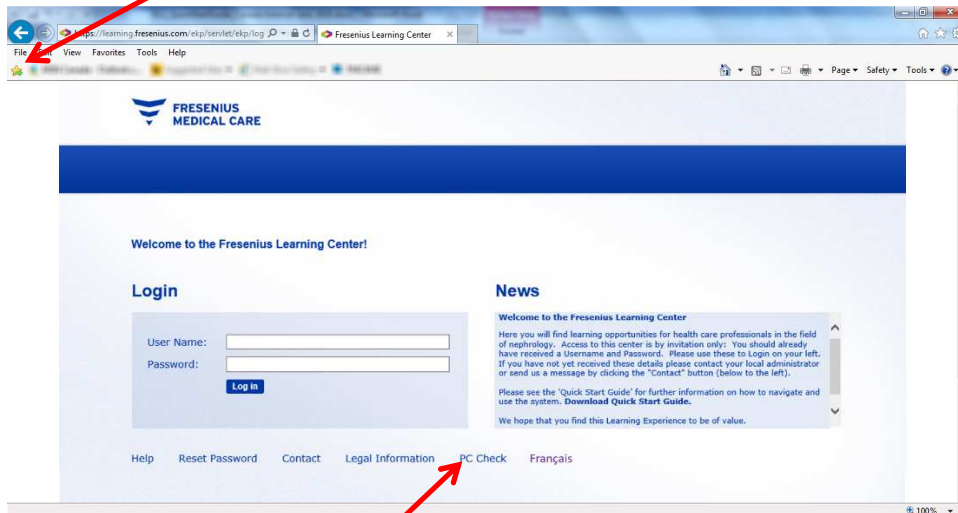


Fresenius Learning Centre Quick Guide

How do I get to the Fresenius Learning Centre?

The Fresenius Learning Centre is available on any computer which has unrestricted access to the Internet. Click on the link in your welcome e-mail and “Add to Favourite Bar” this address so that it will be easy to find in the future. Alternately, to go to this login page (screenshot below) by “Ctrl-Click” the following link, or open a web browser (Internet Explorer is recommended) and type in the following web address:

https://learning.fresenius.com/fmc/ext_ca



Open the Fresenius Learning Centre with a web browser and not from within other programs (for example browsers within some e-mail programs do not support all the functions needed and may lead to problems).

Please use the PC Check function at the bottom of the login screen to ensure the computer has all required software installed.

How do I log in?

A user account for you has been set up. The login credentials have been sent to you by e-mail.



Enter your User Name and Password and click “Log in”.

Your assigned User Name is usually just your name, for example “Lucy Canuck” (without the quotation marks). Note the User Name is not case-sensitive, and special characters like é and ’ are not used (accents and apostrophes are removed). For example the User Name for André O’Connor is Andre OConnor (or andre oconnor).

When you first login you will be asked to change your initial password. Type in the initial password (the one sent to you in the welcome e-mail) and then your new password twice. A strong password is required. Please see the guidance in the Change password tab.

User Profile

User Preferences Personalize **Change password**

Please read the following information carefully before creating a new password.

Minimum criteria:

- 1) Use at least 8 characters.
- 2) Use at least 1 number.
- 3) Use at least 1 special character (?, !, %, &, ...).
- 4) Use at least 1 capital letter.
- 5) Your first name or last name must not be part of your password.
- 6) Do not use sequences of numbers or characters (e.g. 123, abc ...).
- 7) You cannot reuse any of your last 5 passwords.

Additional information:

- 1) Your password must be changed every 90 days.
- 2) After 5 failed attempts at logging in, your account will be suspended and can only be unlocked by an Administrator. Please use the Contact button on the login page to request assistance from the FLC support team.
- 3) If you have requested a password reset, your newly assigned password will be sent to you automatically. You will need to change it immediately after logging into the system.

Password — Initial password

New Password

Reenter } Your new password

For security reasons the password needs to be changed every 90 days. Once your password has expired and you try to log in, the Change Password tab will automatically be shown.

What do I do if I can't remember my password?

If you can't remember your password, you can request a new one by clicking on the "Reset Password" link on the Login Page. Please enter **EITHER** your e-mail address where the FLC contacts you **OR** your User ID **but not both** on the Reset User Password page.

Welcome to the Fresenius Learning Centre

Login

User Name:

Password:

Help [Reset Password](#) [Contact](#) [Legal Information](#) [PC Check](#)

Reset user password

Please enter *either* your e-mail address *or* your user ID. Only one is required.

