

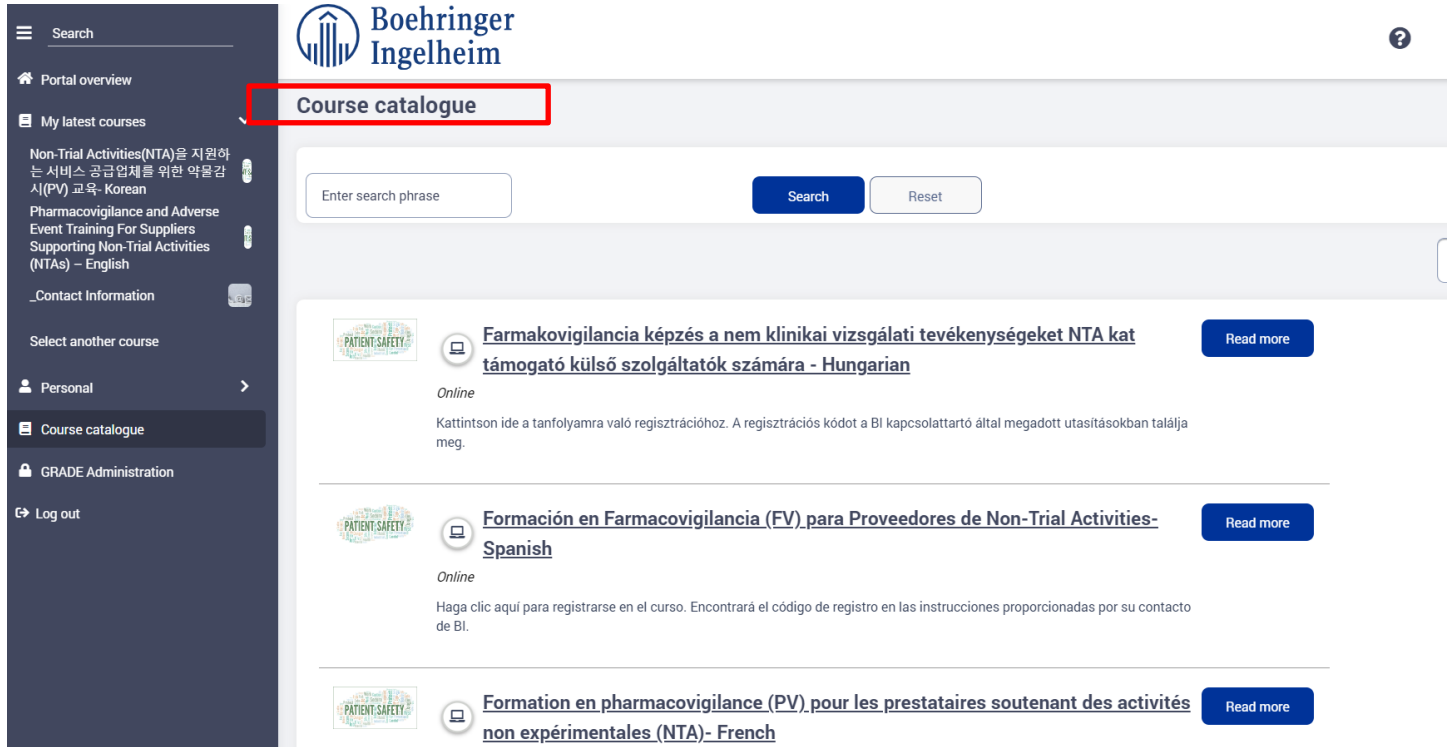
USER INSTRUCTIONS ON HOW TO COMPLETE ANNUAL REFRESHER, RETRIEVE CERTIFICATE AND SCRIPT ON THE LMS

GENERAL INSTRUCTIONS:

