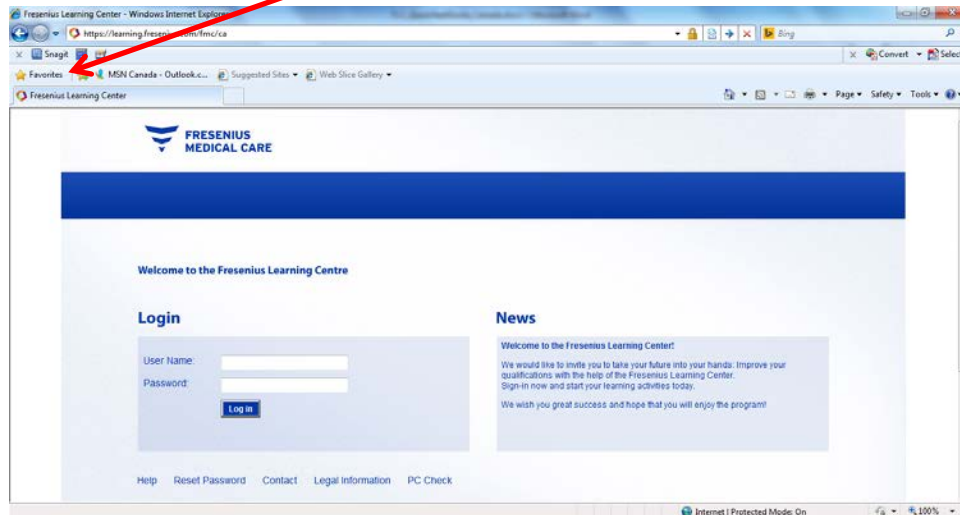


Fresenius Learning Centre Quick Guide

How do I get to the Fresenius Learning Centre?

The Fresenius Learning Centre is available via the Fresenius Intranet or on any computer via the normal Internet. Click on the link in your welcome e-mail and **“Add to Favourites”** 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/ca>



Please make sure you open the Fresenius Learning Centre with a web browser and not within Lotus Notes (the Lotus Note browser does not support all the functions needed, and will lead to problems).

If you are using a non-Fresenius computer 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 login?

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).

At the 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**

Security policy requires that your password be changed at this time.
Strong passwords must be chosen.

(1) **All users** will be required to change their password the next time they log on and every 90 days thereafter.
(2) All passwords must be at least 8 character(s) long and contain at least 2 digit(s) and 0 special character(s).
(3) Passwords are checked to make sure that they are secure. (Insecure passwords contain "abc", "123", "321", start with same first three characters, contain "hello", "guest", "pass", username, firstname, lastname or other common words, or end with 00, 11, 22, 33, ..., 99).
(4) After 5 unsuccessful attempt(s) to log in, your ID will be suspended.
(5) Previous passwords will be checked and cannot be used again.
(6) Passwords are case sensitive.

Password — Initial password

New Password

Reenter } Your new password

Submit

For security reasons the password needs to be changed every 90 days. Once your password has expired and you try to login, 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 FMCC e-mail address **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 e-mail address *or* your user ID. Only one is required.

English

E-mail:

User ID:

Back

Reset

If the system can find a match to these details in the database, it will send out a new password 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 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 for a user named Julia Geisel. The page features a main navigation bar with links for Home, Catalogue, and Learning Centre. A search bar is located in the top right corner. The main content area is divided into several sections:

- Your Enrollments:** A grid of course cards, including "FMC Test Course with Deadline", "FMC Test Kurs Julia Self-Enroll...", "Task Module", "fmc_test_klassenraum", "CES 2008 Sudhir Bowry > Provi...", "Test Learning Program", "FMC Test Classroom training", and "CES 2008 Cathy Poole > Puttin...".
- News:** A section titled "News" with a sub-heading "NewsTitel Giuseppina".
- Expiring Certifications:** A section titled "Expiring Certifications" with the text "No certification is expiring/expired".
- Personal Calendar:** A section titled "Personal Calendar" with a calendar view for March 2014.

