

How to:

ECDIS Training Assessment: onboarding guide for administrators

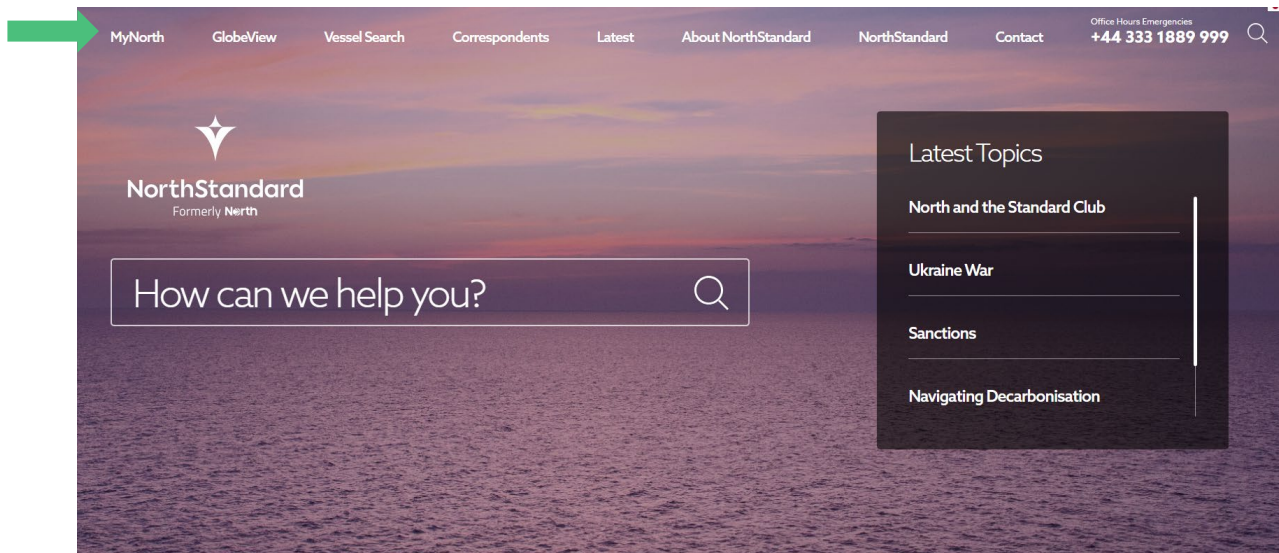


NorthStandard

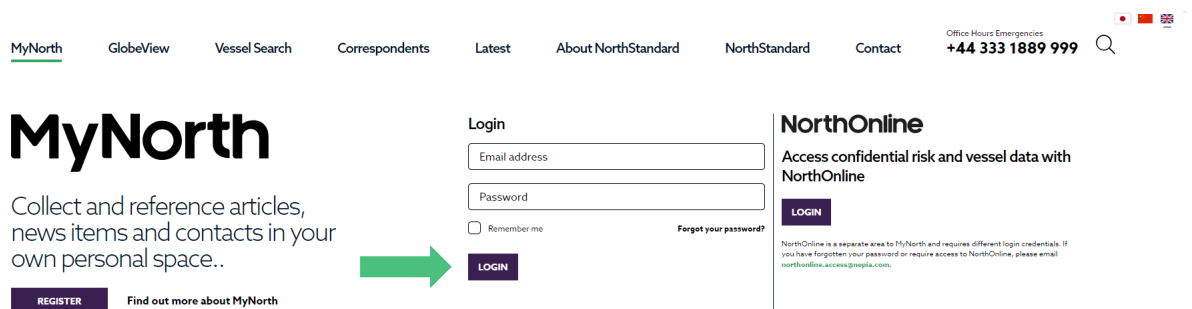
How to: register as an administrator for our ECDIS Training Assessment (ETA)

Important note: to invite users to NorthStandard's ECDIS Training Assessment tool, you will need to have a MyNorth account. Follow the instructions in the How to: register to MyNorth guide: <https://www.nepia.com/publications/how-to-register-to-mynorth/>

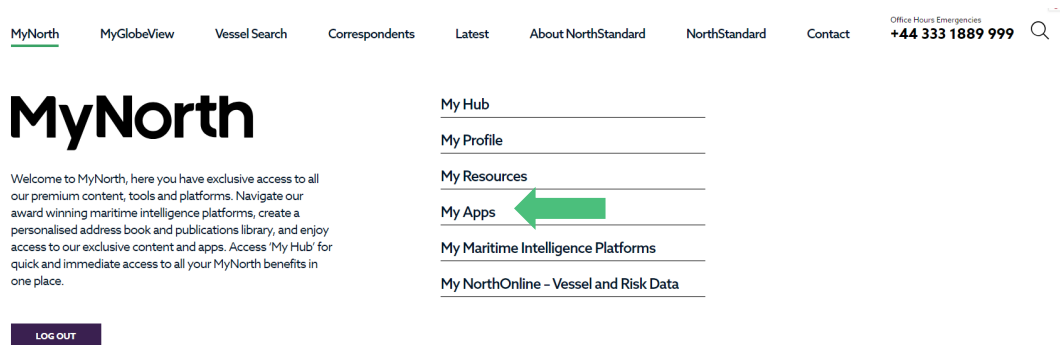
1. Once you have a registered MyNorth account and are on NorthStandard's legacy website (www.nepia.com), navigate to the MyNorth area – there are multiple ways to access the MyNorth area, however this example covers access via the top navigation.



2. Hover over 'MyNorth' in the main navigation and complete your account details (email address and password) from the login field, then click 'login'.