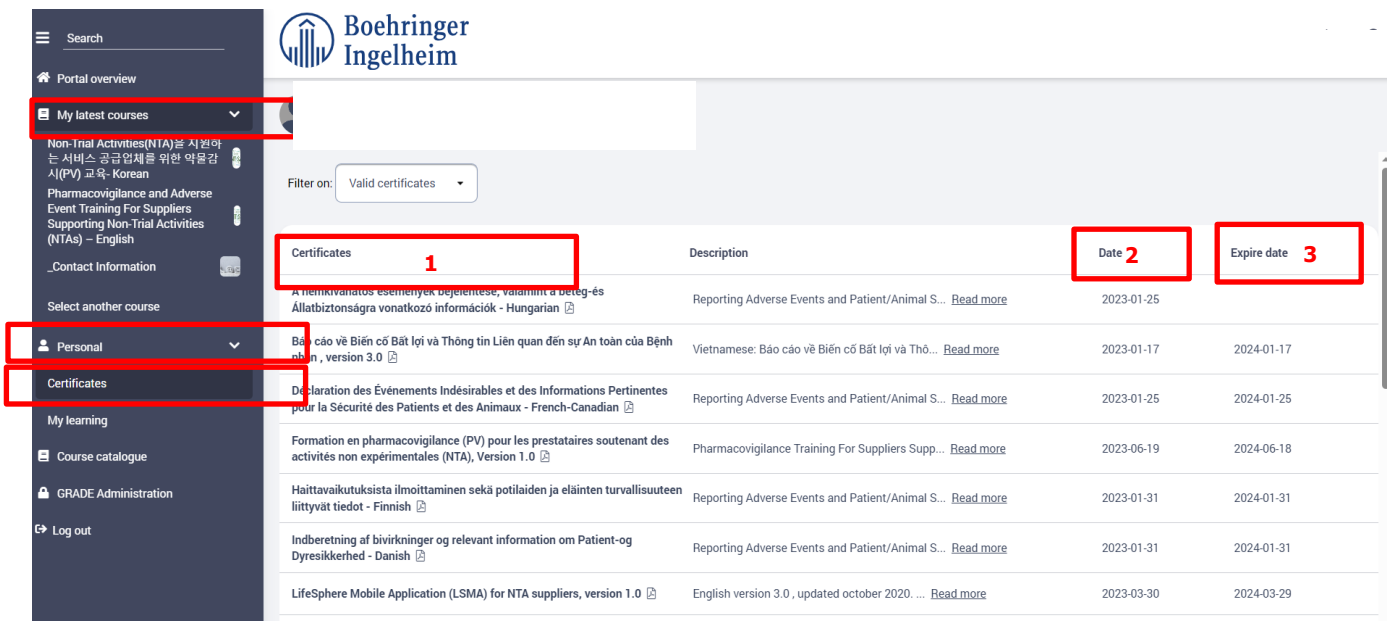
- Only those affiliated with the conduct of Boehringer Ingelheim should be granted access to this course.
- Health Authorities require us to be regularly trained.
- The course is approximately 45 minutes.
- Enclosed training materials may not be reproduced, copied or disseminated without prior authorization of Boehringer Ingelheim.
- Please Note: Bookmarking is enabled, and you may continue from where you have left off should you close your browser or log off.
- Certificate for eLearning is valid for one year; Re-training and documentation is required on an annual basis and not earlier than 3 months from the date indicated on current certificate.
- After completion of the course, please close the window to receive the certificate.
- **Please note:** Some versions of Internet Explorer do not support all functionalities of our e-learnings. In that case, try using a different browser (Chrome, Firefox etc.). Also try clearing the “Cache”.
- **Should you have any technical issues please contact us on Learning@boehringer-ingelheim.com**

INSTRUCTIONS TO ACCESS CERTIFICATE:

- Log in to your account using the credentials you have received once registered for the course.
- Once you are logged in, you will land on the “Course catalogue” page.



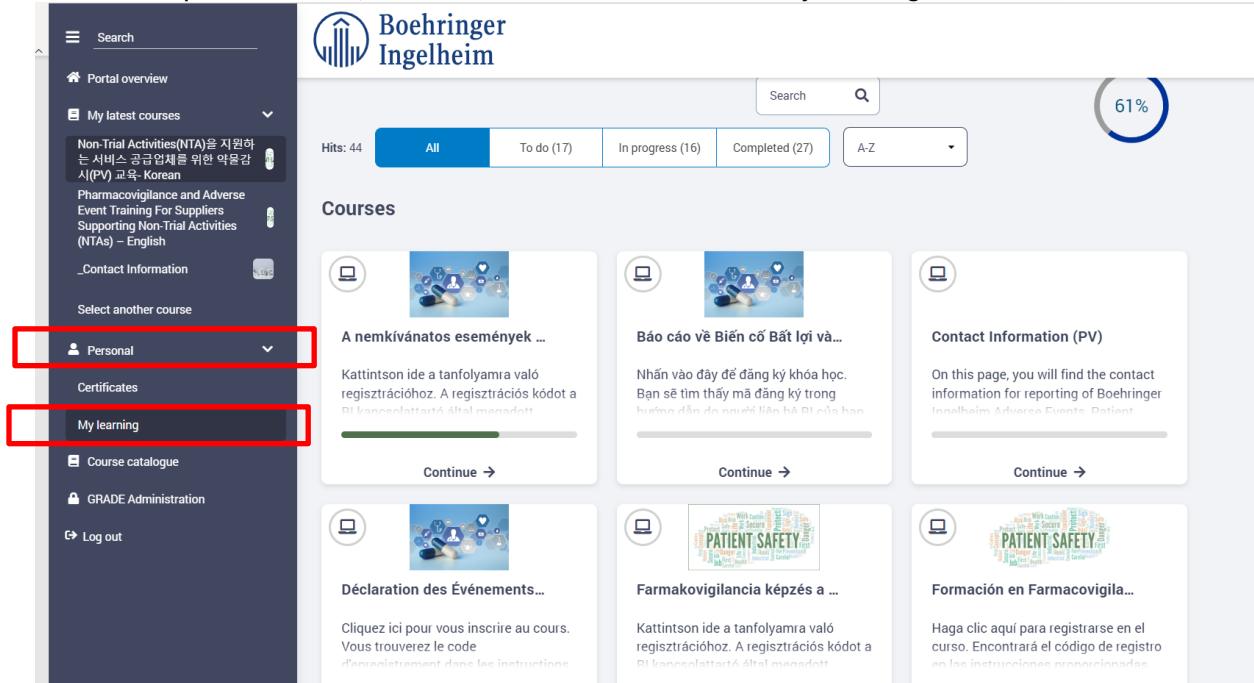
- On the left side of the page, you will see the navigation panel. “My latest courses” tab shows recent courses you have taken. Under “Personal” tab, you will be able to see your certificates of completion.



