



Your Portal to Courses,
Assignments, Grades,
Financial Information
and More!



**NORTHERN
CAREER
INSTITUTE**



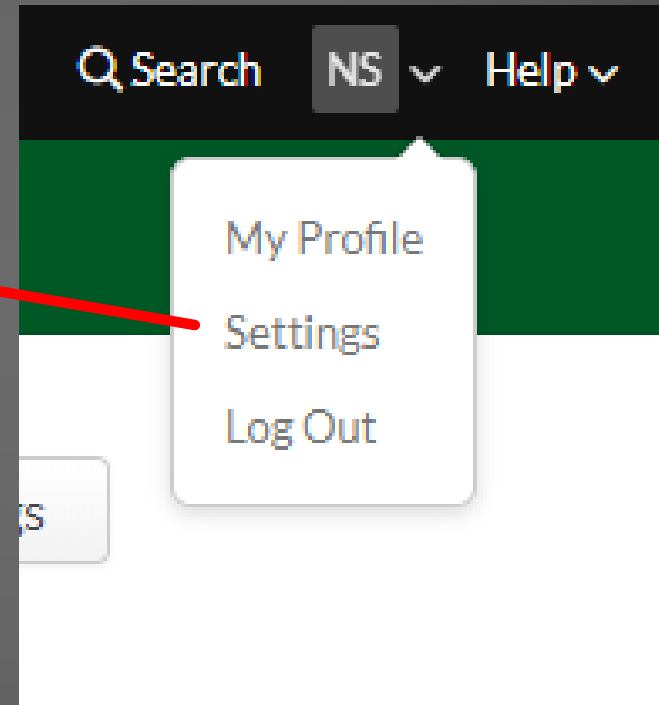
First Things First!
AFTER creating your new
account in Populi,
follow the steps in the next
FIVE slides



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Populi – First Things First

Click your initials
in the UPPER
RIGHT
Then click
SETTINGS



Populi – First Things First

Home Files Calendar Search

Northern Career Institute

My Settings

- General
- Security
- Notifications

Timezone
Select your local time zone from the drop-down.
(GMT-05:00) Eastern Time (US & Canada)

Make my profile private
Select "Yes" to hide your profile from non-staff users.
☒ Yes ☐ No


Automatically mark discussion posts as read
Select "No" if you wish to manually mark posts as read.
☒ Yes ☐ No

Save Settings

Change this to
Yes
Then click
Save Settings

Populi – First Things First

Home Files Calendar Q Se

 Northern Career Institute

My Settings

General

Security

Notifications

Text notification number

Enter the 10-digit phone number where you'd like to receive text notifications and click "Send Verification Code".

USA and Canada only

Email notification address

Enter an email address where you'd like to receive notifications and click "Send Verification Code".

Notify me about Populi product updates

Select "Yes" to receive notifications about new features to Populi.

☐ Yes ☒ No

Notify me of logins from new devices

Whenever my account is used to login on a new device, let me know.

☐ Send me a push notification

☐ Send me an email

SCROLL DOWN
then
Uncheck these!
And click
Save Settings

Populi – First Things First

The screenshot shows the 'My Settings' page in the Populi system. At the top, there is a navigation bar with 'Home', 'Files', and 'Calendar' links, and a search bar on the right. Below this is a green header with the Northern Career Institute logo and name. The 'My Settings' section has three tabs: 'General', 'Security' (which is highlighted with a red circle), and 'Notifications'. The 'Security' tab contains a 'Change password' section. This section includes a paragraph of instructions, three input fields for 'Current Password', 'New Password', and 'Confirm New Password', and a 'Save Settings' button (also circled in red). A red arrow points from a text box to the 'New Password' field.

Home Files Calendar Search

Northern Career Institute

My Settings

General **Security** Notifications

Change password

If you'd like to change your password, enter your current and new passwords here. Otherwise, leave them all blank. You can use letters, numbers, spaces, and special characters (like <>?&\$, etc.).

