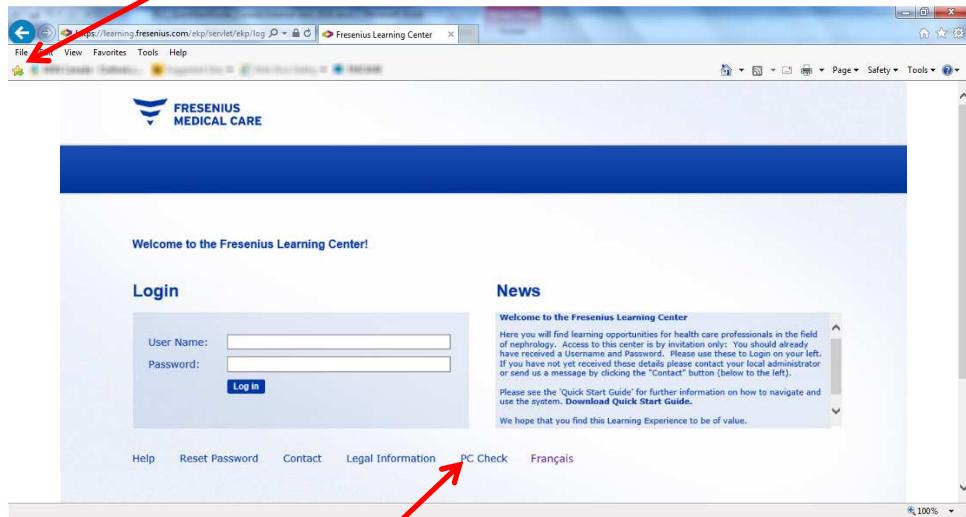


Fresenius Learning Centre Quick Guide

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:

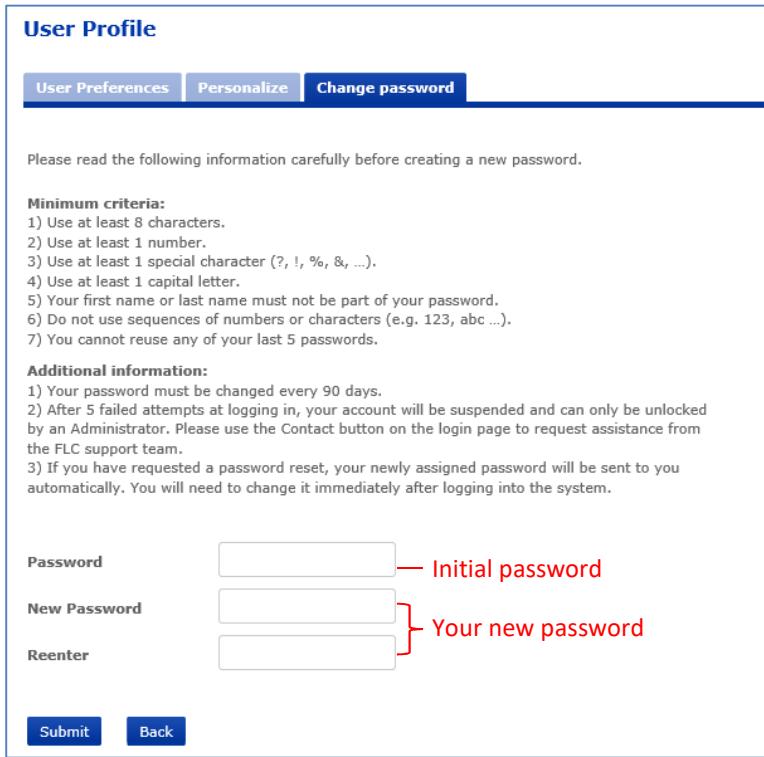
- 1) Your password must be changed every 90 days.
- 2) After 5 failed attempts at logging in, your account will be suspended and can only be unlocked by an Administrator. Please use the Contact button on the login page to request assistance from the FLC support team.
- 3) If you have requested a password 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 } Your new password