Callouts with red boxes and arrows point to specific elements:

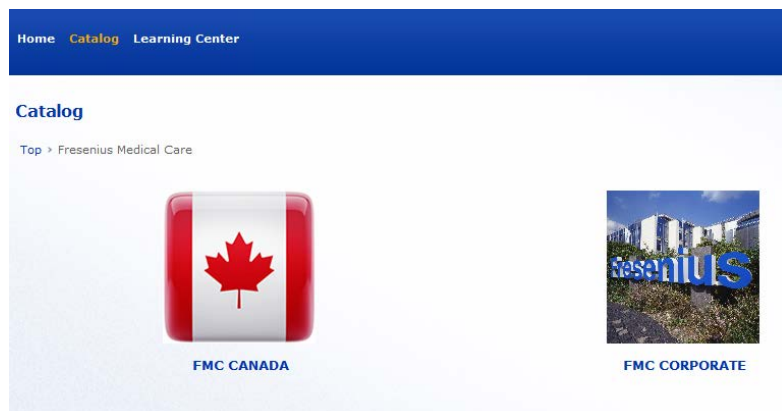
- "Main navigation bar" points to the blue bar at the top.
- "Quick links to courses in which you are currently enrolled." points to the "Your Enrollments" section.
- "Showing news relevant to your target group" points to the "News" section.
- "List of all your certifications which are going to expire/are expired" points to the "Expiring Certifications" section.
- "Personal Calendar showing the dates of your booked classroom trainings." points to the "Personal Calendar" section.

How can I book a course?

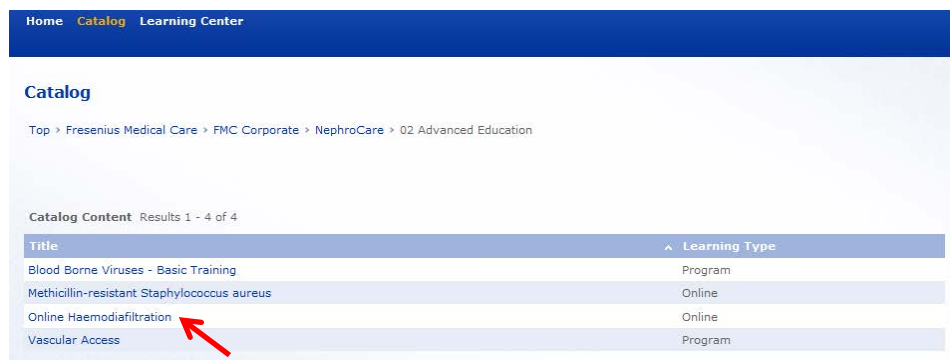
- (1) After putting the cursor over "Catalogue" in the blue main navigation bar, click "Catalogue Browser" to open the browser.
- (2) Click on the catalogue picture or title to open a catalogue.

The screenshot shows the Fresenius Medical Care website with the "Catalog" menu open. The "Catalog Browser" option is highlighted with a red arrow and labeled (1). Below the menu, a large blue square with the Fresenius Medical Care logo is shown with a red arrow and labeled (2).

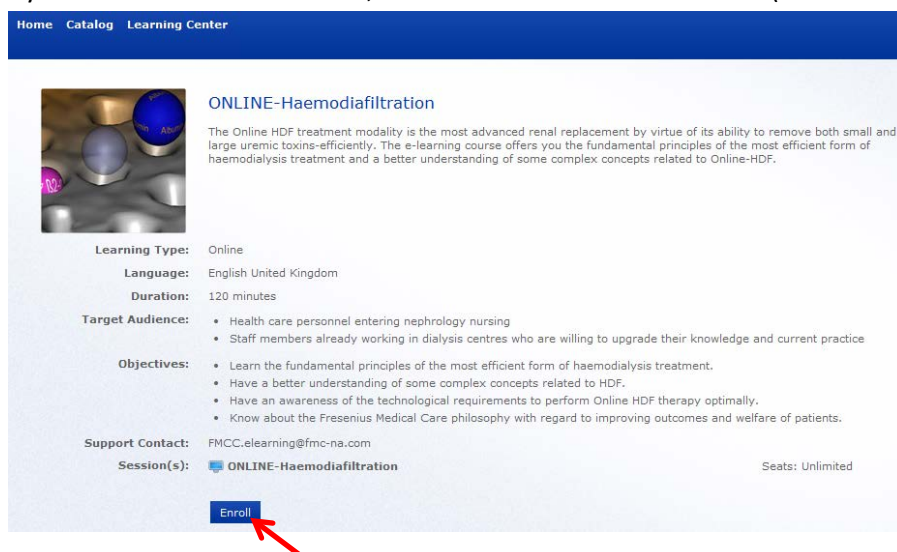
Inside the Fresenius Medical Care catalogue you will find a catalogue for all corporate head quarter trainings (FMC Corporate) and a country catalogue for local trainings. Click on a catalogue to view available courses.



