

Accessing the Learning Portal

1. From the Home Page of the NSLT website, Click your corresponding **Member Page**.



2. From the Member Page, Click on **Learning Portal**

NSLT is proud to offer a Legal Research Technology Certificate of learning that provides training and verifies members' knowledge of legal software. The certificate cost is included as part of the \$160 NSLT 1-year Membership Fee. The certificate process requires members to complete training modules on 7 different software programs. Each software title is broken into several 5 - 10 minute modules. This allows members to complete the certificate at their own pace and as their own time schedule allows. Some of the courses students will learn and test on are:

- Lexis+
- WestLaw
- FastCase
- CaseText
- HeinOnline
- Bloomberg Law
- TransUnion TLO

This certificate is a great way to communicate your skill and knowledge of Legal Research to your current or potential employer!

Members may start working on the eDiscovery Certificate by accessing the **NSLT Learning Portal**.

Once you have **completed all** the modules and are ready to receive your Certificate, send an email requesting verification of your training history to: Admin@LegalTechSociety.org

3. On the Learning Portal page, Click on "**launching the NSLT Learning Portal**" to enter the Learning Portal. A new tab will open to the Learning Portal

The first time you access the Learning Portal you will need to Click on Create Account to **register** for the Learning Portal to start the certificate. **This is separate from your registration ID for your NSLT Membership** (but there is no additional fee). You will then create a **password and Username** to use when you login to the Learning Portal.

You may begin (or continue) on your pathway to the certificate, **launching the NSLT Learning Portal**.

Members looking to learn about software titles which are not included in our Legal Technology Certificate program, may access video tutorials and additional information by visiting our Software Database page.

4. If this is your first time accessing the learning portal, fill in the registration form and Click **Register**. Otherwise, Click **Sign In**.

The image shows a screenshot of the NSLT registration form. The form has a white background with a blue header containing the NSLT logo and the text 'National Society for Legal Technology'. Below the header, there are several input fields: 'First Name', 'Last Name', 'Email Address', 'Telephone', 'Location' (with a dropdown arrow), and 'Password' (with a dropdown arrow). At the bottom of the form, there are two buttons: 'REGISTER' and 'SIGN IN', both of which are circled in red.

5. After registering with the Portal, you will receive your login credentials for the portal to the **email address** you provided in the registration

6. If you don't see an email from the portal, **check your email's Spam Folder**. Sometimes the school's email system filters the portal email to the **Junk Folder**

7. Enter the Username and Password provided in the email from the Portal, **Click Login**

If you forget your password, select **Forgot Credentials?** to receive a new email from the Portal



8. **Click on Learning Paths** to launch your training modules

9. **Enjoy** your 1-year access to the NSLT Learning Portal!

If you need assistance, please email:

Admin@LegalTechSociety.org