Reenter

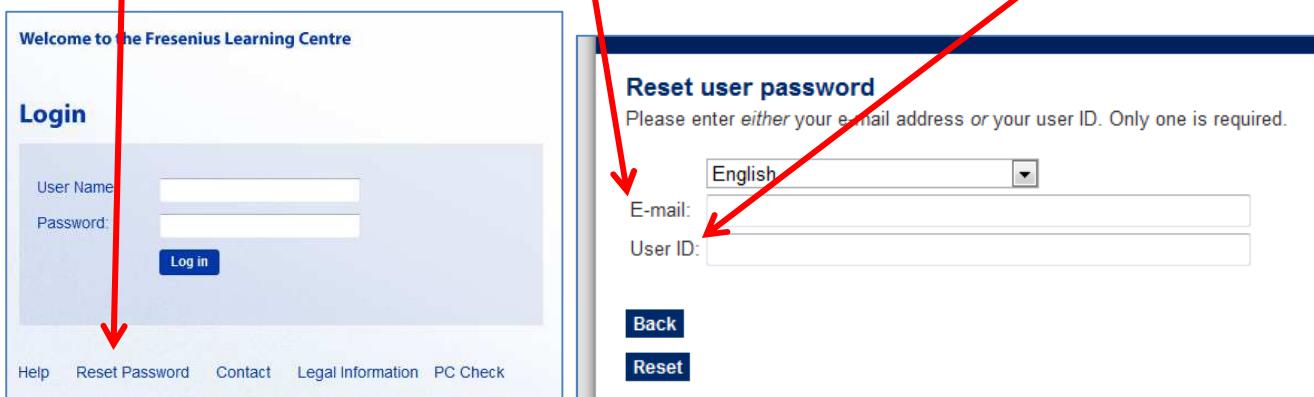
Submit **Back**



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

Log in

Help | Reset Password | Contact | Legal Information | PC Check

Reset user password

Please enter *either* your email address or your user ID. Only one is required.

English

E-mail:

User ID:

Back **Reset**

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. At the top, there is a main navigation bar with links for Home, Catalog, Learning Center, and Career Center. A red box labeled "Main navigation bar" points to this bar. To the right of the navigation bar, there is a search bar and a user profile link. Below the navigation bar, there is a section titled "Your Enrollments" with a link to "HighVolumeHDF® Therapy Pocket Guide E-Learning". A red box labeled "Quick links to courses in which you are currently enrolled." points to this section. On the left, there is a "News" section with a link to "BVM and UFC" and a "Read more" link. A red box labeled "Showing news relevant to your target group" points to this section. In the center, there is a "Expiring Certifications" section stating "No certification is expiring/expired." and a "View all Certifications" link. A red box labeled "List of all your certifications which are going to expire/are expired" points to this section. On the right, there is a "Personal Calendar" showing the dates of booked classroom trainings. A red box labeled "Personal Calender showing the dates of your booked classroom trainings." points to this section.

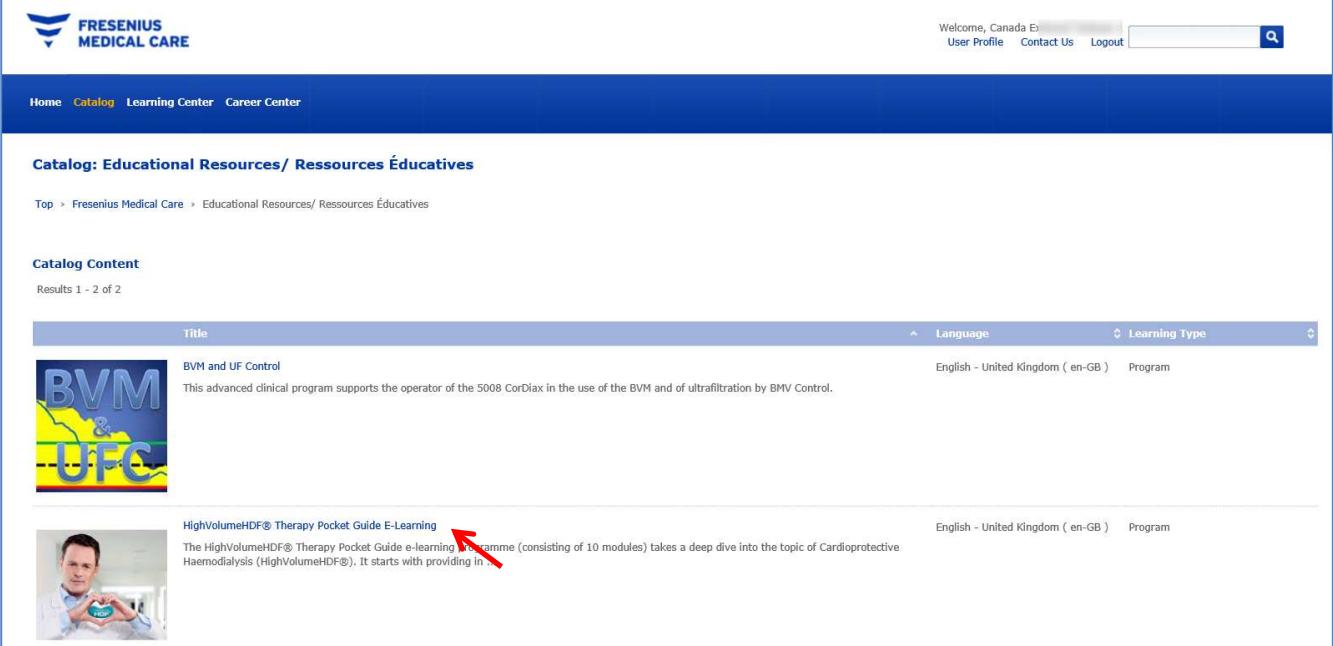
How can I book a course?

