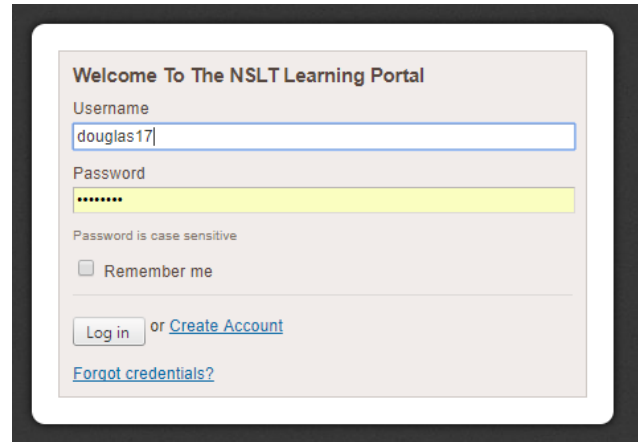
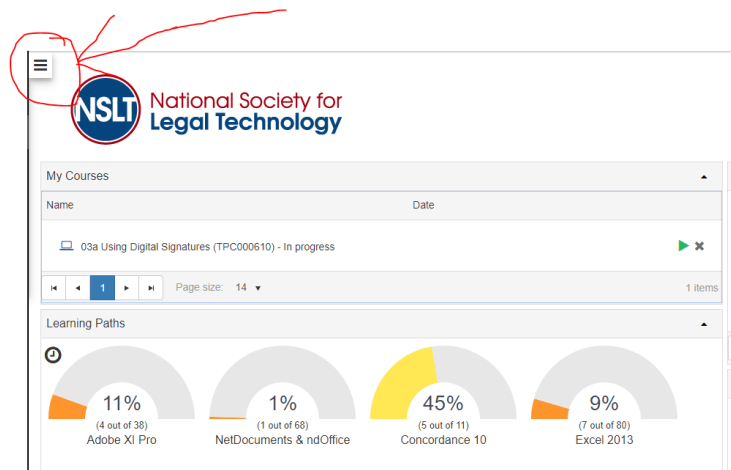


How To Access Your Training Report

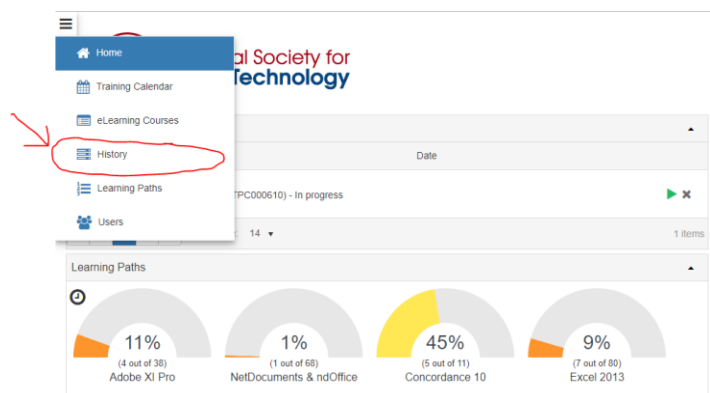
1. Login to the NSLT Learning Portal



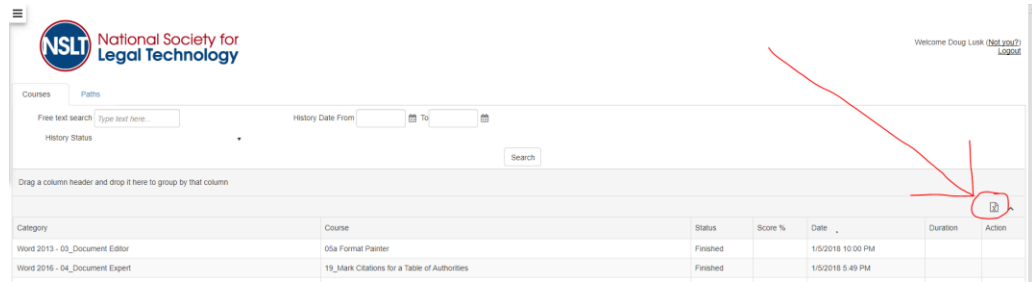
2. Open the Navigation Menu



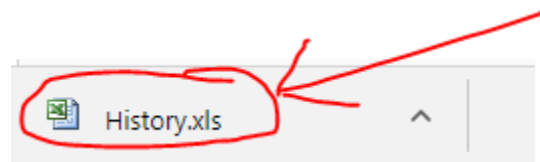
3. Go to the History tab



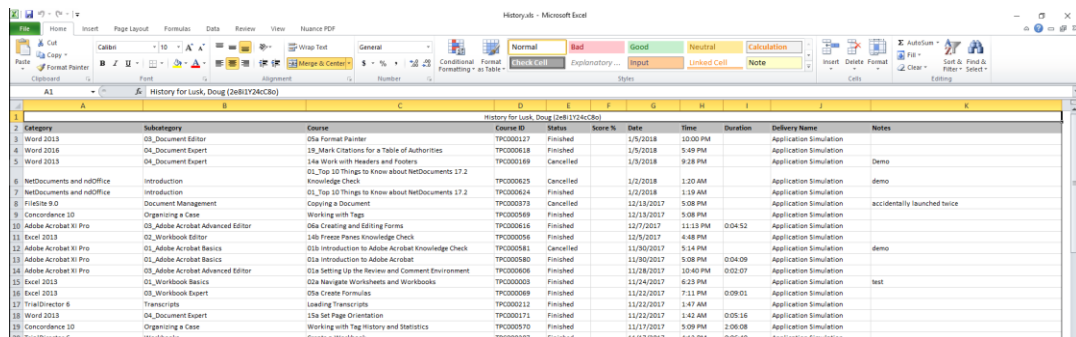
4. Press the button to “Export to Excel”



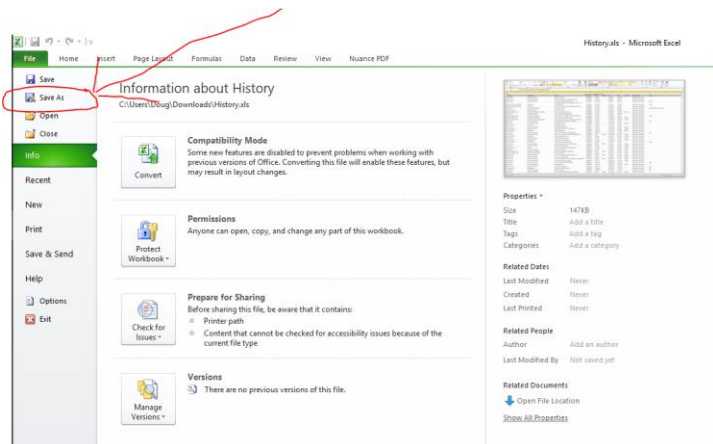
5. Your History.xls file will auto download



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



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! 😊