



Welcome and Instructional Package

*** IT IS IMPORTANT THAT YOU READ THIS PACKAGE THOROUGHLY PRIOR TO BEGINNING YOUR PROGRAM!**

This is your PDF file copy that you can print out and save to your files for your records.



Welcome to The Academy of Nail Design!

We know you are very excited to begin your program, and we've included this **Welcome Package Letter** to guide you through any questions you may have and also to provide some instruction on how your program works.

Before diving into your program, please take your time to read through this Package from beginning to end, so you fully understand every component of your program!

How Your Program Works and Signing In

Now that you've placed your order your **TAOND Student LMS Account** has been created.

Your **TAOND Student LMS Account** is where you can log in at any time 24 hours a day/365 days a year to access your program, watch your lessons, read through your program material, review Additional Resources, take your tests, complete and upload your assignments.

To log in after you log out for the first time, go to our main website **www.taond.com** and click on **LMS LOGIN** on the top menu, then at the menu on top, click **LOGIN/REGISTER**.

Use your **email address** as your **USER** and the **password** you created during your purchase process to log back in and access your TAOND Program.

If you ever forget your login information, then use the convenient **LOST PASSWORD** link at the LMS LOGIN page.

Program Payment

Please note that this is an **8-month program** and with each successful monthly payment you make through our PayPal monthly subscription service you will receive access to your next program component automatically in your TAOND LMS.

If your **PayPal payment** is not processed or for some reason is returned you will have **10 Business Days** to re-submit my payment and maintain your TAOND LMS account as current.

If your payment remains outstanding **for more than 25 days**, TAOND reserves the right to **suspend** your TAOND LMS account until such time that the Payment is received by TAOND.

Payments that **remain outstanding for more than 30 days** will result in my **LMS account being suspended** and subject to a **Re-activation Fee of \$45.00**

This program is ***not subject*** to full or partial refunds of any Tuition Fees paid, however students may postpone their payment subscription and suspend their LMS accounts by writing to us at info@taond.com for permission. There will be a **\$45.00 Re-activation Fee** for students who wish to re-activate their TAOND LMS accounts.

You may cancel Your Subscription Payments **at any time** through PayPal and that cancellation of your Payment Subscription will **result in the cancellation of your TAOND MASTERS Program enrollment** and such cancellation ***does not*** entitle you to any partial or full refund of Tuition Fees paid.

Program Time Frames

Students are encouraged to complete their programs **within the 8-month timeframe**, however, do have **up to 1 year** in order to complete all the requirements of their program without penalty.

Students who do not complete their programs within 1 year of their **Initial Enrollment Date** must receive written permission from TAOND for an extension and will be subject to **Program Extension Fees**.

Technical Topics - Very Important!

We know that with any online program everyone will be trying to access their Online Learning Accounts on different devices with different web browsers and different software, and because of this, sometimes, technical glitches can happen!

To avoid most all technical glitches please follow our specific recommendations when accessing your program.

- 1) Even though our TAOND Online Learning Environment is Mobile Responsive to avoid technical issues we still strongly recommend that you still use a **Lap/Desktop** to access your program.
- 2) We do also highly recommend using **Firefox or Chrome Web browser** for better viewing of our Video presentations. You can click on this link to download your **FREE Firefox web browser** before beginning your program.
- 3) In order to read your **PRINTOUT MATERIAL** you will need a copy of **ADOBE READER**. You can download a **FREE** copy here - **ADOBE READER**. **After installing log off and re-start your computer.**
- 4) In order to properly watch your Component Presentation videos you will need to have an **UP TO DATE** copy of **ADOBE FLASH**. If you don't have a copy or need to update your current copy click here - **ADOBE FLASH PLUGIN**. **After installing log off and re-start your computer.**

If you do at any time run into a technical glitch please follow these instructions.

If you are still experiencing an issue please email us at info@taond.com and we will try to address any issues you may have.

What Your Program Includes:

- Component Video Presentations
- Component Print Out Materials
- **REQUIRED PROGRAM MATERIALS**
- **SUGGESTED PROGRAM MATERIALS**
- **ADDITIONAL RESOURCES**
- Component Assignments
- Tests on some Components

TAOND Tests and Assignments

For every Program Component that has a test a passing grade for each test is **80%**. You can attempt each test up to 2 times in order to reach your passing grade standard. Tests are not timed, so take your time and answer each question to the best of your ability.

Your assignment questions are not typical nail program assignments!

We have designed each one of your assignments to test your knowledge base and help you grow as a Nail Professional. Your assignments have been created to get you to start thinking *critically* about industry information and *'outside the box'* as a Nail Professional.

You will be asked to draw on program material, the independent research that is asked of you within the program and real-life experience.

Take your Assignments seriously, your answers to these assignments are very important, and key to your development as a Nail Professional.

***PLEASE NOTE:**

**Assignment submissions are graded within 24 BUSINESS HOURS.
Our TAOND teachers do not grade on weekends. So be patient while waiting for your grades and feedback to appear in your account.**

Your Certificate

Once you have completed all 8 Component **tests** and **assignments** successfully, contact us at info@taond.com and you will be issued your Certificate.

We will contact you prior to issuing your Certificate to confirm your full name to appear on the Certificate and also confirm your mailing address in case you have moved.

Program Requirements

Please note that this program requires Adobe Reader.
[If you need a copy of Adobe Reader then click here.](#)

AND AN UP-TO-DATE COPY OF ADOBE FLASH
[Click here for a copy of FLASH](#)

Program Assistance

If at any time you require assistance with your program, we encourage you to first review this instructional package, a copy of which will always be available under your **Module 1 ADDITIONAL RESOURCES** link, or log into The Resource Centre or our program FAQs in order to find your answer.

However if you are unable to find answers to a question, our customer service representatives can be contacted during business hours by telephone **1 (844) 998-2663** or by email at info@taond.com and are here to assist you.

Get Started!

Now that you've read through your Welcome instructions, all you need to do is click on **MY COURSES** under your **PROGRAM NAVIGATION MENU**. You'll see all your available Components there. Click on **Component 1** to get started!

We have designed all our programs to be fun, easy to follow and enjoyable!

We hope that you thoroughly enjoy your learning experience!

Your team at TAONB