## **Northstar Digital Literacy**

## Getting Started with Northstar Online Learning at Olympic College

- 1. Fill out this form to request a Learner Account via Olympic College.
  - a. If you don't have an email account, please create one. An email is needed to retain certificates, information, test assessments, etc. If you need help with creating an email, please contact the <u>Career Center</u> or <u>Transitional Studies Office</u>.
- 2. An email invitation from Northstar Online Learning will be sent to the email you provided. Click on the link, "Click here to accept this invitation". Please follow the instructions to create a new password and then log in to <u>Northstar</u> <u>Online Learning</u>.



3. After logging in, you will be asked for your location. Unless you are in the Olympic College Career Center, answer "No, I am somewhere else."

Where are you?
Some testing locations like to track their learners' time spent doing Northstar activities.
Right now, are you physically at the testing location (Olympic College)?
○ Yes
O No, I am somewhere else
SAVE

- 4. Browse the topics and click "Take Assessment" when you're ready to be tested on the topic, or click "Lessons" to learn about the topic.
  - a. Need help navigating the website? Browse these tutorials.

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- 5. If you would like your test to be proctored to receive a certificate of completion, please make a virtual <u>appointment via Handshake</u>.
  - a. Non-students may <u>email the Career Center</u> directly for an appointment.