

Products Academy Quick Start Guide

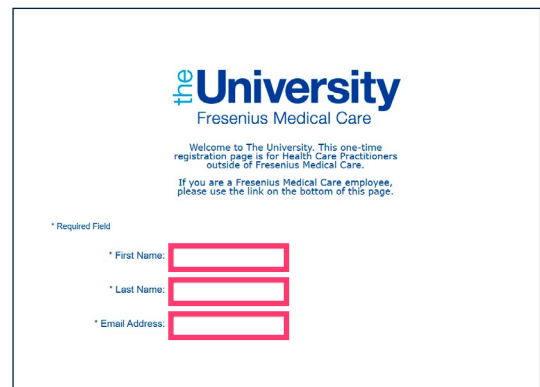
The Products Academy in The University at Fresenius Medical Care offers centralized access to product training, enabling on-demand learning anytime, anywhere. It also provides options to register for instructor-led virtual sessions or participate in live workshops.



For first time access to the Products Academy in The University at Fresenius Medical Care, [click here](#) or scan the QR code. Registration only needs to be completed the first time you access The University.

Registering for The University access

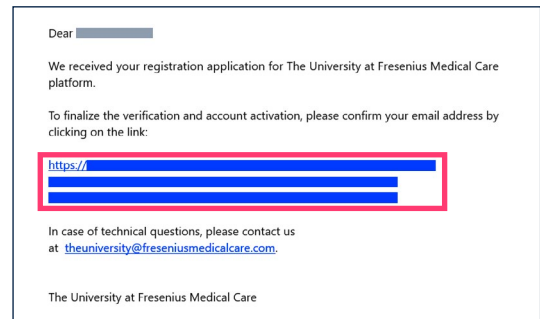
1. Complete the registration page. For guidance on the registration process, [click here](#)



The screenshot shows the registration page for 'the University' by Fresenius Medical Care. It includes a welcome message and instructions for health care practitioners. Below the text, there are three required fields for registration: First Name, Last Name, and Email Address, each with a red rectangular input box.

2. **Check** for a confirmation email. If you do not see it in your Inbox, please check your SPAM / Junk folder

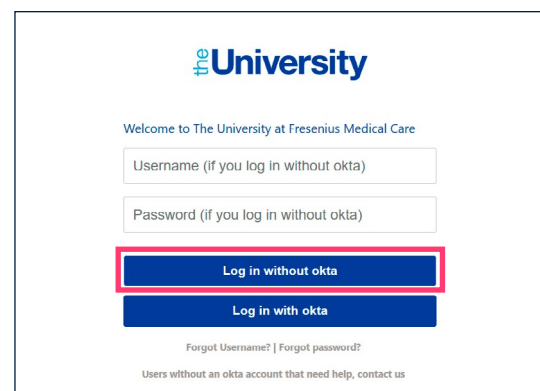
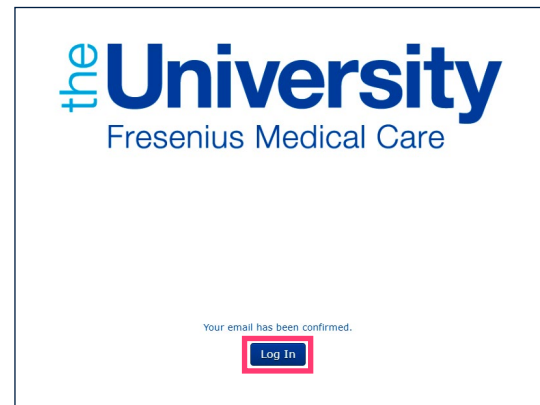
Click the link in the email to complete your account activation



The screenshot shows a confirmation email. It starts with 'Dear [redacted]' and states that the registration application has been received. It then asks the user to confirm their email address by clicking on a link. The link is shown as 'https://[redacted]' with a red rectangular box around it. At the bottom, it provides contact information for technical questions: 'theuniversity@freseniusmedicalcare.com'.

Logging in

1. After completing your registration, click the **Log In** button to go to The University login page
 - Bookmark the site for quick access in the future
2. Select **Log in without okta** from the [login page](#)
 - Username is your email. Enter the password you set up during registration



