

Populi

GRADEBOOK ACCESS



Populi

- ▶ New student software this year (2017-18)!
- ▶ Grades available now.
- ▶ Tuition, loan, payment information coming.
- ▶ Getting started...look for a “Welcome” email...

► Populi “Welcome” Email

Subject: Welcome to Northern Career Institute

Northern Career Institute has created a user account for you on Populi.

Your username is **< first initial last name 17 >**

To get started, **click this link** to set your password and log in. This link will expire on x/x/2017, so make sure to set up a password as soon as possible!

After logging in, you can access Populi at any time by visiting <https://ncioh.populiweb.com> and entering your username and password.

If you have problems logging in, please contact a staff member at Northern Career Institute.

Populi

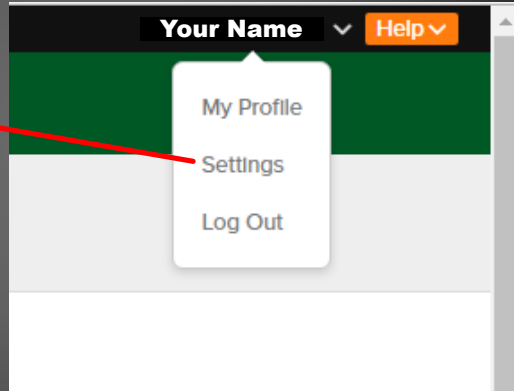
► Steps to create a new Populi account:

- Note your new user ID (from email)
- Click link in email
- Enter your cell phone number (for text messages)
- Enter verification code sent to your cell
- Enter new password
 - Requirements:
 - 10 characters
 - 1 upper case letter
 - 1 lower case letter
 - 1 number

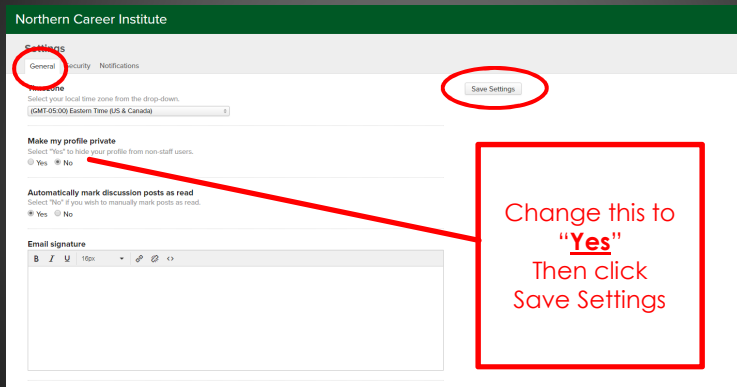
Populi

Populi – First Things First

Click your name
in the UPPER
RIGHT
Then click
SETTINGS



Populi – First Things First



Change this to
"Yes"
Then click
Save Settings

Populi – First Things First

Northern Career Institute

Settings

General Security **Notifications**

Text notification number
Your text notification number is active. Save Settings
Stop receiving text notifications

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

Notify me about Populi product updates
Select "Yes" to receive notifications about new features and changes to Populi.
 Yes No

Notify me of instructor bulletin board posts
Whenever an instructor posts to a bulletin board in one of my courses, let me know.
 Send me a push notification
 Send me an email - Required notification

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

Notify me of replies to my bulletin board posts
Whenever someone comments on one of my bulletin board posts, let me know.
 Send me a push notification

