# MANUAL
# GETTING STARTED IN NT2 SCHOOL

## CONTENT

# GETTING STARTED IN NT2 SCHOOL

Boom uitgevers Amsterdam offers a variety of online courses for non-native speakers. These courses can be found within our online learning environment, NT2 School. Below, you see the home screen of NT2 School. Before you can get started, you need to create an account. Via the button Nieuw? Registreer hier you can create an account. If you already have an account in NT2 School, then please click on Inloggen.
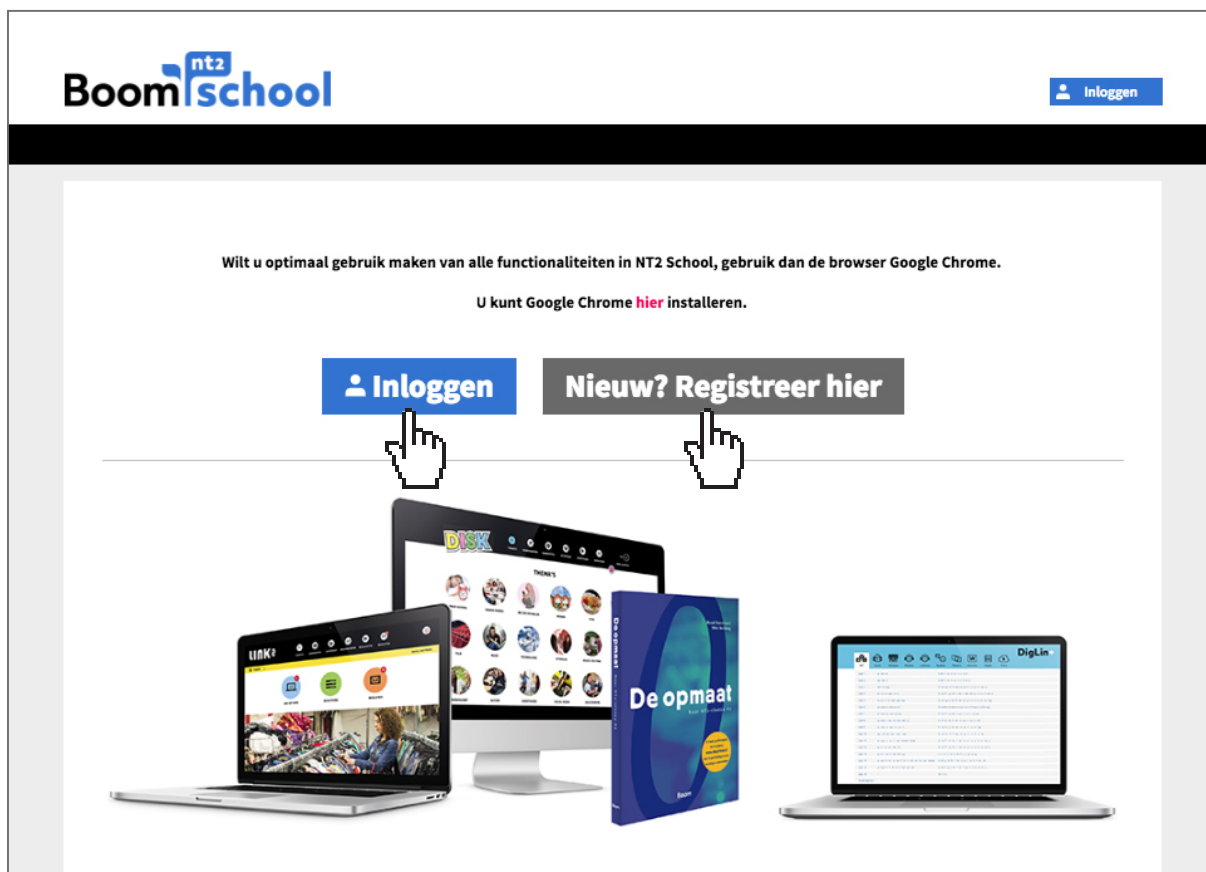
# CREATE AN ACCOUNT

Here you see the screen where you can create an account. To create an account, you must enter the following information: first and last name, email address and password. Please save your password somewhere safe in case you forget!



If you already have an account, you can log in directly with your email address and password.

# FORGOT YOUR PASSWORD?

Have you forgotten your password? Click on the button 'Forgot your password?'.



Enter the email address which you always use to log in and click on the pink Send button. An email will now be sent to your email address containing a link to change your password.

# ACTIVATING NEW COURSE MATERIAL

When you are logged in, you will enter the screen as shown below. This is your personal workspace (**MIJN WERKRUIMTE**). Click on Activeer nieuw lesmateriaal and enter the activation code as it appears in your book, or as you have received it in an email. You will only be able to use this activation code once. After entering the activation code your course material will be activated and appear for a certain amount of time. You will no longer need this activation code in the future.



Enter your activation code in the grey box and click on the button Volgende .



Click on Bevestig to activate your course material.

After entering the activation code, the course material will be activated. Under 'MIJN LESMATERIAAL' you will see which materials you have activated. To open the course material, click on Start cursus. You can now begin!