Header Bar

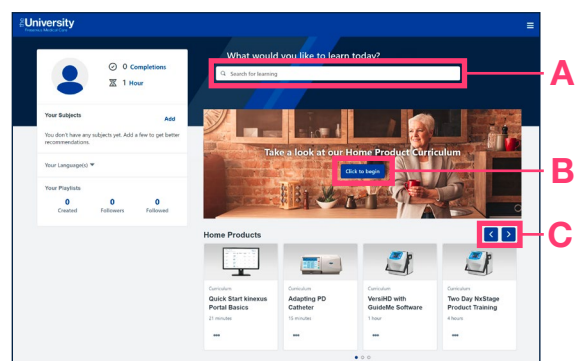


↑ Click to return to home page

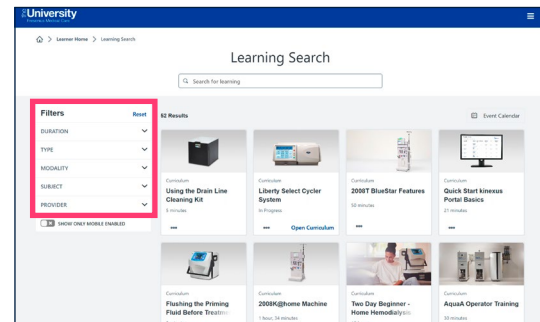
Click to view menu ↑

Searching for learning content

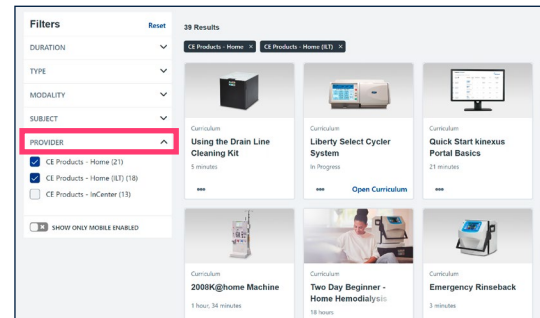
1. There are multiple ways to find content:
 - A. Enter a course title or topic you are looking for in the search bar
 - B. Click the banner to view all Home Product Training Curriculum
 - C. Scroll through the featured Home Products carousel



- Refine your search results by using the available filters

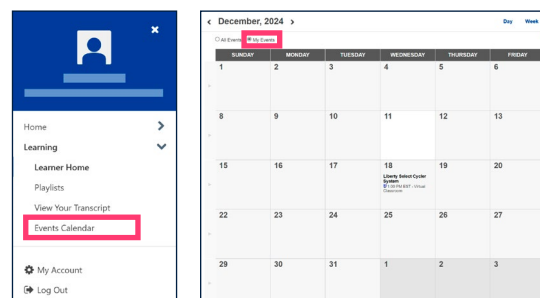
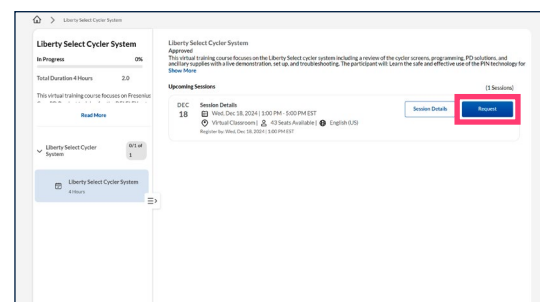


- To display Home content, click the **Provider** dropdown and select **CE Products - Home** and **CE Products - Home (ILT)**
 - **ILT** are the instructor led courses, including virtual nurse training and live workshops

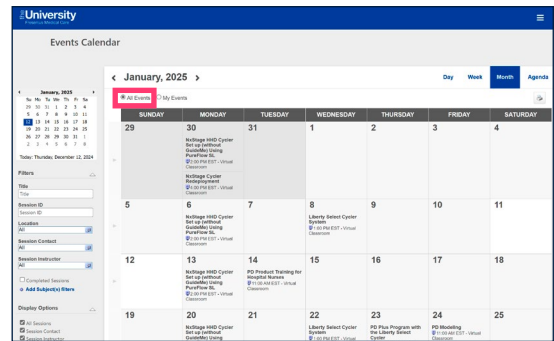


Registering for virtual or live training

- Once you find a class, register for the session by clicking **Request**
- 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
- 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

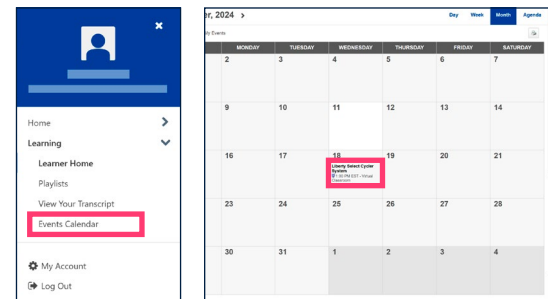


4. Select **All Events** to view all requested upcoming virtual and live trainings. Refine your results by using the available filters

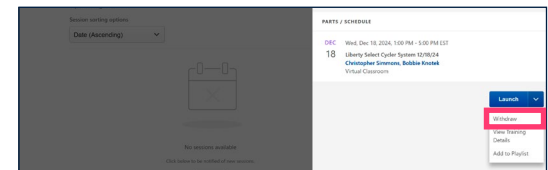


Withdrawing from virtual or live training (deletes from calendar only)