**Uncheck these!
Then click
Save Settings**

Populi – First Things First

Northern Career Institute

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

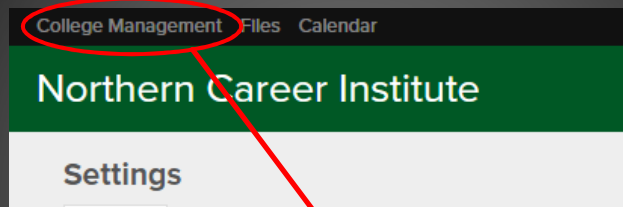
New Password

Confirm New Password

Save Settings

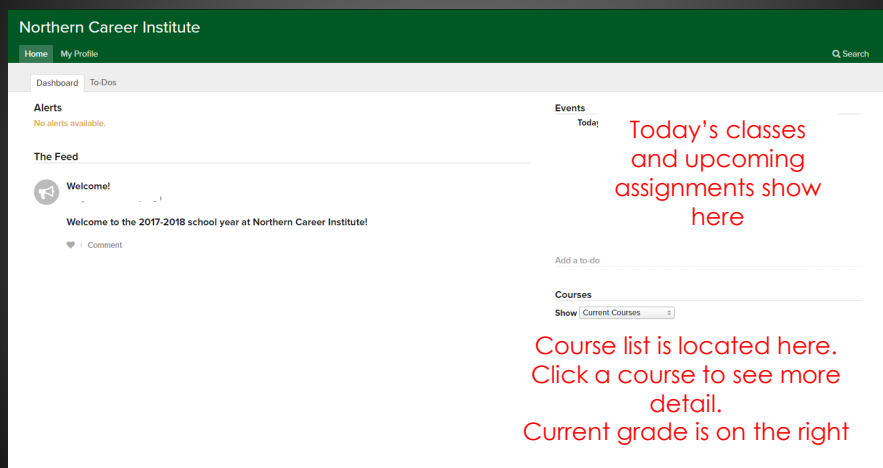
**You can change
your password
here!**

Populi – First Things First

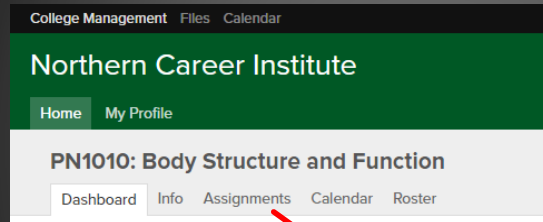


After saving your settings, click **“College Management”** to return to your Home screen.

Populi – Getting started

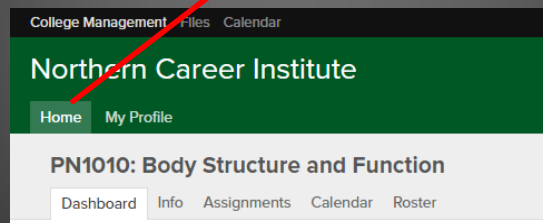


Populi – Getting started



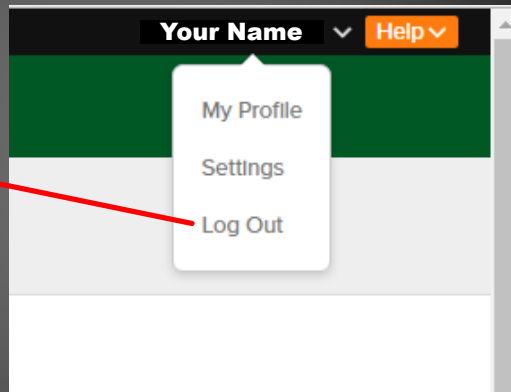
Click Assignments to see grade details

Populi – Getting started



Populi – Logging Out

Click your name
in the UPPER
RIGHT
then click
Log Out



Populi

Direct web URL:

ncioh.populiweb.com

OR

ncioh.edu then...

Bottom **left** side of any page
Populi

Populi - Web Login

Username Remember

Password Show

[Forgot your username or password?](#)

[Terms of Service](#) © Populi 2017

Populi - "My Profile"

Northern Career Institute

Home **My Profile**

Your Name

Licensed Practical Nurse - Licensed Practical Nursing

Info Student Financial

Contact Info

Home ★

Home ★

Home ★

Mark old Edit

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 – Smartphone Apps



- **iPhone** app can be downloaded from App Store today (**Populi**)
- **Android** app is in development, so must use website for now!