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



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



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.

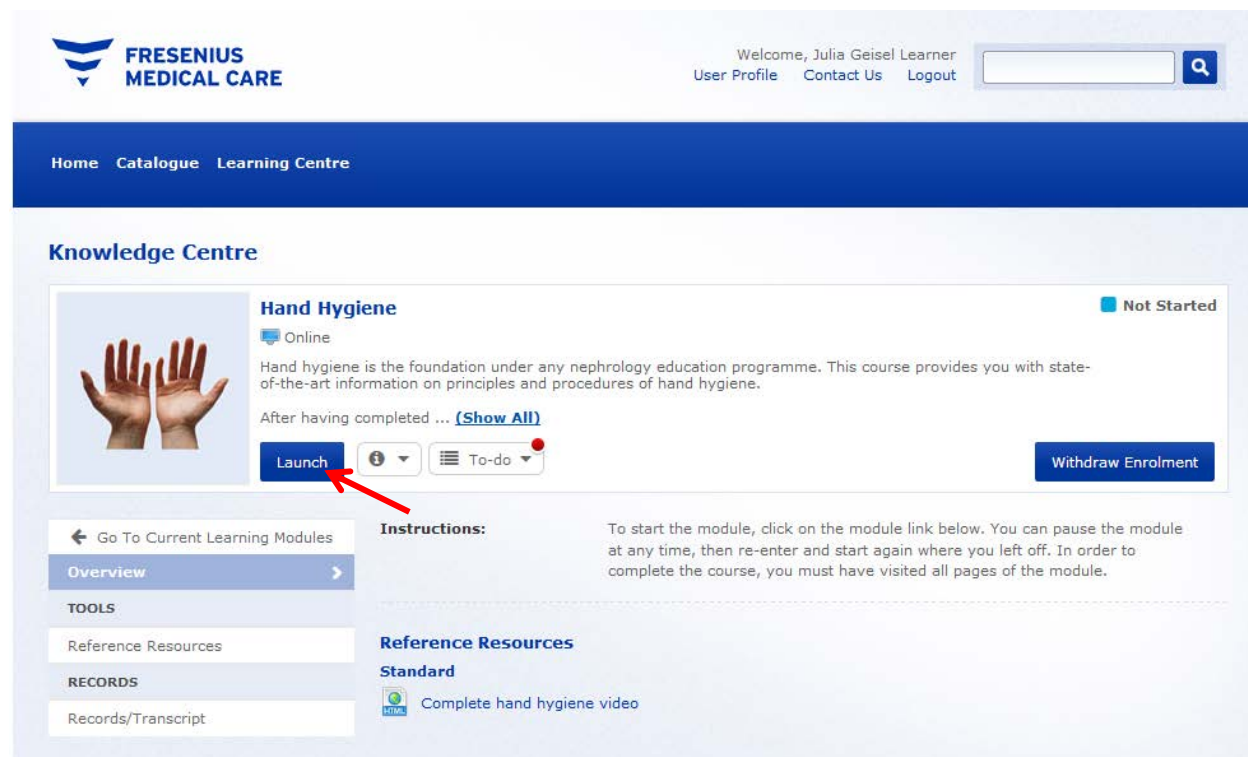
How do I start a course?

Once you are enrolled in a course (either self-enrolled via the catalogue 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.



