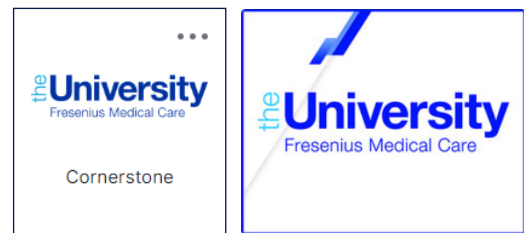


Products Academy for FME Employees Quick Start Guide

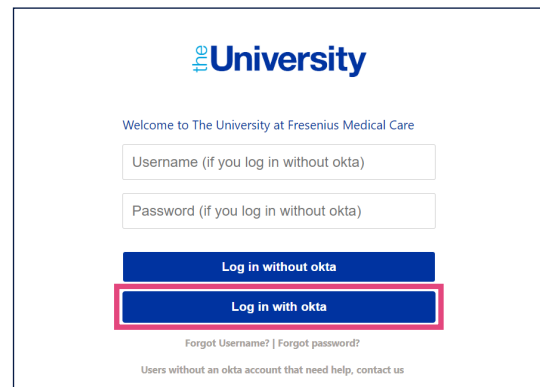
The Products Academy in The University at Fresenius Medical Care offers centralized access to product training, enabling on-demand learning anytime, anywhere. It also provides options to register for instructor-led virtual sessions or participate in live workshops.

Logging in

1. Access *The University* via the [Okta Portal](#) or [FMC4ME](#)



2. Select **Log in with okta** from the [login page](#)



Header Bar



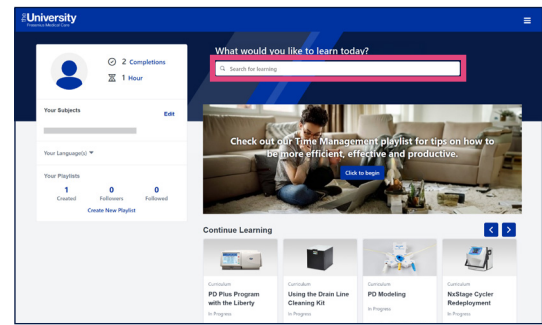
↑ Click to return to home page

Click to view menu ↑

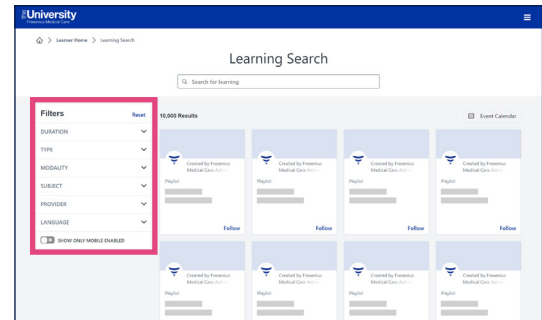
Searching for learning content

1. Enter a course title or topic in the search bar and hit enter.

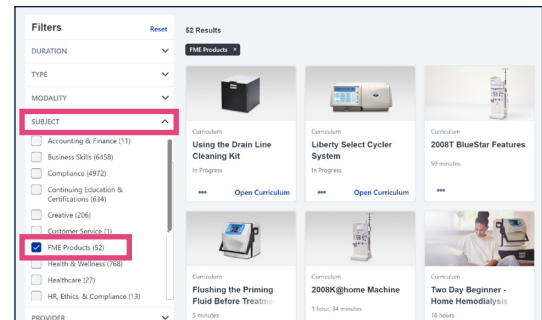
To browse content, click in the search bar and hit enter



