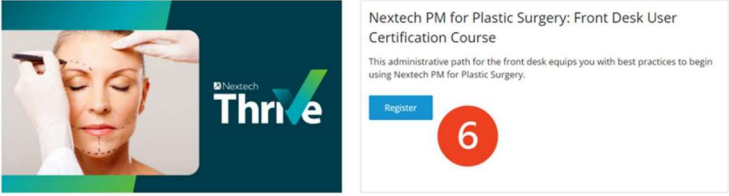


## Creating Your User Account


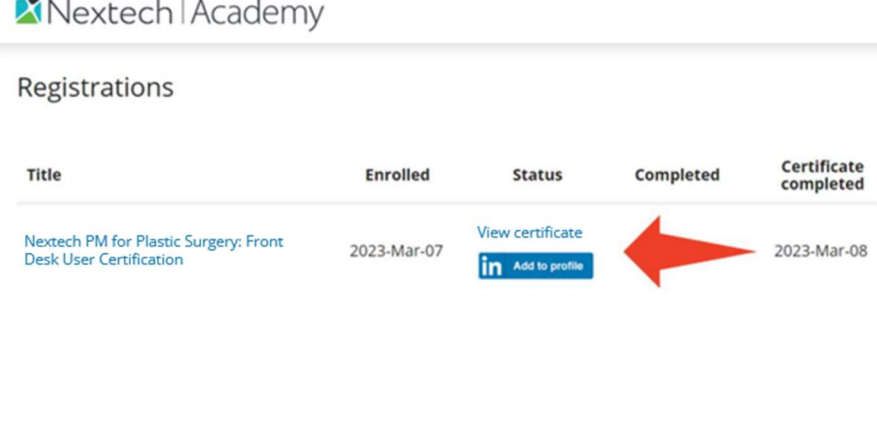
Follow these instructions to create your individual user account under your practice and begin your training.

<p>1. Access Nextech Academy at <a href="https://academy.nextech.com">https://academy.nextech.com</a>.</p>	
<p>2. Enter your practice's access code from the Welcome email.</p> <p>3. Enter your work email and a strong password, then complete the remaining fields.</p>	
<p>4. On the home page, click on your specialty.</p>	
<p>5. On the next page, click on your product.</p>	

<p>6. Then, click the <b>Register</b> button to begin.</p>	
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## Getting Your Certificate

Once you have completed the course lessons and passed the exam, follow these steps for your certificate.

<p>Go to your Nextech Academy profile by clicking on the icon in the top right corner of your screen.</p>											
<p>Scroll down to the Registrations section to the exam you took.</p> <ul style="list-style-type: none"> <li>You can view and download your certificate from the <b>View certificate</b> link.</li> <li>You can also share your certificate on LinkedIn from the <b>Add to profile</b> link.</li> </ul>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Enrolled</th> <th>Status</th> <th>Completed</th> <th>Certificate completed</th> </tr> </thead> <tbody> <tr> <td>Nextech PM for Plastic Surgery: Front Desk User Certification</td> <td>2023-Mar-07</td> <td>View certificate Add to profile</td> <td>←</td> <td>2023-Mar-08</td> </tr> </tbody> </table>	Title	Enrolled	Status	Completed	Certificate completed	Nextech PM for Plastic Surgery: Front Desk User Certification	2023-Mar-07	View certificate Add to profile	←	2023-Mar-08
Title	Enrolled	Status	Completed	Certificate completed							
Nextech PM for Plastic Surgery: Front Desk User Certification	2023-Mar-07	View certificate Add to profile	←	2023-Mar-08							

## Contacting Us

If you need support with your Nextech Academy account, please contact us directly at [academy@nextech.com](mailto:academy@nextech.com).