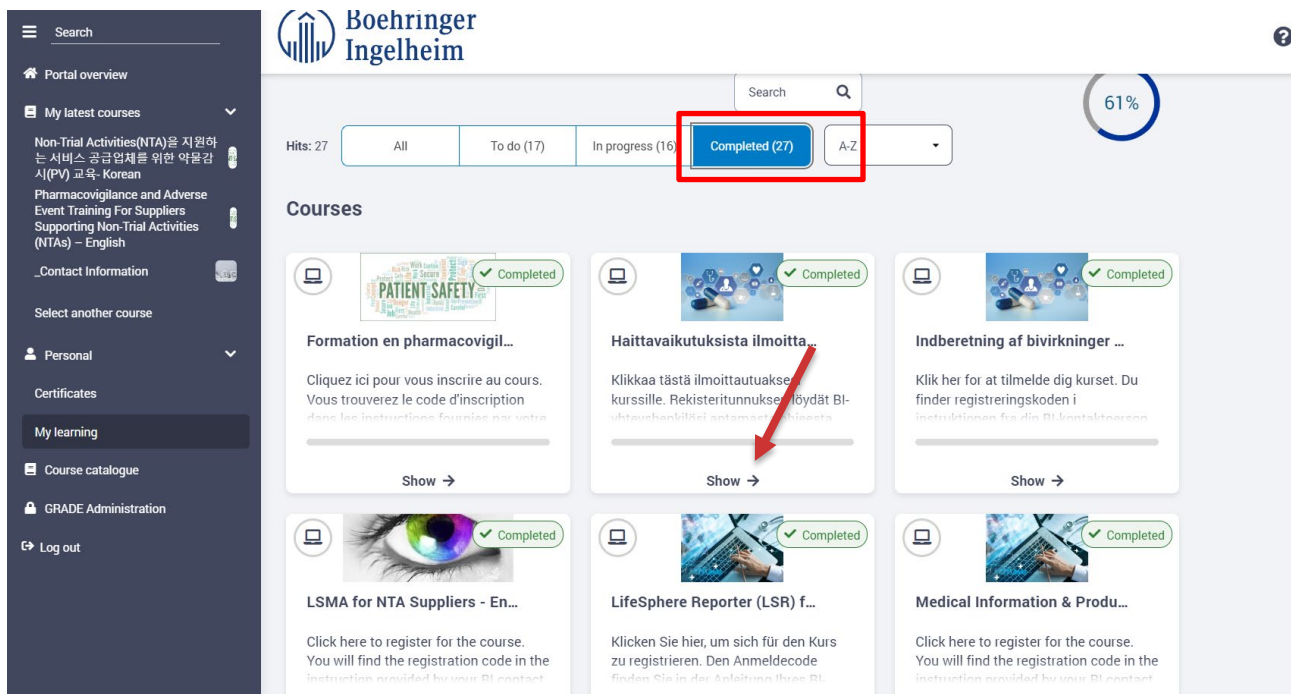
1. “Certificates” – shows the title of the course you have completed.
2. “Date” – the date when the course has been completed and the issue of certificate.
3. “Expire date” – the date when the certificate will expire. This date is important for annual refresher.
4. To download a certificate, please click on the title of the course you would like to get a certificate for in the list “Certificates”.