(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 home page. At the top, there is a main navigation bar with links for Home, Catalog, Learning Center, and Career Center. A red arrow labeled "(1)" points to the "Catalog" link. Below the navigation bar, there is a "Catalog: Top" section with a red arrow labeled "(2)" pointing to the Fresenius Medical Care logo. The logo is a blue square with the company name and a stylized logo. Below the logo, the text "Fresenius Medical Care" is visible.

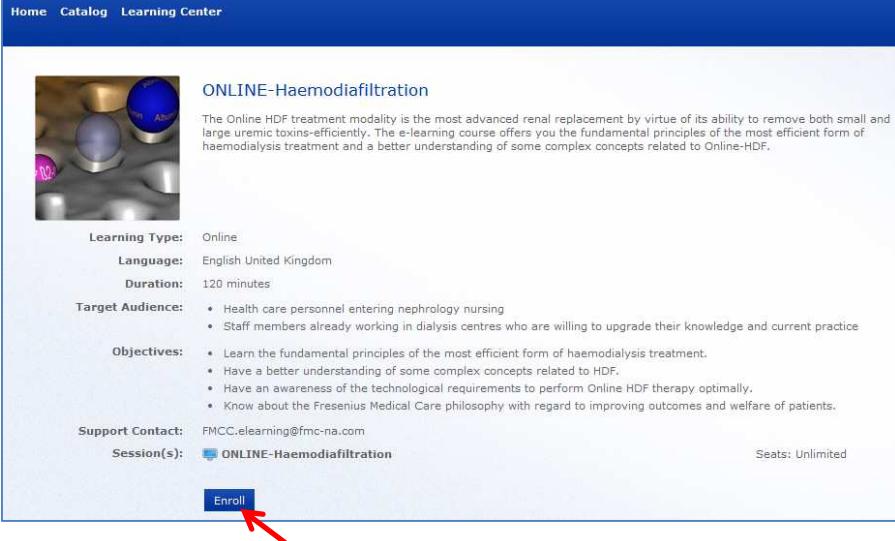
Click on the title of a course to see its details.



The screenshot shows the Fresenius Medical Care Learning Center Catalog. At the top, there is a logo for FRESENIUS MEDICAL CARE and a navigation bar with links for Home, Catalog, Learning Center, and Career Center. The Catalog section is currently selected. The main content area is titled "Catalog: Educational Resources/ Ressources Éducatives" and shows two course entries:

- 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.
Language: English - United Kingdom (en-GB) | Learning Type: 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...
Language: English - United Kingdom (en-GB) | Learning Type: Program

