Completing the NRTC Installation Job Aid

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Summary

This Job Aid covers:

Setting 'Level 5'

This Job Aid supports the NRTC Technician audience.

Setting 'Level 5'

Following the installation, provisioning, email set-up and education of the Subscriber, the final step is bringing the install to a Level Five (5) in the AdminTool. This process may be performed at the Subscriber's location or at the member's office, by either the Technician or a Customer Service Representative (CSR).

Follow these steps to set Level 5 in the AdminTool

- 1.After logging into the AdminTool and locating the work order, click the **WildBlue tab**.
- 2.Click the **Installation tab** at the bottom of the page.
- 3. Complete the fields using information from the installation.
- 4. Answer the three questions

in the top right corner with Yes

- Subscriber can surf
- Subscriber can send/receive email
- Turn up for completion

5.Click **Save**, and confirm that **WildBlue Access changes to Level 5**.