2. Refine your search results by using the available filters

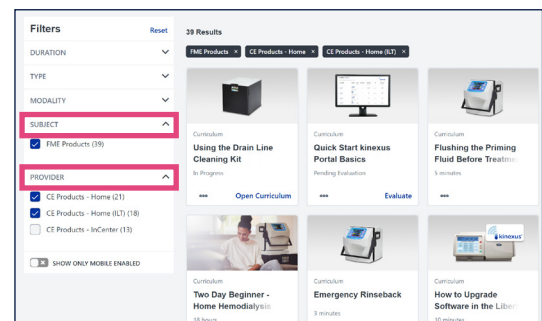


3. To display Products Academy content, click the **Subject** dropdown and select **FME Products**



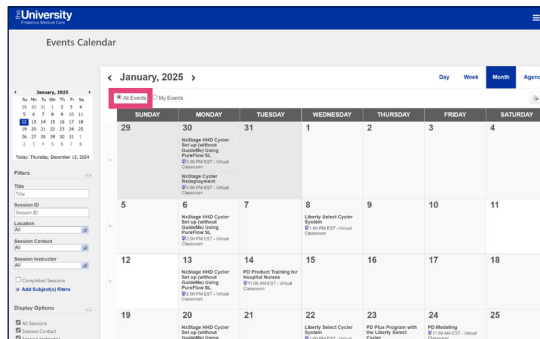
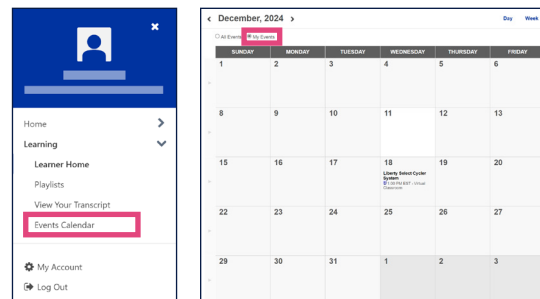
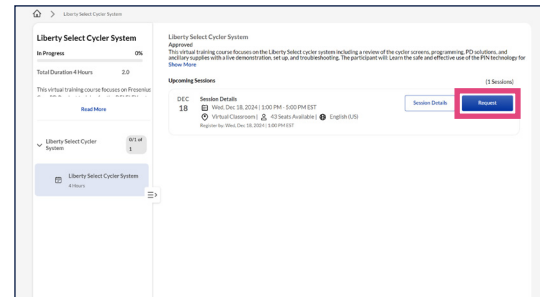
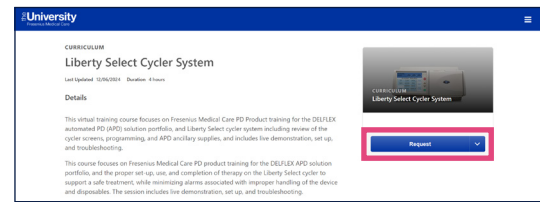
4. To display Home content, click the **Provider** dropdown and select **CE Products - Home** and **CE Products - Home (ILT)**

– **ILT** are the instructor led courses, including virtual nurse training and live workshops



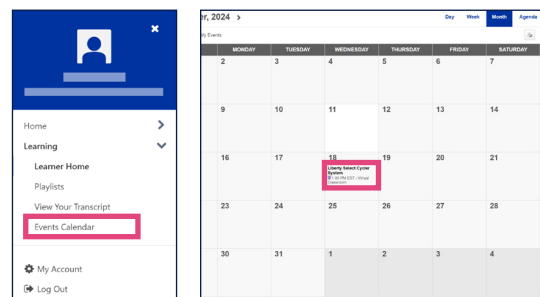
Registering for virtual or live training

1. Once you find a class, register for the session by clicking **Request**
2. Select from the list of upcoming sessions and click **Request**.
You will receive a confirmation email with an attachment to add it to your personal calendar
3. After registering for an ILT session, it will appear in your **Events Calendar**. Click the **Menu** button  and select **Events Calendar**. Select **My Events** to view your registered training
4. Select **All Events** to view all requested upcoming virtual and live trainings. Refine your results by using the available filters

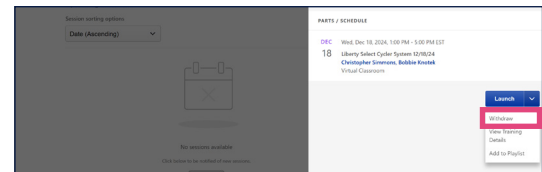


Withdrawing from virtual or live training (deletes from calendar only)

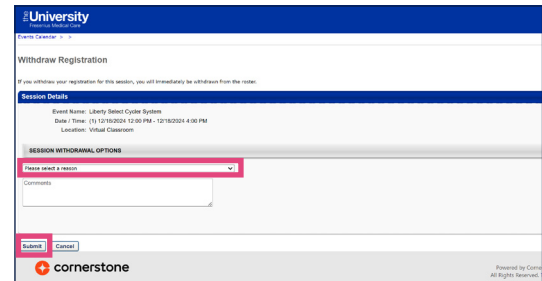
1. If you are unable to attend a registered session, click the **Menu** button  and select **Events Calendar**. Select your session on the calendar to open the **Session Details** page