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

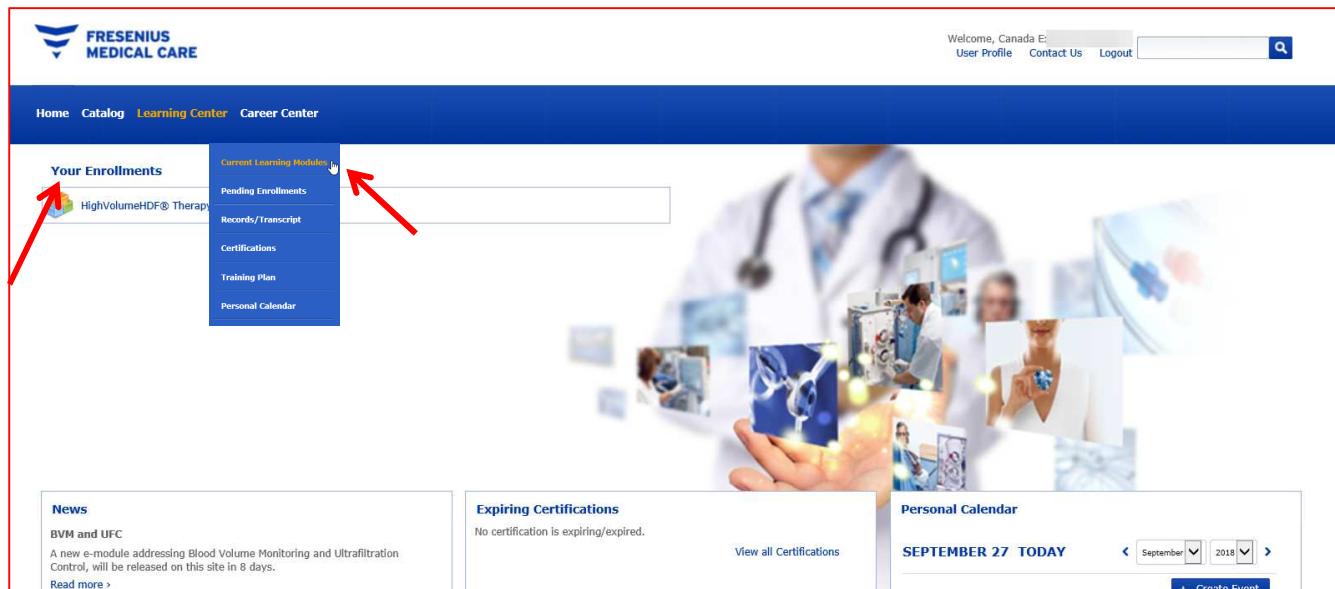


The screenshot shows the details page for the "ONLINE-Haemodiafiltration" course. The course title is "ONLINE-Haemodiafiltration" and it is described as the most advanced renal replacement modality. The course offers fundamental principles of Online-HDF treatment and a better understanding of complex concepts related to Online-HDF. The course is categorized as "Online" and is available in "English United Kingdom". The duration is 120 minutes. The target audience includes health care personnel entering nephrology nursing and staff members already working in dialysis centres. The objectives of the course are to learn fundamental principles, have a better understanding of complex concepts, have an awareness of technological requirements, and know about Fresenius Medical Care philosophy. Support contact is listed as FMCC.elearning@fmc-na.com. Session(s) are listed as "ONLINE-Haemodiafiltration" and seats are unlimited. A blue "Enroll" button is at the bottom of the page, with a red arrow pointing to it.

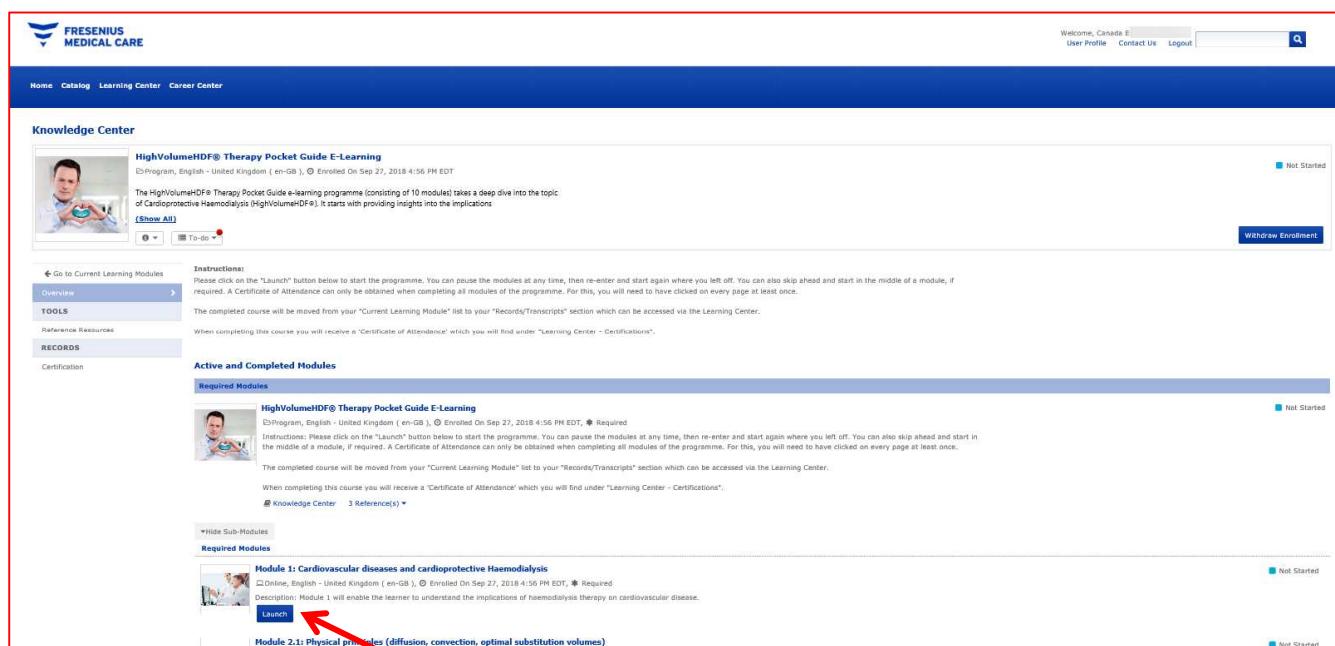
After enrolling in the course, you can start right away studying by clicking on the button “Go to the Knowledge Centre”. Also the course will now be listed on your home page and in your “Current Learning Modules” list.

