



Completing the Northern Lights Training Application

After you have created your Northern Lights Account, you must complete an application before registering for trainings. This process is only completed once, and takes about 5 minutes to complete.

1. Log in to your account at the [Northern Lights Account Portal](#). Once logged in, you will be taken to the Application page. If you have just created an account, you will automatically be taken to the Application page.
2. Click the “Start New Task/Application” box, and select “Northern Lights Training”, then “Open Application”.
3. To complete the application, please follow the instructions on the application page. Any fields that have a “*” next them are required to complete the application. When you have completed the “Personal/Contact Information” section of the application, click “Continue” to be taken to the next section of the application.
4. The “Demographics” and “Employment” sections contain a number of optional questions. Additional information on these questions are provided on the application itself. You may choose to enter any optional information in the appropriate fields, and select “Continue” to be taken to the next section of the application.
5. When you reach the “Electronic Signature” section of the application, enter your full legal name, then click “Confirm”.
6. If there are any required fields which have not been completed, you will see these listed in red text on the “Review” section. If there are no required fields left to complete and you are satisfied with your application, click “Submit Application”.