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

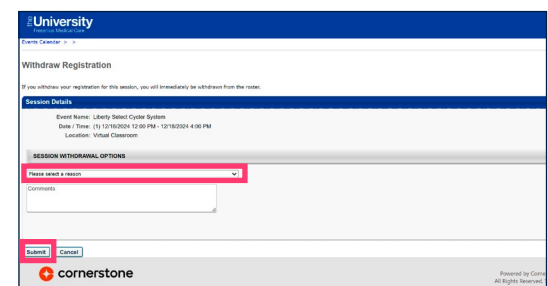


2. Click the dropdown arrow  next to the **Launch** button and select **Withdraw**



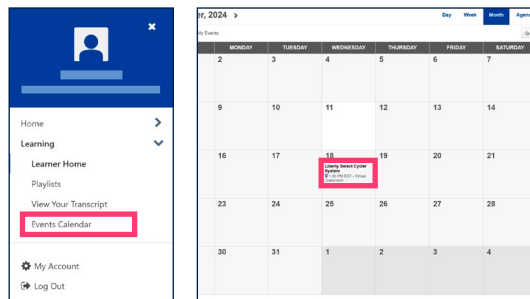
3. Under **Session Details**, select a reason for the withdrawal and click **Submit**. You will receive an email confirming your withdrawal

Remember to decline the training appointment from your personal calendar

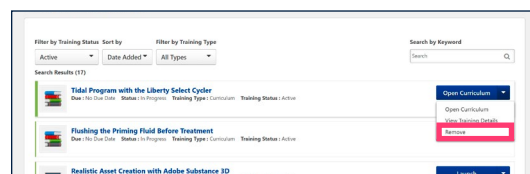


Removing an optional class (deletes from calendar and dashboard)

1. To remove an optional class, click the **Menu** button  and select **View Your Transcripts**. Locate the class you wish to remove from the list

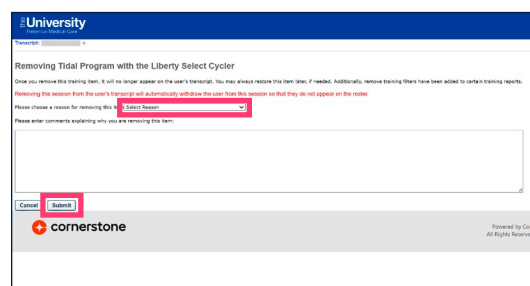


2. Click the dropdown arrow  next to the **Open Curriculum** button and select **Remove**



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

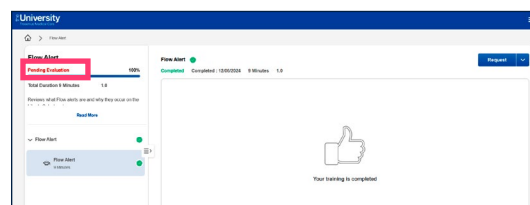
Remember to decline the training appointment from your personal calendar



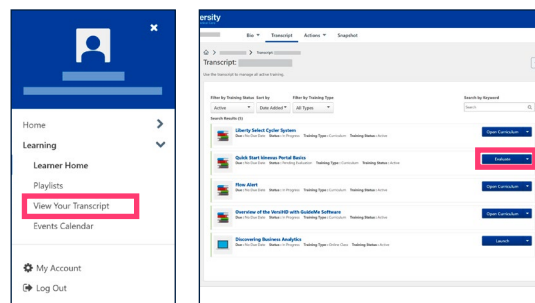
Completing course evaluations

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

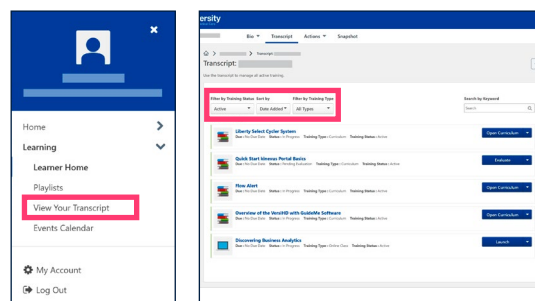


2. Click the **Menu** button  and select **View Your Transcripts**. Click the **Evaluate** button. The **Evaluate** link can also be found in the course tile on the home page



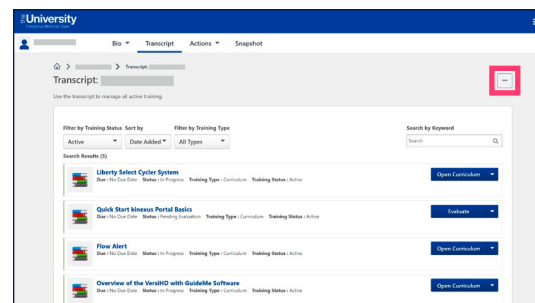
Viewing your transcripts

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



Need Assistance?

For questions and support, please contact theuniversity@freseniusmedicalcare.com