o)							
2 Category	Subcategory	Course	Course ID	Status	Score %	Date	Time	Duration	Delivery Name		Notes	
3 Word 2013	03_Document Editor	05a Format Painter	TPC000127	Finished		1/5/2018	10:00 PM		Application Simulation	on		
Word 2016	04_Document Expert	19_Mark Citations for a Table of Authorities	TPC000618	Finished		1/5/2018	5:49 PM		Application Simulation	on		
Word 2013	04_Document Expert	14a Work with Headers and Footers	TPC000169	Cancelled		1/3/2018	9:28 PM		Application Simulation	on	Demo	
5 NetDocuments and ndOffice	Introduction	01_Top 10 Things to Know about NetDocuments 17.2 Knowledge Check	TPC000625	Cancelled		1/2/2018	1:20 AM		Application Simulation	on	demo	
7 NetDocuments and ndOffice	Introduction	01_Top 10 Things to Know about NetDocuments 17.2	TPC000624	Finished		1/2/2018	1:19 AM		Application Simulation	on		
B FileSite 9.0	Document Management	Copying a Document	TPC000373	Cancelled		12/13/2017	5:08 PM		Application Simulation	on	accidentally launched twice	
9 Concordance 10	Organizing a Case	Working with Tegs	TPC000569	Finished		12/13/2017	5:08 PM		Application Simulation	on		
0 Adobe Acrobat XI Pro	03_Adobe Acrobat Advanced Editor	O6a Creating and Editing Forms	TPC000616	Finished		12/7/2017	11:13 PM	0:04:52	Application Simulation	on		
1 Excel 2013	02_Workbook Editor	14b Freeze Panes Knowledge Check	TPC000056	Finished		12/5/2017	4:48 PM		Application Simulation	on		
2 Adobe Acrobat XI Pro	01_Adobe Acrobat Basics	O1b Introduction to Adobe Acrobat Knowledge Check	TPC000581	Cancelled		11/30/2017	5:14 PM		Application Simulation	on	demo	
3 Adobe Acrobat XI Pro	01_Adobe Acrobat Basics	O1a Introduction to Adobe Acrobat	TPC000580	Finished		11/30/2017	5:08 PM	0:04:09	Application Simulation	on		
4 Adobe Acrobet XI Pro	03_Adobe Acrobat Advanced Editor	O1a Setting Up the Review and Comment Environment	TPC000606	Finished		11/28/2017	10:40 PM	0:02:07	Application Simulation	on		
5 Excel 2013	01_Workbook Basics	02a Navigate Worksheets and Workbooks	TPC000003	Finished		11/24/2017	6:23 PM		Application Simulation	on	test	
6 Excel 2013	03_Workbook Expert	OSa Create Formulas	TPC000069	Finished		11/22/2017	7:11 PM	0:09:01	Application Simulation	on		
17 TrialDirector 6	Transcripts	Loading Transcripts	TPC000212	Finished		11/22/2017	1:47 AM		Application Simulation	on		
8 Word 2013	04_Document Expert	15a Set Page Orientation	TPC000171	Finished		11/22/2017	1:42 AM	0:05:16	Application Simulation	on		
9 Concordance 10	Organizing a Case	Working with Tag History and Statistics	TPC000570	Finished		11/17/2017	5:09 PM	2:06:08	Application Simulation	on		

7. Rename your file using the format "Lastname.Firstname.Historyreport.Date" so your report will be properly identified as to user and content





- 8. Email the history report to your instructor as directed
- 9. Once you have completed 12 Learning Paths, email your history report to: Douglas.Lusk@LegalTechSociety.org to verify your report and request your Legal Technology Certificate
- 10. Done! 😳