



NATIONAL INSURANCE CRIME TRAINING ACADEMY

SECTION 1 – NEW ACCOUNTS AND/OR LOGGING IN

Before you can enroll in NICTA Cyber Academy Courses, you must create a student account. If you have not already done so, please contact your supervisor or training department for complete sign up instructions including your Corporate License Code, which you will need to enter when creating your account. **Please do not create more than one NICTA Student Account.**

If you already have a NICTA Student Account, you can log in and enroll in courses using the instructions below.

Logging In:

1. Go to <http://www.nicta.org>
2. Click the "Login" button on the upper right of the page.
3. Enter your email address and password, and then click the "Login" button. NOTE: If you have forgotten your password, click the "Login" button in the upper right corner of the home page. On the next "Login" screen, enter your email address and click the "Email Password Reminder" button.
4. Once you are successfully logged in, you will be at your NICTA Student Homepage. Your Student Homepage has a listing of all of the courses you are enrolled in, or have completed, along with your test scores. This is your official transcript of all NICTA Courses. If you are already enrolled in a course, you can start or resume your learning from this page.



NATIONAL INSURANCE CRIME TRAINING ACADEMY

SECTION 2 – ENROLLING IN COURSES/ONLINE OFFERINGS

Enrolling in Courses:

1. From your NICTA Student Homepage, click the "Student Union" link on the left side of the page or in the top menu.
2. Choose one of the categories at the top of the Student Union or one of the icons on the screen. NOTE: if you are interested in obtaining Continuing Education credit for your NICTA Courses, please click the "CE Information" button for full details. Your point of contact for all CE questions is orders@nicta.org. **Please check the CE Information prior to taking courses to insure the course you take is approved for CE's in your state.** After completing the course you must send an email to orders@nicta.org requesting that CE's be processed.
3. Click the icon for the course in which you wish to enroll. You will then be taken to the "Course Description Page."
4. From the Course Description page, you can view a full description of the course, or click the "Enroll" link at the bottom of the page to enroll in the course.
5. Once you have enrolled, you can click the "Start" link to begin the course, or you can return to your Student Homepage, where the course will be listed as "Enrolled".

If you need further assistance, please feel free to contact support@nicta.org.