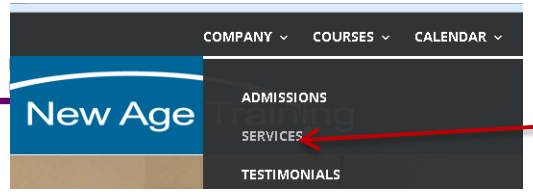
3 Easy Steps to Access Our Online Library

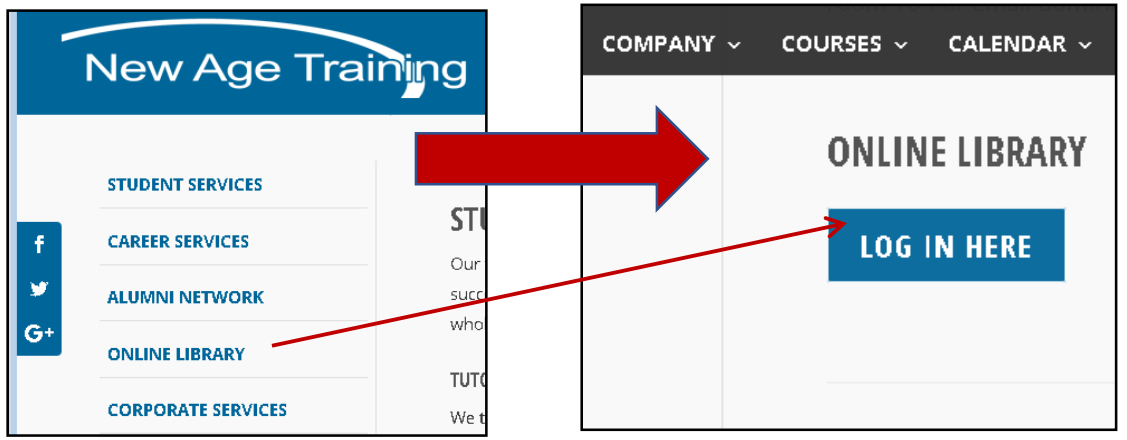
Step 1



Go to **Company** & click on the **Services** link

Step 2:

Click on **Online Library** and then **Log In Here**

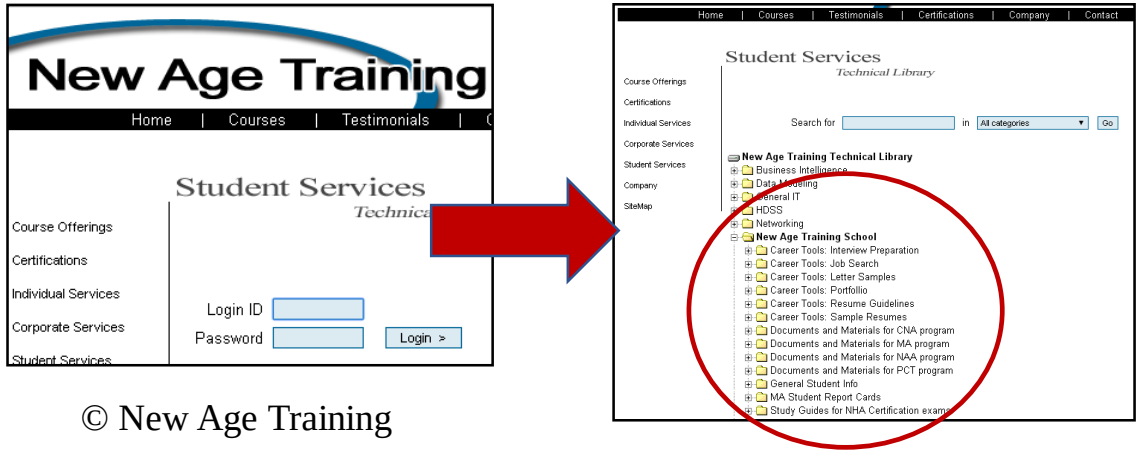


Step 3:

Login ID: nat_xxxxx

xxxxx - 5 Digit Student ID

Password: XXXXXXXX



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Access to Online Library and Student Report Card

In order to access New Age Training's Online Library, each student must know his/her Student ID. If you do not know your Student ID (5 digits XXXXX), please ask your instructor or contact the Front Desk for assistance. Online access to your Student Report Card is available for students who are enrolled in a program with a program length more than 300 clock hours.

Instructions on how to access the Library and how to find your "Report Card"

Step 1. Please go to our web site **www.newagetraining.com**
Step 2. Click **"Company"**
Step 3. Click **"Services"**
Step 4. Click **"Online Library LOG IN Here"**
Step 5. Enter Login ID as: nat_XXXXX, a Password and click **"Login"**
NOTE: XXXXX is your 5 digits Student ID and you will receive a **Password from your instructor**
Step 6. Go to folder **"New Age Training School"** and click on **"MA Student Report Cards".**

Find your Report Card (all cards are sorted by Student ID) and **click on a card with your Student ID**. Then, **click to download (open)** your Report Card. To **protect your privacy**, you will be asked to **enter a password - 4 last digits of your SS#.** When you open your Report Card, you will see subjects that you have taken, attended hours and your Final Grade for each subject.
Status for the subject is **"Completed" if your attendance is above 80% and a final grade for the subject is at least "C".** If a subject status is "**INC" (Incomplete), you have either attendance below 80% or a grade below "C" or "INC".** In this case, you need to meet with Program Coordinator as soon as possible to discuss how you may correct the situation.