

# ***iPortal User Guide***

**For Assistance, Please Contact NXL:**

**Toll Free: 1.877.253.0114**

**[support@nxltech.com](mailto:support@nxltech.com)**

**NXL**  
**TECHNOLOGIES**



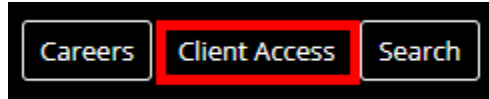
## ***iPortal User Guide***

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## 1. Creating a New Username and Password

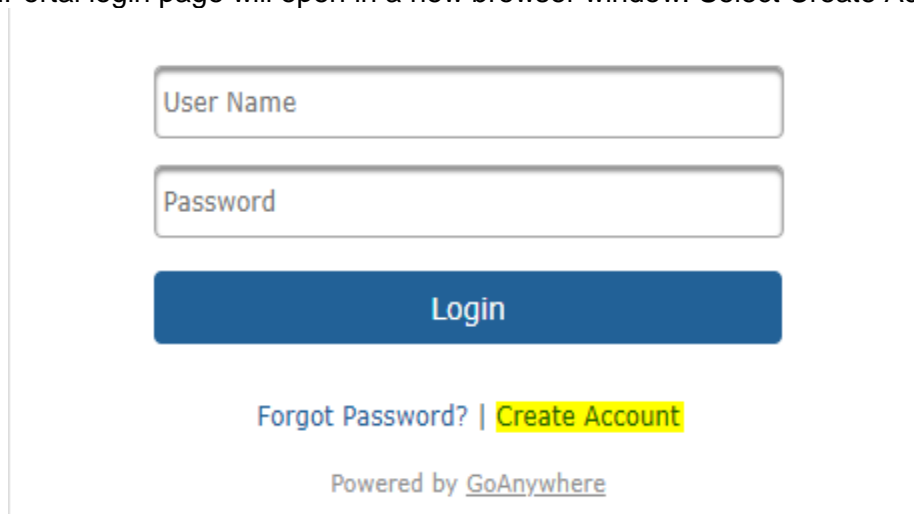
1. Open a web browser and go to [www.nxltech.com](http://www.nxltech.com). Select the iPortal tab along the top of the website.



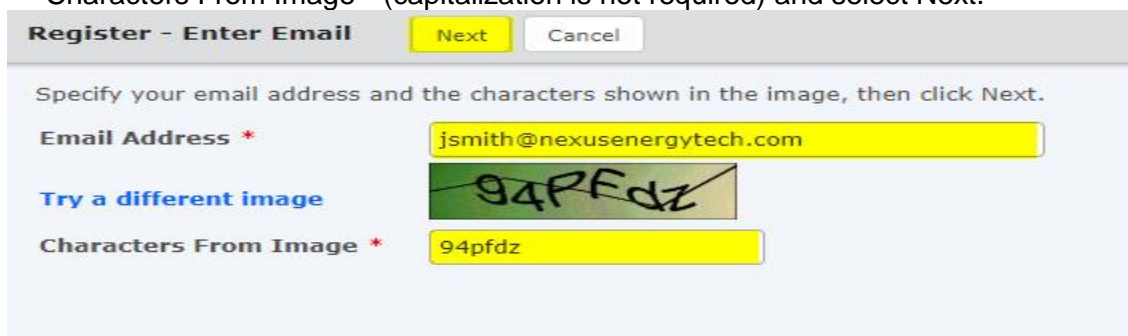
2. Select Click Here to Login under iPortal Access tab



3. The iPortal login page will open in a new browser window. Select Create Account.



4. Enter your company email address (personal emails will not be accepted), fill in Characters From Image \* (capitalization is not required) and select Next.



5. A verification code email will be sent to your email. If it does not appear in your inbox ensure to check your junk email. If it is not in either, please contact [support@nxltech.com](mailto:support@nxltech.com)

- Copy the verification code from the email and paste it into the Verification Code \* box and select Next. If the Verification Code does not work, use the Verify Email Address button or the link at the bottom of the email.

