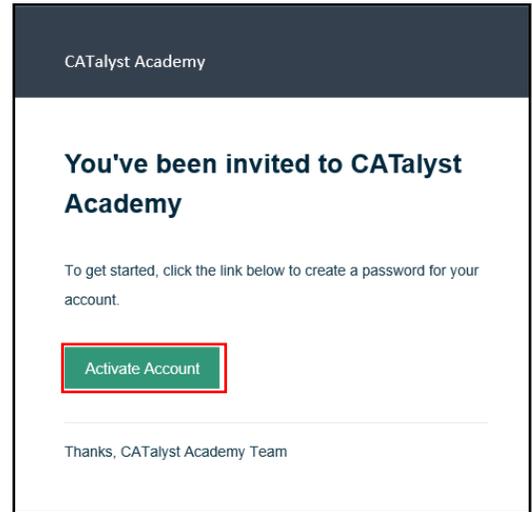# Getting Started using CATalyst Academy

Starting March 2023, your Edge for CATalyst® support plan will also include the training content in the CATalyst Academy.

In this document you will learn how to login to CATalyst Academy, the types of content that exists within the Academy, and how to access the content.

1. Activating Your Account

When access to training content becomes available, customers with an Edge plan will receive an email from CATalyst Academy at the address associated with their account. This email will prompt you to create a profile and password to activate your account. Select "Activate Account" to get started.

CATalyst Academy

You've been invited to CATalyst Academy

To get started, click the link below to create a password for your account.

Activate Account

Thanks, CATalyst Academy Team

The Email field will be populated with the information associated with your Edge account.

Enter your first name, last name, and password. Your password must include a minimum of 8 characters that includes 1 uppercase letter, 1 lowercase letter, 1 digit, and 1 special character.

Optional: You can upload a custom image to personalize your account.

My Profile

Email *

Jane@emailaddress.com

First Name *

Last Name *

Display Name

Password *

By submitting this form you agree to the Terms of Use

Save Profile

Adding a photo adds a personal touch to your profile. Your profile picture is used as the icon for your account to represent you. It is also displayed in various other places next to your name.

For the best results, your profile picture size should be at least 400x400 pixels, and a max size of 2MB. The file format should be PNG, JPG or GIF.

○ Use Gravatar™
● Upload Custom Photo

Upload Photo

Congratulations, you now have access to CATalyst Academy!

Stenograph

1b. Activating Your Account Without an Email

Didn't receive or can't find your email? No problem! Go to https://catalystacademy.northpass.com, and click "Forgot my password."

Enter the email address associated with your Edge plan and select "Send Password Reset Instructions" to resend the invitation email.

The invitation email will provide directions to create a profile and password to activate your account. Select "Activate Account" to get started and follow the prompts (as described on page 2 of this document).
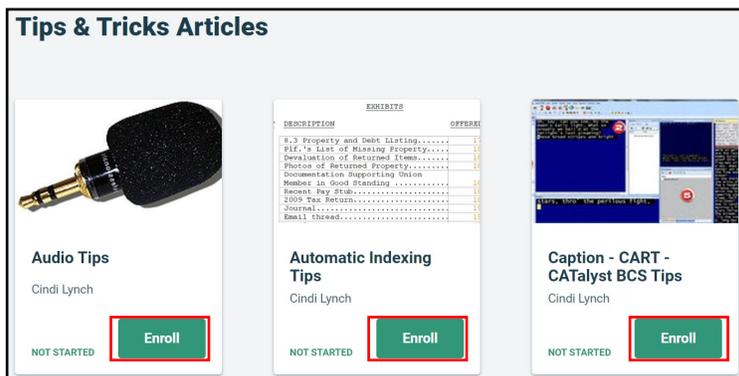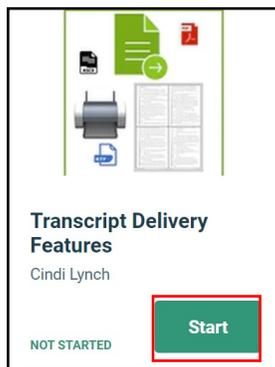
2. How to Access Content