Current Password

New Password

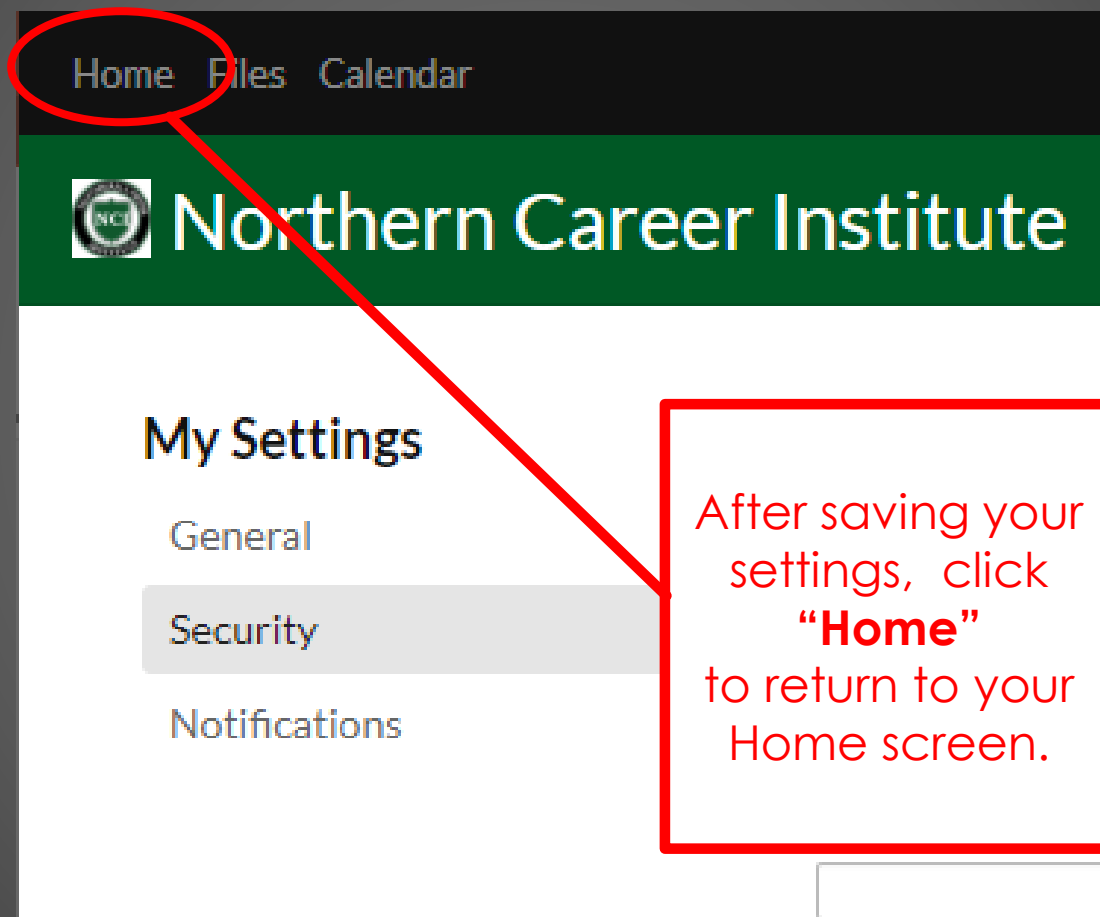
Confirm New Password

Save Settings

By the way...

You can change
your password
here!

Populi – First Things First





Take a look at the next
SIX slides for a (very)
brief introduction to
Populi



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Populi – HOME Screen

The screenshot displays the Northern Career Institute Populi HOME Screen. The interface includes a top navigation bar with links for Home, Files, and Calendar, and a search bar. Below this is a green header with the Northern Career Institute logo and name, and sub-navigation links for Home, My Profile, and My Courses. The main content area is divided into several sections: Alerts, The Feed, Events, Add a to-do, and Courses. Annotations with arrows point to specific elements: 'Alerts – such as due dates for assignments or tuition payments.' points to the Alerts section; 'School announcements and news are here' points to a post in The Feed; 'Today's classes and upcoming assignments show here' points to the Events section; and 'Course list is located here. Click a course to see more detail. Current grade is on the right' points to the Courses section.

Home Files Calendar

Q Search NS Help

Northern Career Institute

Home My Profile My Courses

Dashboard To-Do

Alerts
No alerts available.

The Feed

Lifeline IDA
Vicki Morley · 10 days ago
Lifeline IDA

Events
No events in the next seven days

Add a to-do

Courses
Show EVE FALL 2019 : 2019-2020:
 PN1050: Growth and Development


Annotations:

- Alerts – such as due dates for assignments or tuition payments.
- School announcements and news are here
- Today's classes and upcoming assignments show here
- Course list is located here. Click a course to see more detail. Current grade is on the right

Populi – Essentials

Home Files Calendar

Q Search NS Help

 Northern Career Institute


Home My Profile My Courses

Dashboard To-Dos Groups


Alerts
No alerts available.