English

E-mail:

User ID:

If the system can find a match to the detail which you entered, it will send a new password to you by e-mail immediately. If no match can be found, you will be asked to fill out an online form. This information is then sent to your local Fresenius administrator who will manually reset your password usually within 24 hours.

What do I find on the home page after login?

Your Home page will automatically appear after login where you will find the following information:

The screenshot shows the Fresenius Medical Care home page after login. The top navigation bar is blue with the Fresenius Medical Care logo on the left and user information on the right. Below the navigation bar, the page is divided into several sections. Callouts point to specific features: 'Main navigation bar' points to the top blue bar; 'Quick links to courses in which you are currently enrolled.' points to the 'Your Enrollments' section; 'Showing news relevant to your target group' points to the 'News' section; 'List of all your certifications which are going to expire/are expired' points to the 'Expiring Certifications' section; and 'Personal Calendar showing the dates of your booked classroom trainings.' points to the 'Personal Calendar' section.

How can I book a course?

(1) After putting the cursor over “Catalog” in the blue main navigation bar, click on “Catalog Browser” in the drop-down menu.

(2) Click on the Fresenius Medical Care logo, then the “Educational Resources / Ressources Éducatives” icon to open the catalog.

The screenshot shows the Fresenius Medical Care catalog page. The top navigation bar is blue with the Fresenius Medical Care logo on the left and user information on the right. Below the navigation bar, the page is divided into several sections. Callouts point to specific features: (1) points to the 'Catalog' link in the navigation bar; (2) points to the Fresenius Medical Care logo in the 'Catalog: Top' section.

Click on the title of a course to see its details.

FRESENIUS MEDICAL CARE

Welcome, Canada E
User Profile Contact Us Logout



Home Catalog Learning Center Career Center

Catalog: Educational Resources/ Ressources Éducatives

Top > Fresenius Medical Care > Educational Resources/ Ressources Éducatives

Catalog Content

Results 1 - 2 of 2

Title	Language	Learning Type
 BVM and UF Control This advanced clinical program supports the operator of the 5008 CorDiax in the use of the BVM and of ultrafiltration by BMV Control.	English - United Kingdom (en-GB)	Program
 HighVolumeHDF® Therapy Pocket Guide E-Learning The HighVolumeHDF® Therapy Pocket Guide e-learning programme (consisting of 10 modules) takes a deep dive into the topic of Cardioprotective Haemodialysis (HighVolumeHDF®). It starts with providing in	English - United Kingdom (en-GB)	Program

If you want to enroll in the course, click on the blue “Enroll” button (and then “Confirm Enrollment” button).

Home Catalog Learning Center

ONLINE-Haemodiafiltration


The Online HDF treatment modality is the most advanced renal replacement by virtue of its ability to remove both small and large uremic toxins efficiently. The e-learning course offers you the fundamental principles of the most efficient form of haemodialysis treatment and a better understanding of some complex concepts related to Online-HDF.

Learning Type: Online
Language: English United Kingdom
Duration: 120 minutes
Target Audience:

- Health care personnel entering nephrology nursing
- Staff members already working in dialysis centres who are willing to upgrade their knowledge and current practice

Objectives:

- Learn the fundamental principles of the most efficient form of haemodialysis treatment.
- Have a better understanding of some complex concepts related to HDF.
- Have an awareness of the technological requirements to perform Online HDF therapy optimally.
- Know about the Fresenius Medical Care philosophy with regard to improving outcomes and welfare of patients.