All content in CATalyst Academy is displayed under **Catalog.** You can filter the content by selecting **Webinar Video Library** or **Tips & Tricks Articles** under Categories on the left side of the screen. Click "Webinar Video Library" to see the topics with video content and related documents. Click "Tips & Tricks Articles" to see topics with tips documents.
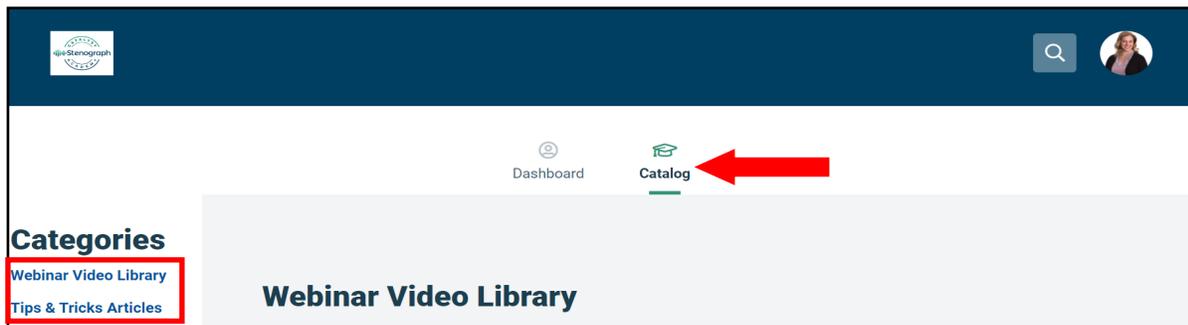
Content is arranged by topics. To access the content in a topic, select the **Enroll** button to add it to your personalized Dashboard.


Once you have clicked Enroll, the topic will appear in your Dashboard, and the Start button will display. Click **Start** to open the topic.

2. How to Access Content (Continued)

Clicking **Start** will open the **Table of Contents** along the left side of the screen, and list Topic Headings. For Example, if you click Start for the *Transcript Delivery Features* topic, you will see Topic Headings for *Finish 'em* and *Comprehending Compress Print.*
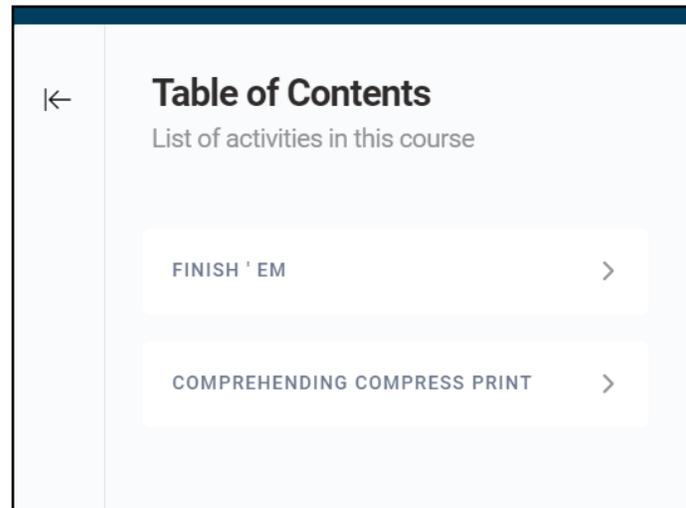

Content within CATalyst Academy includes Webinar Videos, Content Guides, Handouts, and Tips & Tricks Articles.

⇒ **Webinar Videos**: Topics are focused on CATalyst features, but also cover a variety of Stenograph products including Luminex II and CaseViewNet.

⇒ **Content Guides:** Time-referenced, searchable content guides allow you to fast forward through the Webinar Video and go directly to the material you wish to review.

⇒ **Handouts**: Some Webinar Videos are accompanied by detailed handouts with detailed step-by-step instructions and summaries of some concepts.

⇒ **Tips & Tricks Articles:** Short articles that target a specific option or feature and provide insight for practical usage.