Events
No events in the next seven days.

The Feed

 **Lifeline IDA**
Vicki Morley · 10 days ago

Lifeline IDA




Read more

Comment

Courses

Show EVE FALL 2019 : 2019-2020:

 [PN1050: Growth and Development](#)

Click a course to see more detail.

Populi – Essentials

The screenshot displays the Populi LMS interface for Northern Career Institute. The top navigation bar includes links for Home, Files, and Calendar, along with a search bar and user profile options. The course page for PN1050: Growth and Development is shown, featuring a book cover for the 2nd edition of 'Growth and Development Across the Lifespan'. The left sidebar contains a list of navigation links: Dashboard, Syllabus, Files, Assignments, Lessons, Discussions, Tests, Calendar, and Roster. A red box highlights the 'Assignments' link with the text 'Click Assignments to see grade details'. The main content area includes sections for Alerts (No alerts available), Bulletin Board (Share something with the class...), Status (Enrolled), Grade, Attendance (100% Detail), Schedule (There are no scheduled events in the next seven days), and My Discussions (There are no recent discussion updates).

Home Files Calendar

Q Search NS Help

Northern Career Institute

Home My Profile My Courses

PN1050: Growth and Development

Alerts
No alerts available.

Bulletin Board
Share something with the class...
Formatting guide Post

Status
Enrolled

Grade

Attendance
100% Detail

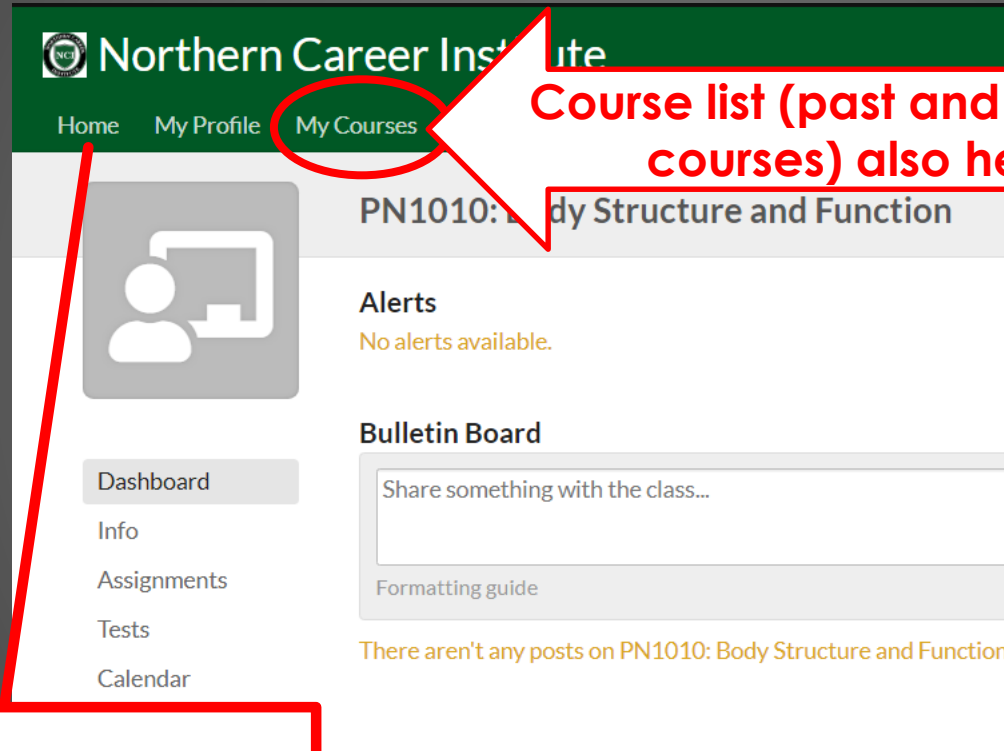
Schedule
There are no scheduled events in the next seven days.

My Discussions
There are no recent discussion updates.