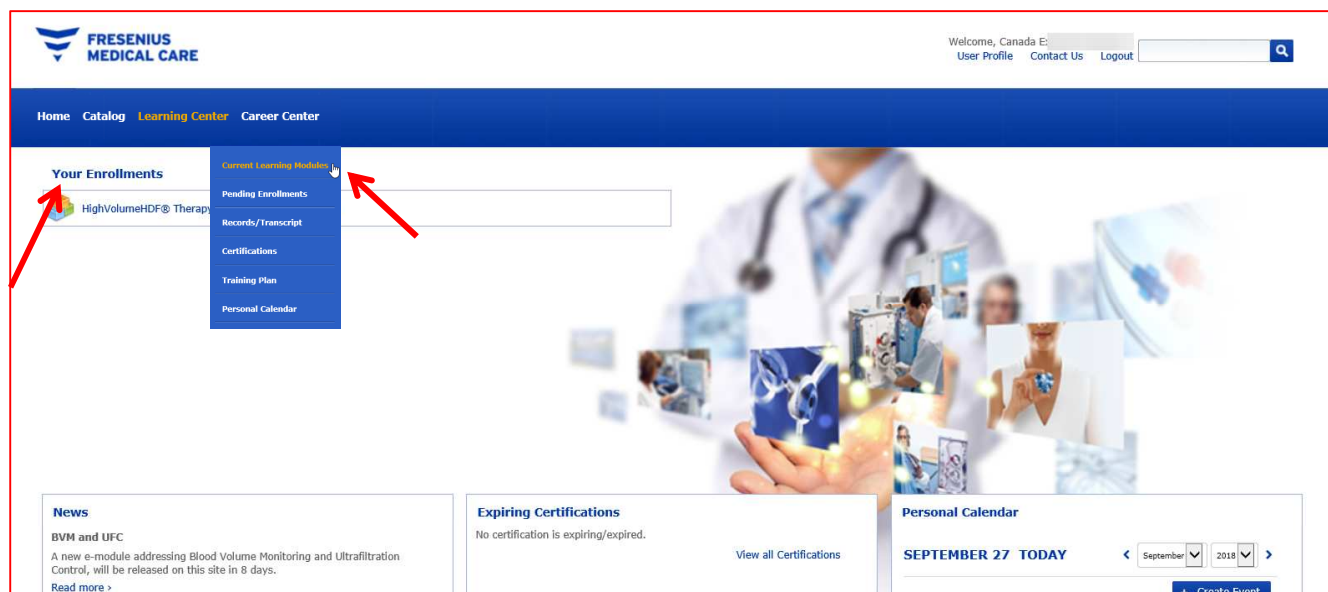
Support Contact: FMCC.elearning@fmc-na.com
Session(s):  **ONLINE-Haemodiafiltration** **Seats:** Unlimited

Enroll

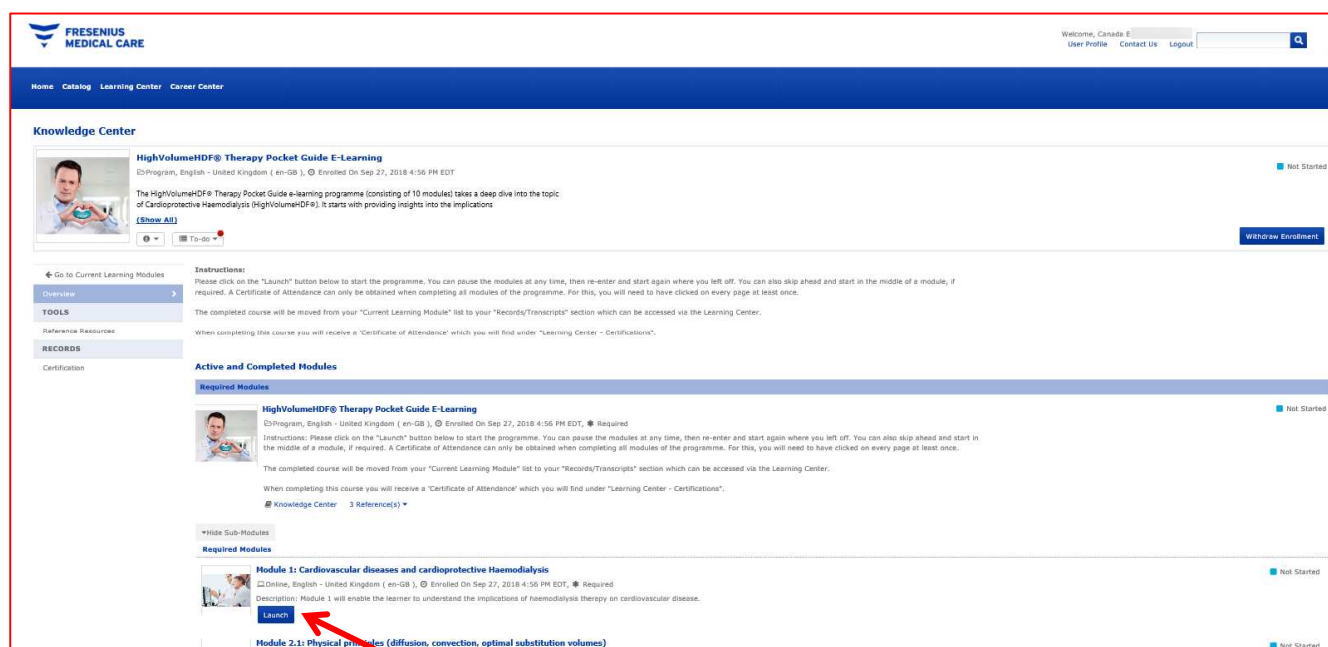
After enrolling in the course, you can start right away studying by clicking on the button “Go to the Knowledge Centre”. Also the course will now be listed on your home page and in your “Current Learning Modules” list.