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.

The screenshot shows the Fresenius Medical Care Learning Center interface. The top navigation bar includes 'Home', 'Catalog', 'Learning Center', 'Career Center', 'Welcome, Canada E...', 'User Profile', 'Contact Us', and 'Logout'. The main content area is divided into two main sections: 'Knowledge Center' and 'Active and Completed Modules'.

Knowledge Center: Displays a course titled 'HighVolumeHDF® Therapy Pocket Guide E-Learning'. It includes a thumbnail, course details, and a 'Launch' button. Below the course, there is an 'Instructions' section with detailed text and a 'Launch' button. A 'To-do' list is visible on the left.

Active and Completed Modules: Displays a list of completed modules. The first module is 'Module 1: Cardiovascular diseases and cardioprotective Haemodialysis', which includes a thumbnail, course details, and a 'Launch' button. The second module is 'Module 2: Physical principles (diffusion, convection, optimal substitution volumes)'. A 'Records' section is also visible on the left.

Red numbered arrows point to specific features: (1) To-do list, (2) Instructions, (3) Withdraw Enrolment button, and (4) Reference Resources.

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.

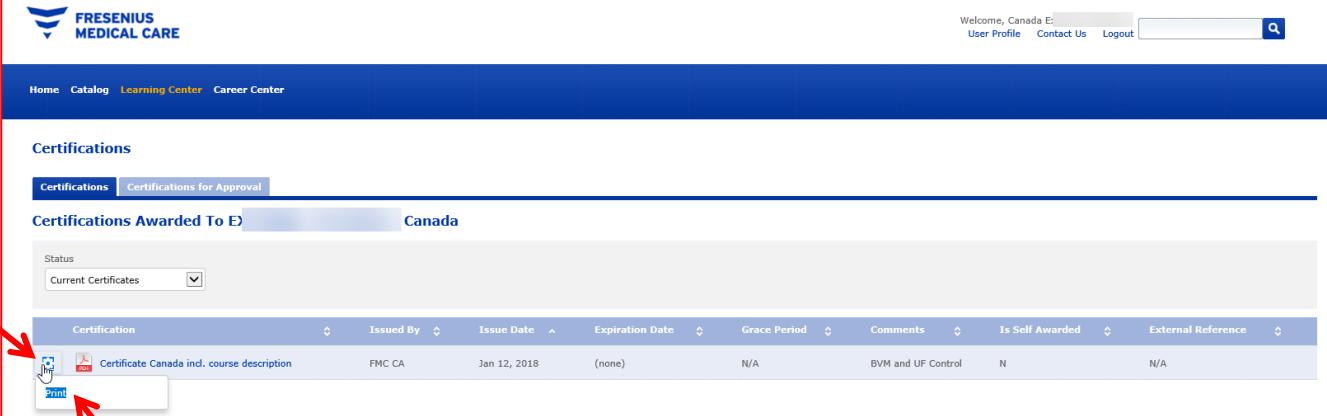
- (1) You can see further transcript details by clicking on the course title.
- (2) You can reopen the course by clicking on the Tools icon next to the course title, and
- (3) clicking “Launch”.

The screenshot shows the 'Records/Transcript' section of the Fresenius Medical Care Learning Center. The top navigation bar is identical to the previous screenshot. The main content area displays a table of completed modules.

The table has columns for 'Module Title/ID', 'Status', 'Type', 'Training undertaken between', 'Status', 'Start Date - End Date', 'Score', and 'Other Information'. One row is visible for 'BWH and UF Control'.

Red numbered arrows point to specific features: (1) Course title, (2) Tools icon, and (3) Launch button.

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 'Certifications' page of the Fresenius Medical Care Learning Center. The page title is 'Certifications' and the sub-section is 'Certifications Awarded To E'. The status is set to 'Current Certificates'. The table displays one certificate entry:

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*