## Verification Required

To continue registering, please copy the verification code below into your browser

Verification Code: **9a75ff54-c5ee-441e-be2f-1b20ffab183c**

Use the Verify Email Address button or the link if the Verification code does not work

Verify Email Address

If the link above does not open, please copy and paste the following URL into your browser:  
https://10.10.1.23/register?ytoken=9a75ff54-c5ee-441e-be2f-1b20ffab183c

**Register - Verify Email** Next Cancel

An email has been sent to 'krousseau@nexusenergytech.com' with the verification code. Please copy that code into the box below and click Next.

Verification Code \*

- The register screen will open. Fill in all the Login Credentials & Contact Information and select Submit.

**Register - Complete Registration** Submit Cancel

Please enter the information below and click Submit.

**Login Credentials**

User Name

Password \*

Confirm Password \*

**Contact Information**

First Name

Last Name

Organization

Phone

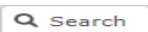
8. Your Registration is complete. Enter your User Name, Password and select Login.

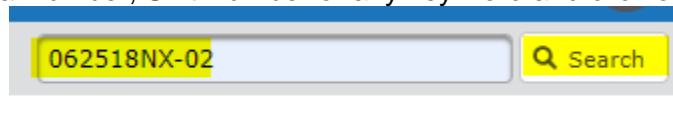


You are now logged into the iPortal and can begin searching.

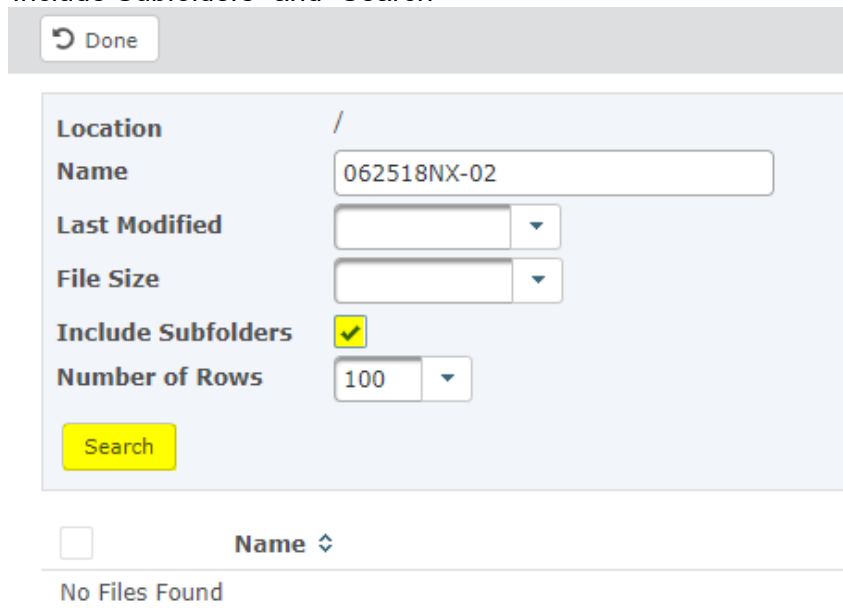
## 2. Searching

### 2.1. Searching from the Home Folder

1. Login to the portal.
2. In the top right corner click on the search icon . A search field will open. Type the serial number, Unit Number or any key word and click on the search icon.



3. Select "Include Subfolders" and "Search"



4. Select the PDF you require

**Location** /





**Name**

**Last Modified**  ▼

**File Size**  ▼

**Include Subfolders**

**Number of Rows**  ▼

<input type="checkbox"/>		Name
<input type="checkbox"/>		C-27997 Trican 5" 15K IH Quad BOP 062518NX-02.pdf /BOPs
<input type="checkbox"/>		C-28531 Trican 5" 15K IH Quad BOP 062518NX-02.pdf /BOPs
<input type="checkbox"/>		C-30099 Trican 5" 15K IH Quad BOP 062518NX-02.pdf /BOPs

5. Follow the steps prompted by your browser to download the PDF to your computer.
6. Once the PDF is downloaded select Done. After selecting "Done" it will take you back to the main page so you can complete another search.  
**Done must be selected after every search or you will not be able to complete another search.**