Click
Assignments to
see grade details

Read more

Populi – Essentials



Course list (past and present courses) also here

Click Home to return to your list of classes

Populi – “My Profile”

The screenshot shows the 'My Profile' page for Northern Career Institute. The page has a green header with the institute's name and a navigation bar with 'Home' and 'My Profile' (circled in red). Below the header, there's a profile section with a placeholder for a profile picture and the name 'Your Name' in a black box. Underneath the name, it says 'Licensed Practical Nurse • Licensed Practical Nursing'. There are three tabs: 'Info', 'Student', and 'Financial'. The 'Info' tab is selected. Below the tabs, there's a 'Contact Info' section with a list of 'Home' addresses, each with a star and a lock icon. To the right of the 'Financial' tab, there's a red callout box that says 'Tuition, fee and loan info here'. Below the 'Contact Info' section, there's another red callout box that says 'Current and past course info here Can print verification letter here!'. To the left of the 'Contact Info' section, there's a third red callout box that says 'Contact info here. Notify office BEFORE making changes!'. The 'add' button is visible on the right side of the page.

Northern Career Institute

Home **My Profile**

Your Name

Licensed Practical Nurse • Licensed Practical Nursing

Info Student Financial

Contact Info

Home ★ 🔒

Home ★ 🔒

Home ★ 🔒

add

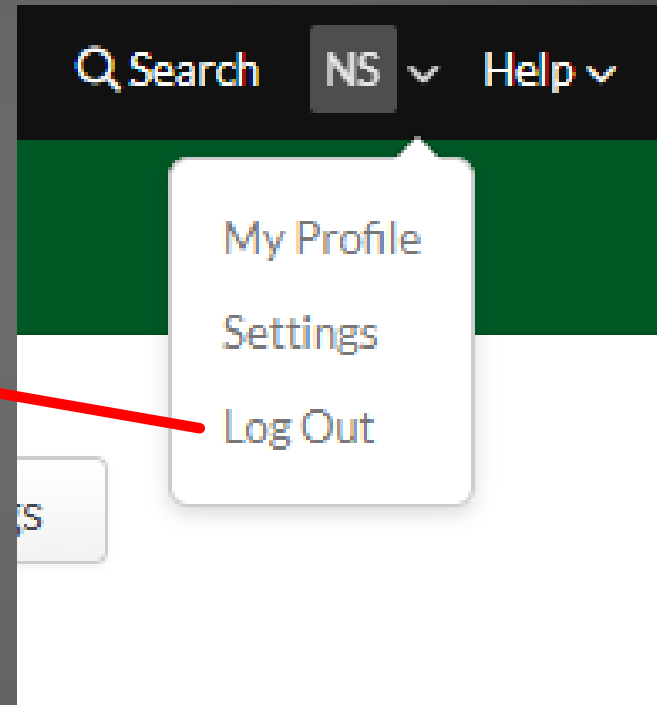
Contact info here.
Notify office
BEFORE
making
changes!

Current and
past course
info here
Can print
verification
letter here!

Tuition, fee
and loan
info here

Populi – Logging Out

Click your initials
in the UPPER
RIGHT
then click
Log Out





There are **TWO** ways to
access your Populi
account from a web
browser...



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Populi

1.) Direct web URL:

ncioh.populiweb.com

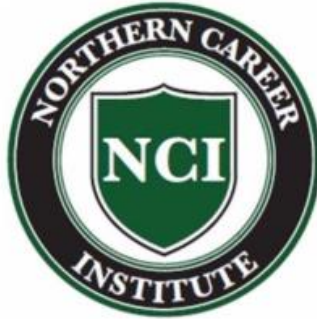
OR

2.) **Go to: ncioh.edu** then...

Bottom **left** side

select **Populi**

Populi – This is the Populi login window...



Username Remember ☐

Password Show ☐

[Forgot your username or password?](#)

[Terms of Service](#) [© Populi 2017](#)



Populi has an app for both
Android and iPhone...

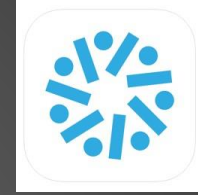
see next **TWO** slides.

BUT **MUST** create your new
account in a web browser FIRST!!



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Populi – Smartphone App



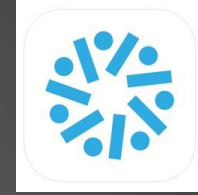
- **iPhone** and **Android** app can be downloaded from App or Play Store (**Populi**)

Be sure you
do this the
first time!!

**Your school =
ncioh**

The image shows the Populi app's login screen. At the top, the word "Populi" is displayed in a blue, sans-serif font. Below the logo is a text input field containing the placeholder text "yourschool.populiweb.com". A red arrow points from the "ncioh" part of the text box to this input field. Below the input field is a light gray button with the word "Continue" in a smaller, gray font.

Populi – Smartphone App Login Screen...



Log In

[Forgot your username or password?](#)



That's It!
Questions?
Just Ask!!!



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