2. How to Access Content (Continued)

Click the Topic Heading (or the arrow next to the Topic Heading) to expand the display content options for that topic, which may include **videos**, **content guides**, **handouts,** or **articles**. Click the circle to the left of the activity to display and access that content.
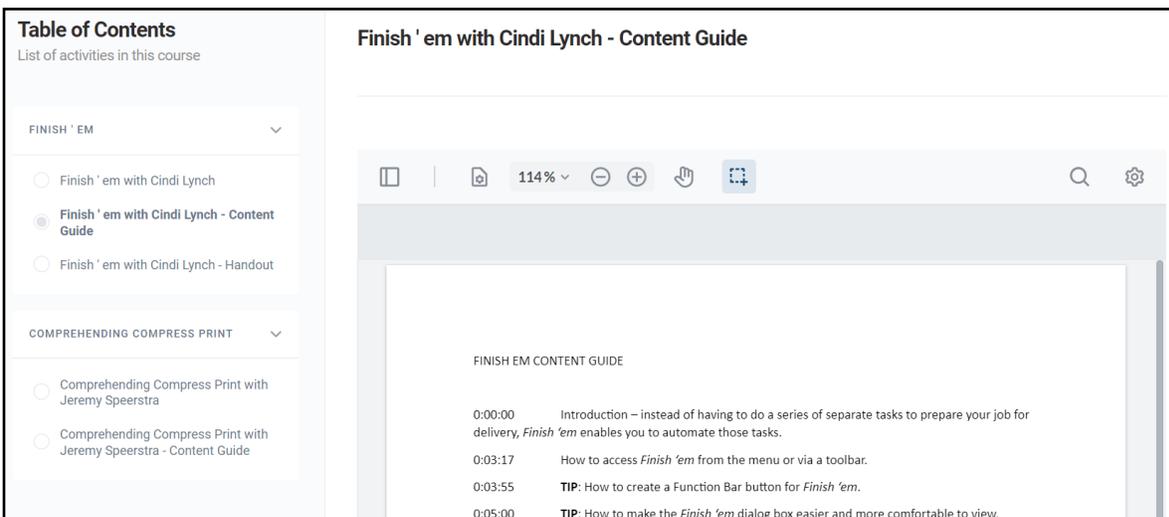
Content Guides and **Handouts** are searchable by selecting the magnifying glass on the upper right corner. Searching for a word will display all the instances of that word within the document.

Handouts and **Articles** can be downloaded by selecting the down arrow on the document menu.
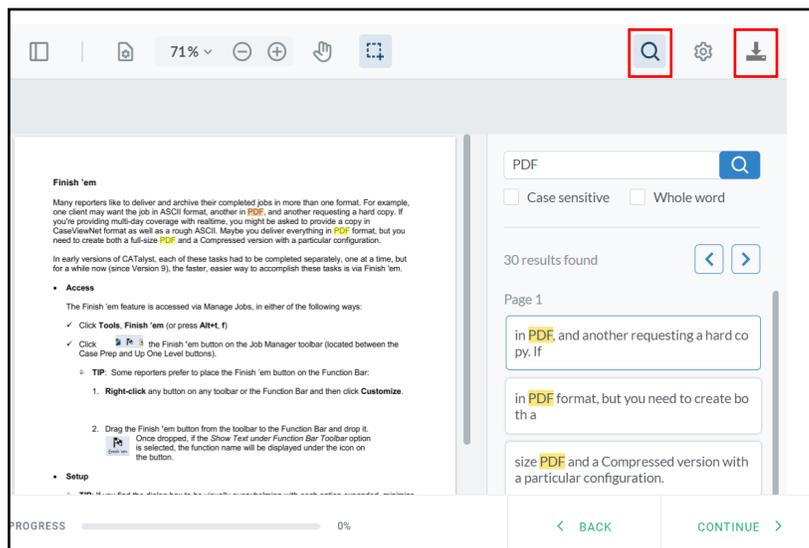
Click the **Menu** (gear) icon to access controls to expand the content to the full screen, print the content, and/or to switch between Dark mode and Light mode.