**Location** /



**Name**

**Last Modified**  ▼

**File Size**  ▼

**Include Subfolders**

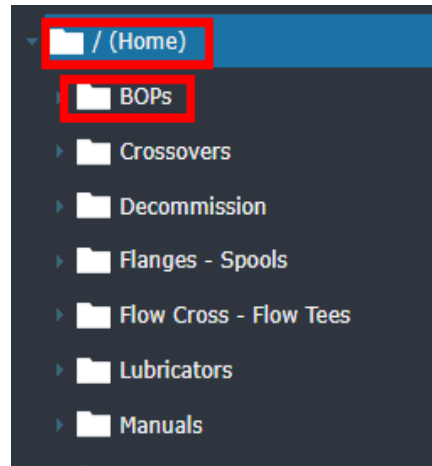
**Number of Rows**  ▼


<input type="checkbox"/>		Name
<input type="checkbox"/>		C-27997 Trican 5" 15K IH Quad BOP /BOPs

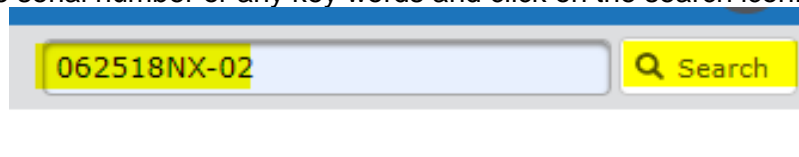
## 2.2. Searching from the Equipment Folders

1. Login to the Iportal.

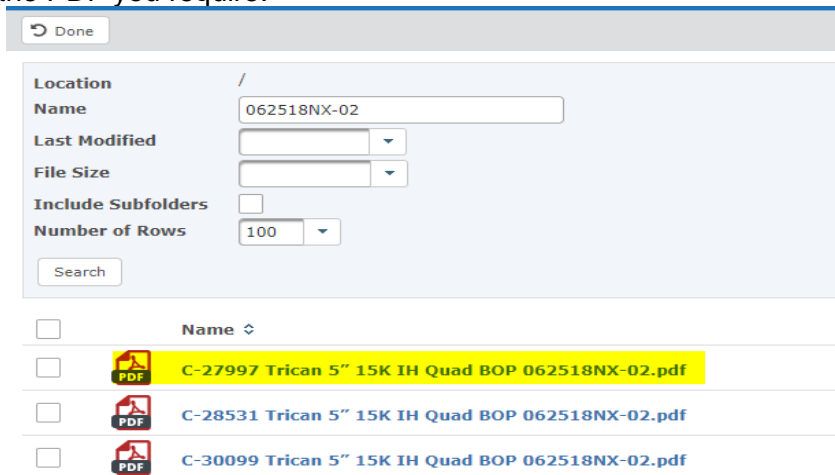
- On the left side of the screen select the Home folder and select the applicable equipment folder.



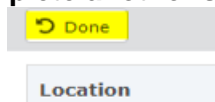
- In the top right corner click on the search icon  Search. A search field will open. Type the serial number or any key words and click on the search icon.



- Select the PDF you require.