HOW TO RETAKE THE COURSE FOR ANNUAL REFRESHER:

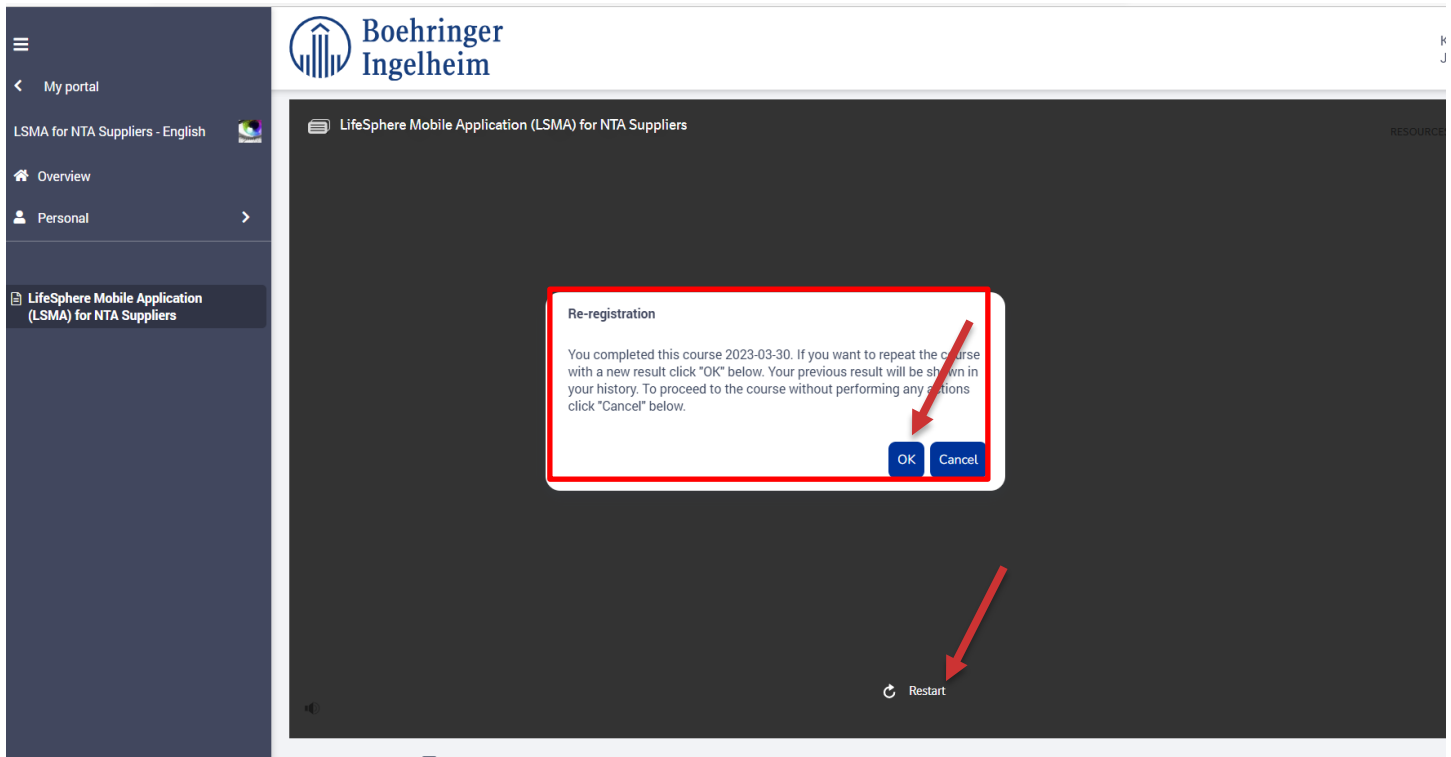
- To view completed courses, click on “Personal” and then on “My learning”



- Then click on the “Completed” tab above the “Courses” and you will see courses you have completed.
- Then click on “Show” for selected course



- The information box will appear on your screen with the date of your last completion. Click on “Ok” to proceed further. The info box will disappear, and you will have the black screen with two buttons “Resume” and “Restart”. Click on “Restart” button in the bottom to start annual refresher of the course.



- After the completion of the course, please make sure to close the window and only after that the certificate with the new date will be issued to your email address. If certificate is not received within **10 minutes**, please reach out to Learning@boehringer-ingelheim.com with the screenshot of completed course.

HOW TO RETRIEVE A SCRIPT FOR THE COURSE:

- When available, you can retrieve the script of the course for the eLearning you are completing. To do so, please go to the course as per instructions you receive from your BI contact party.
- When in the course, please click “Resources” in the top right corner.

☰ LifeSphere Mobile Application (LSMA) for NTA Suppliers

RESOURCES HELP EXIT



- Then click on “PDF” to download the script.



- Should you have any technical issues please contact us on Learning@boehringer-ingelheim.com