- Click the dropdown arrow ▼ next to the **Launch** button and select **Withdraw**



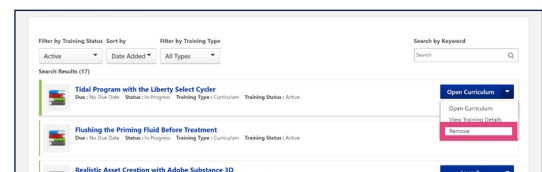
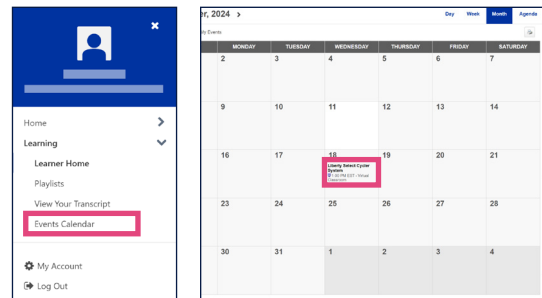
- Under **Session Details**, select a reason for the withdrawal and click **Submit**. You will receive an email confirming your withdrawal



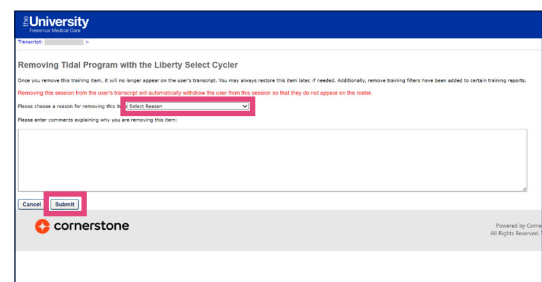
Remember to decline the training appointment from your personal calendar

Removing an optional class (deletes from calendar and dashboard)

- To remove an optional class, click the **Menu** button ☰ and select **View Your Transcripts**. Locate the class you wish to remove from the list
- Click the dropdown arrow ▼ next to the **Open Curriculum** button and select **Remove**



- Select a reason for removing and click **Submit**. You will receive an email confirming your withdrawal

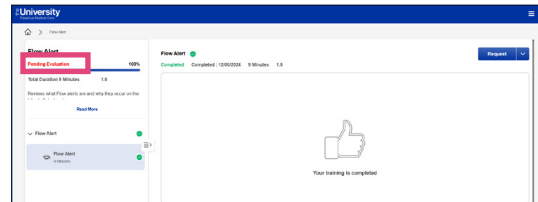


Remember to decline the training appointment from your personal calendar

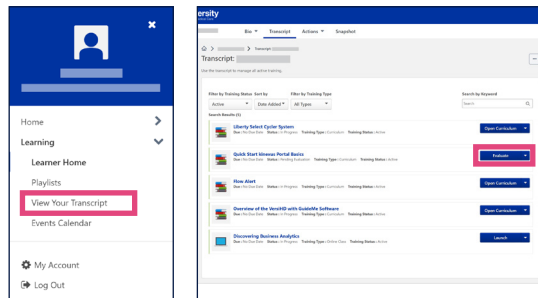
Completing course evaluations

Completing an evaluation is **mandatory** for all courses and curricula. This ensures continuous improvement and helps us better support your learning needs

1. After completing a course, **Pending Evaluation** appears near the top-left of the screen

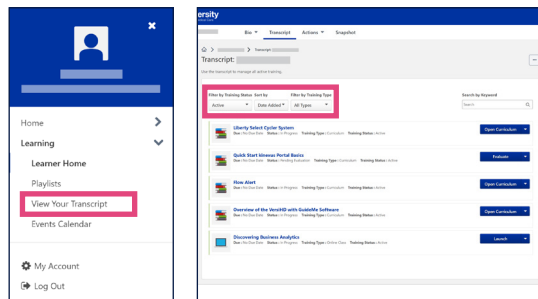


2. Click the **Menu** button  and select **View Your Transcripts**. Click the **Evaluate** button. The **Evaluate** link can also be found in the course tile on the home page



Viewing your transcripts

1. Click the **Menu** button  and select **View Your Transcripts**. Use the filters for sorting



2. Click the **Options** button to access the following:
 - Add External Training records
 - Export to PDF
 - Print Transcript
 - Run Transcript Report