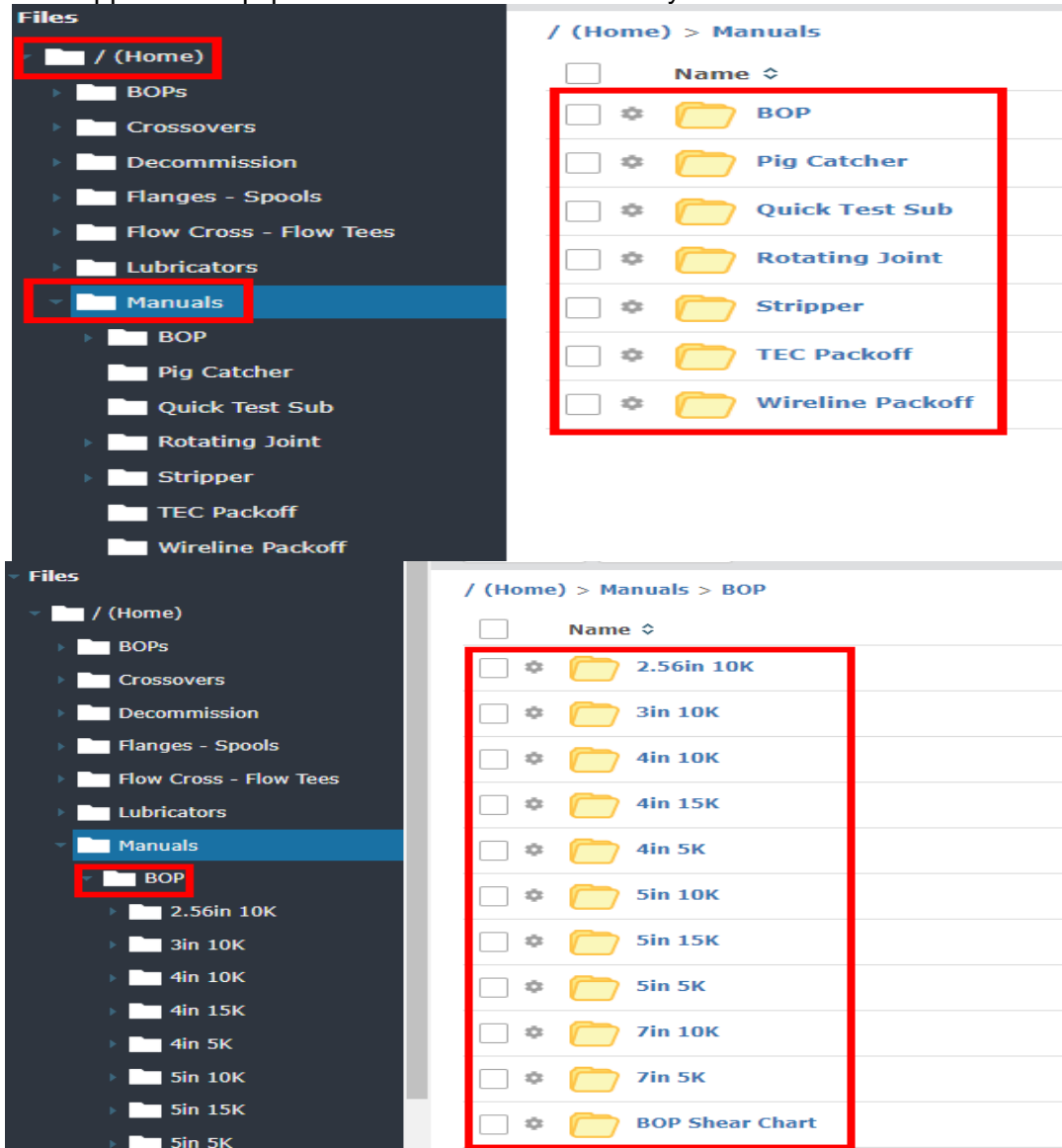
- Follow the steps prompted by your browser to download the PDF to your computer.
- Once the PDF is downloaded select Done. **Done must be selected after every search or you will not be able to complete another search.**



- To complete another search for a different piece of equipment you must select either the home tab or the specific equipment folder you require.

**2.3. Searching from the Manuals Folder**

1. Login into the iPortal
2. On the left side of the screen select the Home tab, select the Manuals tab, and select the applicable equipment folder. Some folders may have sub-folders.



3. Select the PDF you require
4. Follow the steps prompted by your browser to download the PDF to your computer.
5. To complete another search for a different piece of equipment you must select either the home tab or the specific equipment folder you require.

**3. Forgot Password?**

1. Go to the iPortal login page
2. Select Forgot Password?

[Forgot Password?](#) | [Create Account](#)


3. A new screen will open, prompting the following:

- Username
- Characters From Image
- Select Submit

Specify your user name and the characters shown in the image, then click Submit. A message will be sent to the email address associated with your account which will contain a link to reset your password. Please contact your account representative if you do not remember your user name.

4. Your request has been submitted. You will receive a reset password request email. If it does not appear in your inbox, ensure to check your junk email. If it is not in either please contact [support@nxltech.com](mailto:support@nxltech.com)

 Request has been successfully submitted.

### Further Instructions

Please follow the instructions in the email to create a new password.

If you don't receive this email, please check your junk folder or contact your Account Representative.

5. Once you receive the email, select the Reset Password button. If the button does not work, select the link at the bottom of the email.

## Reset Password Request

A reset password request has been received for the account associated with this email address.  
Please click the link below to continue with the password reset process.

[Reset Password](#)

**Use link when the Reset  
Password button does not work**

This link will expire after 24 hours.

Please contact your account representative if you have any trouble resetting your password.