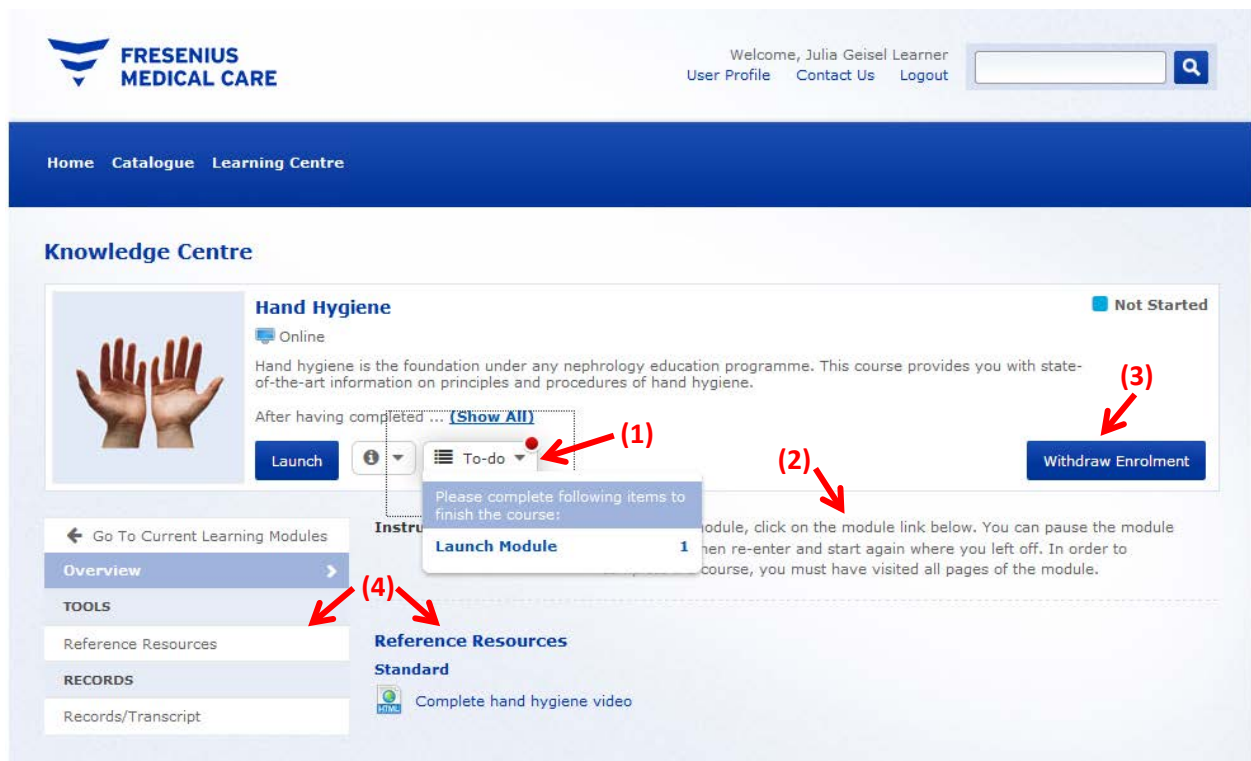
The screenshot shows the top navigation bar with the Fresenius Medical Care logo and a search bar. Below the navigation bar, the 'Learning Centre' menu is highlighted. The main content area is titled 'Current Learning Modules' and displays a list of modules. The first module, 'Hand Hygiene', is marked as 'Not yet started' and has a progress bar at 0%. A red arrow points to the 'Hand Hygiene' title. The second module is a 'Task Module' with a progress bar at 5% and a 'Send Reminder' button.

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.



The screenshot shows the 'Knowledge Centre' for the 'Hand Hygiene' course. The course is marked as 'Not Started'. The main content area includes a description of the course, a 'Launch' button, and a 'Withdraw Enrolment' button. A red arrow points to the 'Launch' button. The 'Instructions' section states: 'To start the module, click on the module link below. You can pause the module at any time, then re-enter and start again where you left off. In order to complete the course, you must have visited all pages of the module.' The 'Reference Resources' section includes a link to 'Complete hand hygiene video'.

- (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 Knowledge Centre icon next to the course title.



Welcome, Julia Geisel Learner
User Profile Contact Us Logout

Home Catalogue Learning Centre

Records/Transcript

Click on a learning programme/module name to see more detail.
To reopen a course that has been removed from your Knowledge Centre, click on the title of the course and then click on (Reopen Course and Knowledge Centre).

Show Learning Items for
past 12 months

Learning Programme/Module	Date	Status	Score
 Hand Hygiene 	26-Mar-2014 00:07 - 26-Mar-2014 00:08 CET	Completed	100

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”.

Welcome, Julia Geisel Learner
User Profile Contact Us Logout

Home Catalogue Learning Centre

Certifications Awarded to LEARNER Julia Geisel

Status
All

Certification	Issued By	Issue Date	Expiration Date	Grace Period	Comments
 Certificate Nephrocare	Fresenius Medical Care Germany	26-Mar-2014	(none)	N/A	Completion of Hand Hygiene(fmc_hq_ncc_handhygiene)

Who should I contact if I have comments or problems?

FMCC.elearning@fmc-na.com