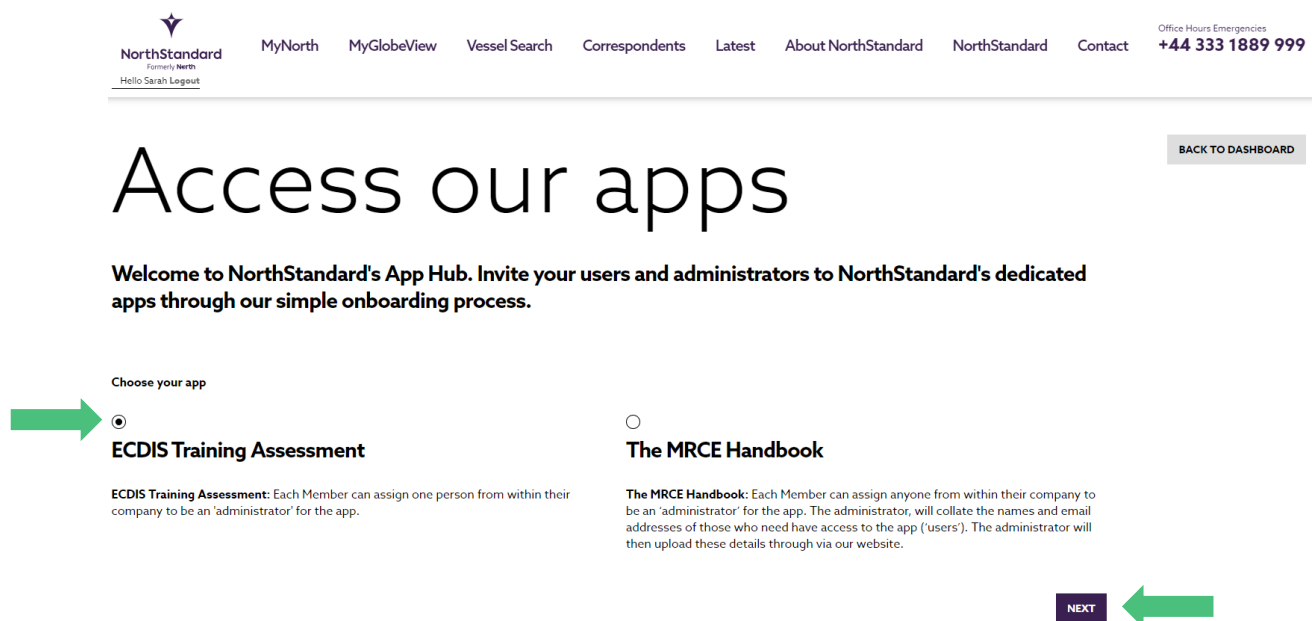


- Once you are logged in to MyNorth, navigate to the 'My Apps' link from the dropdown menu bar, then click on the heading 'My Apps'.




- You will then be directed to the '[Access our apps' page](https://www.nepia.com/application/import)' (<https://www.nepia.com/application/import>).

From this page, you can select which app you want to invite users to by clicking the radio buttons. Select the radio button displayed in the 'choose your app' section above 'ECDIS Training Assessment' and press 'next' button.



5. Complete the fields, entering your first name, last name, and email address.



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BACK TO APP SELECTION

Step-by-step process

ECDIS Training Assessment: Each Member can assign one person from within their company to be an 'administrator' for the app. The administrator will invite app users from within the ECDIS Training Assessment platform.

1. Input first name, surname and email address
2. Once complete, the contact will receive an email to verify their email address and access the ECDIS Training Assessment app

If you have any questions, please contact marketing@north-standard.com.

Add an administrator

Review our on-boarding process and how-to guide [here](#).


First name

Last name

Email

SUBMIT

6. Once you are satisfied the fields have been completed correctly, click the 'submit' button.



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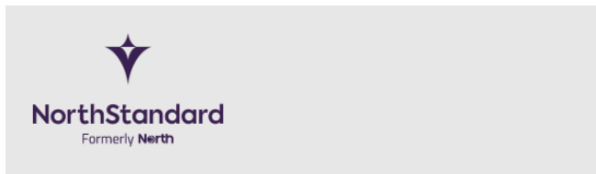
SUBMIT

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MEMBER OF


7. Once complete, you will receive an email containing further instructions on how to access ETA.



Welcome to NorthStandard's ECDIS Training Assessment (ETA).

Your account is now active (2023-09-06 14:26:36).

Access ETA


As a MyNorth user, you can access ETA and all its features. Please login to the Admin portal below using your MyNorth credentials.

[Access ETA](#)

Logging into ETA You can login to the Admin Platform using your MyNorth credentials. If you have forgotten your MyNorth password, you can reset it [here](#).

8. On our legacy North website, you will be guided to a 'submission' page. From here you can navigate back to MyNorth, by clicking on the 'back to dashboard' button. You can also take subsequent actions within our App Hub including reviewing all invitations sent and accessing the main App Hub page.

Your invite submission has been successful

[BACK TO DASHBOARD](#) 

Your invitations have now been sent

Thank you for using NorthStandard's App Hub. Depending on which app you are using, the administrator/user(s) will shortly receive an email with further instructions on how to access the required app. Note, the link contained within the email will expire within five days.

Review your invitation(s)

You can review all of your sent invitations from the main onboarding page [here](#).

You can also access our other apps and send further invitations by visiting our onboarding page [here](#).

From here you can navigate back to MyNorth [here](#).

Further Information

If you have any questions, please contact marketing@north-standard.com

Further information

If you have any questions, please get in touch with your usual Loss Prevention contact, or email marketing@north-standard.com

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