If the link above does not open, please copy and paste the following URL into your browser:  
<https://10.10.1.23/forgetpassword?token=a53c817a-f818-44ac-80f6-126185886f24>

Powered by [GoAnywhere](#)

6. Enter your user name (email used to create the account) and select Next.

### Confirm your user name

Specify your user name, then click Next.

Krousseau@nexusenergytech.com

Next

Cancel

7. The next screen will prompt you to create a new password, confirm the new password and select Save.

### Create your new password

Specify and confirm your new password, then click Save.

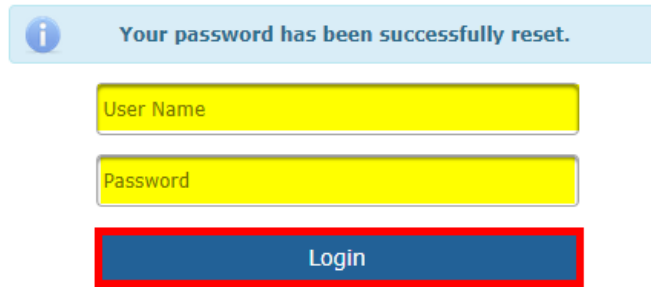
New Password

Confirm Password

Save

Cancel

8. Once complete you will be brought back to the login screen. Enter your user name and password.



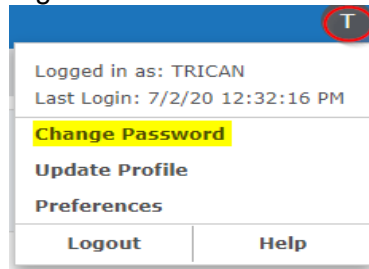
A light blue notification box at the top contains an information icon and the text "Your password has been successfully reset." Below this are three yellow input fields: "User Name", "Password", and a "Login" button with a red border.

[Forgot Password?](#) | [Create Account](#)

#### 4. How to Change Your Account Options

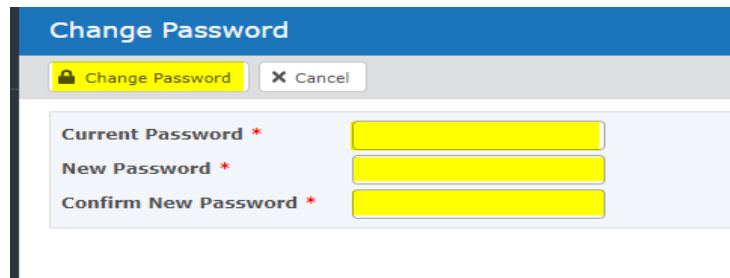
##### 4.1. How to Change Your Password

1. Login t the iPortal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Change Password.



The dropdown menu shows the user is logged in as "TRICAN" with a last login of "7/2/20 12:32:16 PM". The "Change Password" option is highlighted in yellow. Other options include "Update Profile", "Preferences", "Logout", and "Help".

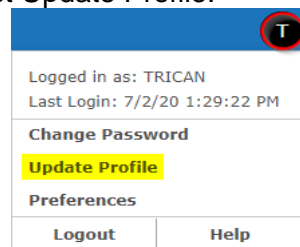
2. On the change password screen enter your current password, a New Password, Confirm New Password (must be the same as the New Password) and click Change Password.



The "Change Password" form has a title bar with "Change Password" and "Cancel" buttons. It contains three yellow input fields labeled "Current Password \*", "New Password \*", and "Confirm New Password \*".

##### 4.2. How to Update Your Profile Information

1. Login in to the lportal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Update Profile.

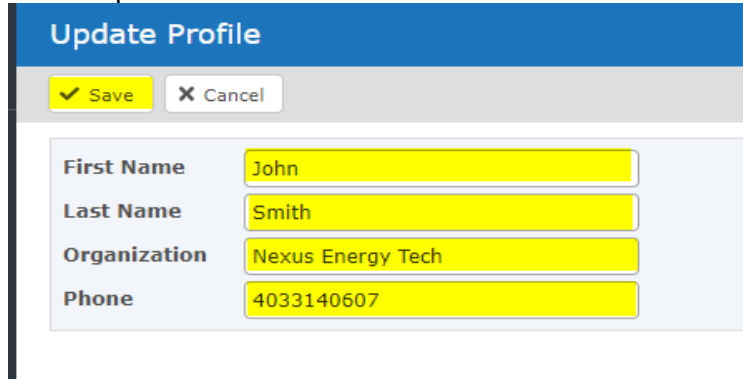


The dropdown menu is identical to the previous one, but the "Update Profile" option is highlighted in yellow.