How do I start a course?

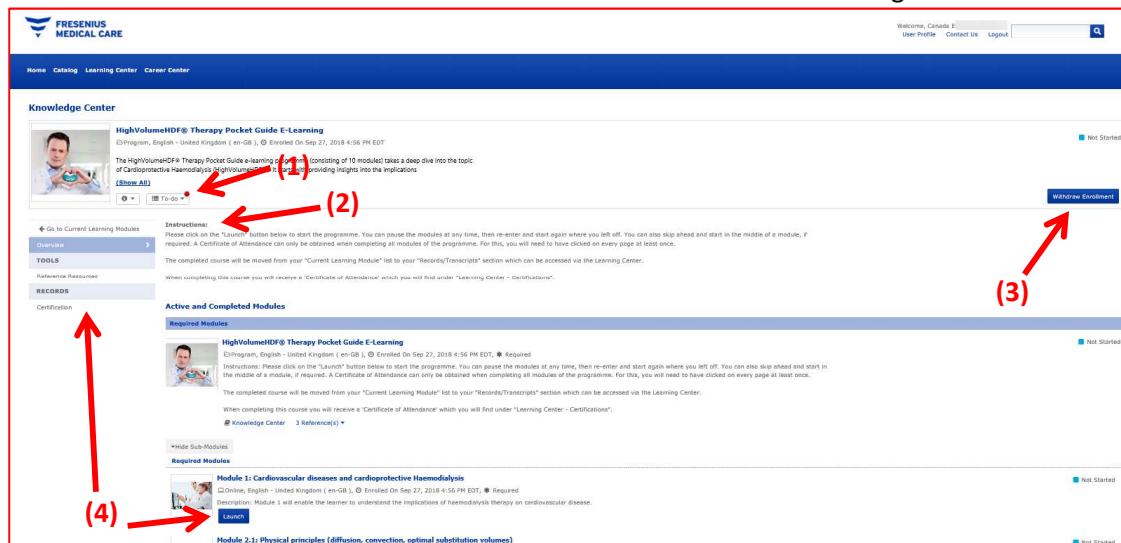
Once you are enrolled in a course (either self-enrolled via the catalog or have been enrolled by an administrator) you will find the course listed in your “Current Learning Modules” within the “Learning Centre” menu or via the quick links in the “Your Enrollments” section of the Home page. You can start the course by clicking on its title.



In the Knowledge Centre of the course you will find all relevant information. Click on the “Launch” button to start the learning module. The module will open in a popup window. Please make sure your popup blocker is switched off to allow this.



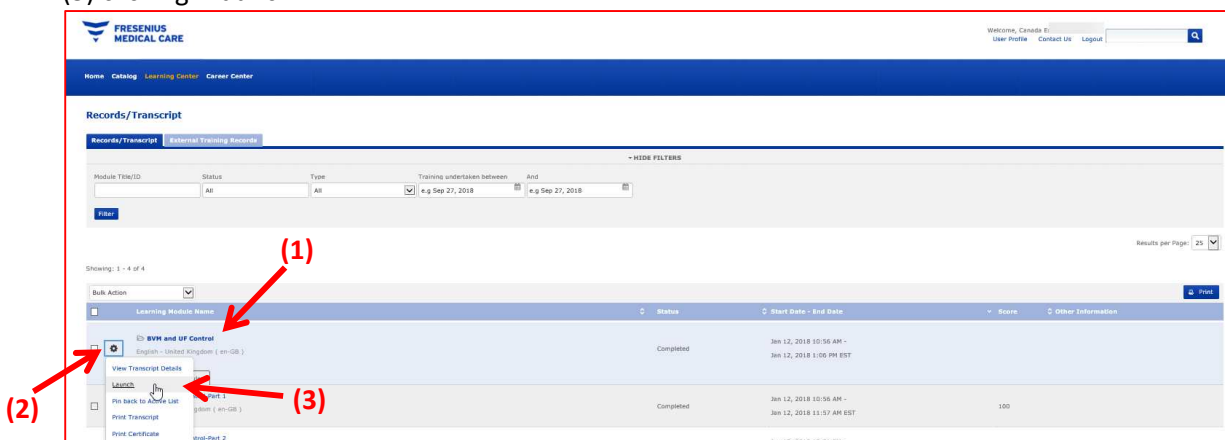
- (1) By clicking on the “To-do” list you can see all required items to be completed before the course is completed.
- (2) You can find a course-specific instruction in the instruction section.
- (3) You can withdraw from the course by clicking on the “Withdraw Enrolment” button (if allowed). However please note that this can only be done before you launch the learning module. If you want to withdraw after starting the course you will need to contact your local administrator or the person in charge of the course.
- (4) Some courses may have additional materials or functionalities like reference resources, exams, forums etc. which can be found in the lower sections of the window or in the side navigation bar.



