GRADEBOOK ACCESS
Access Course History, Past and Present Grades and Financial Information

Getting started…look for a “Welcome” email…
Northern Career Institute has created a user account for you on Populi.

Your username is <first initial last name 20>

To get started, click this link to set your password and log in. This link will expire on x/x/2020, 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.
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 – Getting started

Course list is located here. Click a course to see more detail.

Current grade is on the right.

School announcements and news are here.

Alerts – such as due dates for assignments or tuition payments.

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.
Click your initials in the UPPER RIGHT, then click SETTINGS.
Populi – First Things First

Change this to "Yes"
Then click Save Settings
Uncheck these!
Then click Save Settings
By the way...
You can change your password here!
Populi – First Things First

After saving your settings, click "Home" to return to your Home screen.
Populi – Essentials

Click a course to see more detail.
Click Assignments to see grade details
Click Home to return to your list of classes

Course list (past and present courses) also here
Populi – “My Profile”

- **Your Name**
  - Licensed Practical Nurse • Licensed Practical Nursing

- **Contact Info**
  - Home

- **Your Name**
  - Home

- **Tuition, fee and loan info here**

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

Contact info here. Notify office BEFORE making changes!
Click your initials 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
Populi – Smartphone App

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

Your school = ncióh