2. On the Update Profile screen, you have the option to update the following:
  - First Name

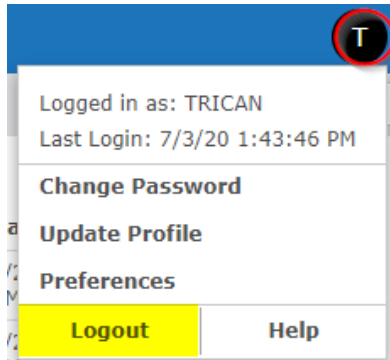
- Last Name
- Organization
- Phone

Select Save to complete.

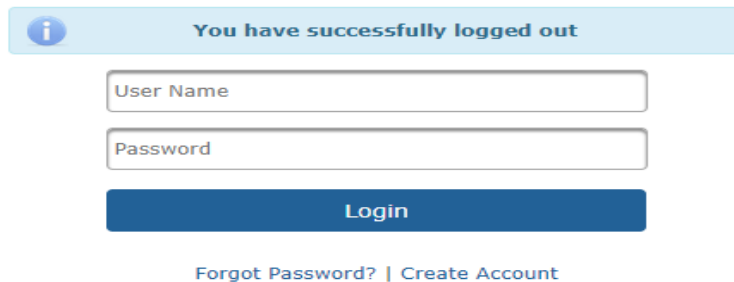


**4.3. How to Logout of the iPortal**

1. Select the icon in the top right-hand corner of your browser. A drop down will appear select Logout.



2. The screen will automatically return to the iPortal login page.

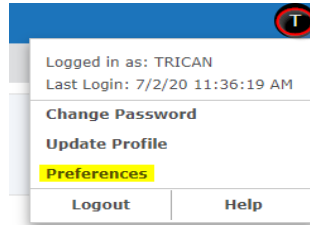


**Remainder of This Instruction is Not Required in Order to Navigate the iPortal**

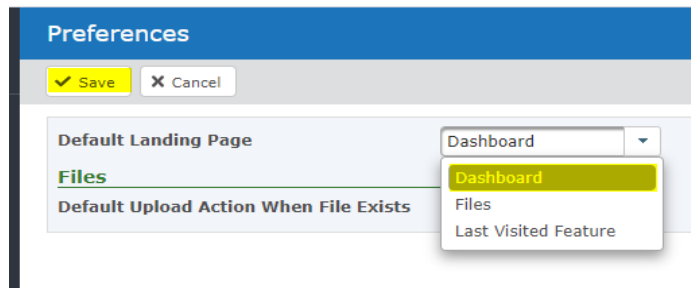
**4.4. How to Change your Preferences (Login Screen View)**

➤ **Dashboard Option**

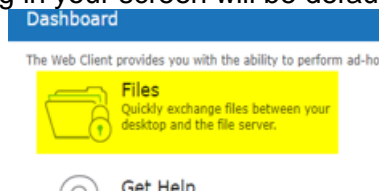
1. Login in to the Iportal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Preferences.



2. Select the Dashboard option from the drop down for the Default Landing Page and select Save.



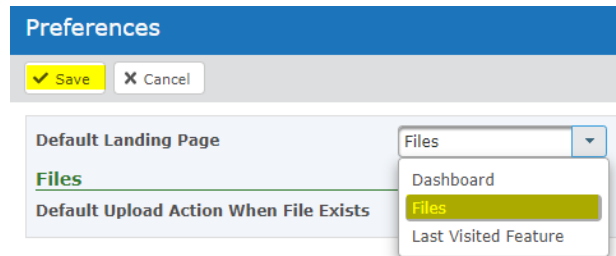
3. The next time you log in your screen will be defaulted to the Dashboard.



4. Select Files to access the Home screen to search.

➤ **Files Option**

1. Login in to the Iportal. Select the icon in the top right-hand corner of your browser. A drop down will appear select Preferences.
2. Select the Files option from the drop down for the Default Landing Page and select Save.



3. The next time you log in your screen will default to the Home screen. You can search from this screen.

Please note that the options “Last Visited Feature” from the “Default Landing Page” and “Files” are not available.