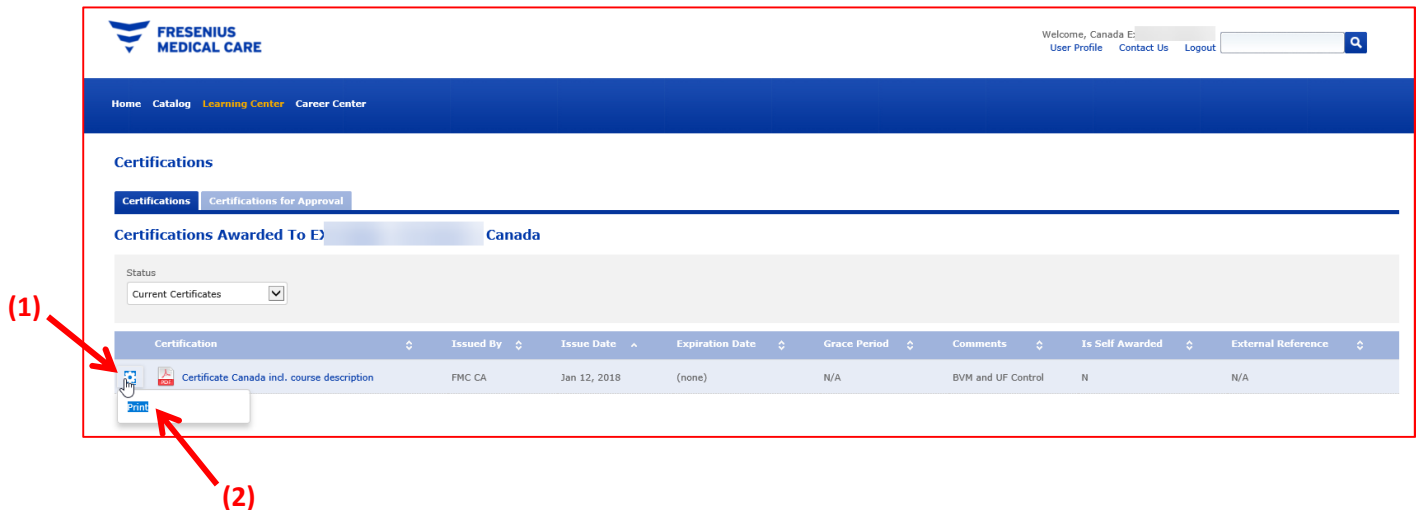
Where do I find completed courses and my certificates?

Once you have done all required items in a course, the course will be completed and will be moved from your “Current Learning Modules” list to your “Records/Transcript” section which can be found in the “Learning Centre” menu.

- (1) You can see further transcript details by clicking on the course title.
- (2) You can reopen the course by clicking on the Tools icon next to the course title, and
- (3) clicking “Launch”.



If the course provides a certificate, this will be created automatically by the system when you complete the course. You can find your certificates under “Learning Centre” – “Certifications”. To print the certificate, (1) click the Tool icon beside the certificate, then (2) click Print”.



The screenshot shows the 'FRESENIUS MEDICAL CARE' Learning Center. The 'Certifications' tab is active, showing a table of 'Certifications Awarded To E Canada'. The table has columns: Certification, Issued By, Issue Date, Expiration Date, Grace Period, Comments, Is Self Awarded, and External Reference. One certificate is listed: 'Certificate Canada ind. course description' issued by 'FMC CA' on 'Jan 12, 2018'. A red arrow labeled (1) points to a tool icon (a square with a plus sign) next to this certificate. A second red arrow labeled (2) points to a 'Print' button that appears after clicking the tool icon.

Certification	Issued By	Issue Date	Expiration Date	Grace Period	Comments	Is Self Awarded	External Reference
Certificate Canada ind. course description	FMC CA	Jan 12, 2018	(none)	N/A	BVM and UF Control	N	N/A

Who should I contact if I have comments or problems?

Contact your FLC Administrator at: FMCC.elearning@fmc-ca.com