

Products Academy Registration Quick Start Guide



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.



If you are an FME employee, *do not* complete this registration.
Please log in via Okta Portal.

1. Enter First Name, Last Name and Email Address.

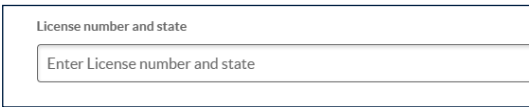
Please ensure accuracy as the name entered will populate your completion / contact hour certificates.

A correct email address is required to confirm your registration.

*indicates a required field.

2. Select *United States* from the dropdown.

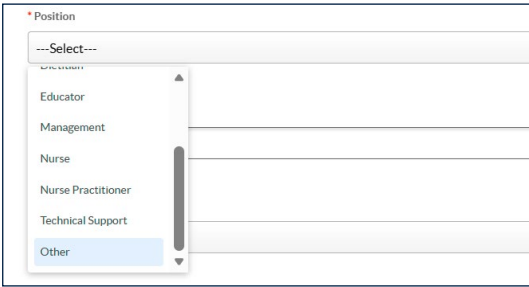
3. Enter your **License number and state** to qualify for Contact Hours. ***Please ensure accuracy.*** If you have more than one license, just enter your primary license.



License number and state

Enter License number and state

4. Click the drop-down to select your **Position**. If it is not located in the drop-down, select **Other** and enter it on the **Position Other** line.



* Position

---Select---

Educator

Management

Nurse

Nurse Practitioner

Technical Support

Other

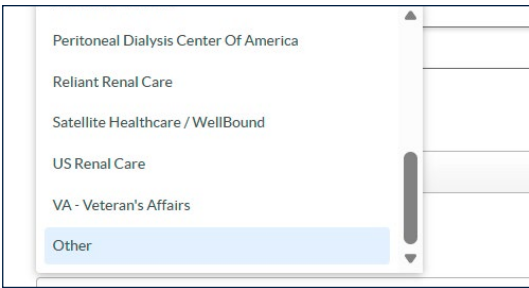
5. The site uses English by default. If you select a different language, the site will display in the language you chose.



Language

English (US)

6. Click the drop-down and select your **Employer**. If it's not listed, choose **Other** and type it in the *Company Name – Other* field.



Peritoneal Dialysis Center Of America

Reliant Renal Care

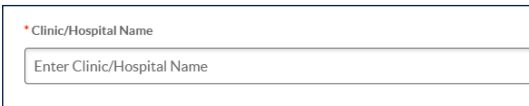
Satellite Healthcare / WellBound

US Renal Care

VA - Veteran's Affairs

Other

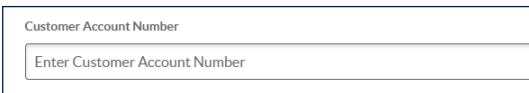
7. Enter the name of your specific **Clinic or Hospital**. If you have more than one, provide only your primary location.



* Clinic/Hospital Name

Enter Clinic/Hospital Name

8. Enter the **Customer Account Number** your clinic uses to order supplies from Fresenius Medical Care/NxStage. It may also be called the **SAP Account Number** or the **NxStage Account Number**.

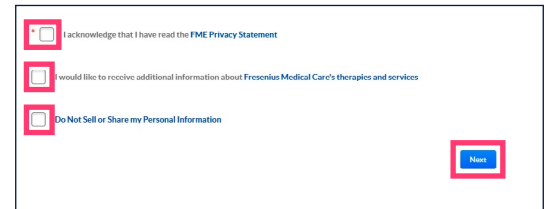


Customer Account Number

Enter Customer Account Number

If you are unsure, please check with your Fresenius Medical Care Clinical or Sales Consultant.

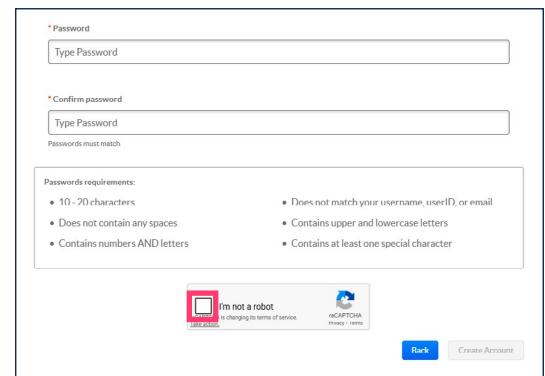
9. Click each link to read the information, then check the boxes if you agree. Click **Next**.



A registration consent form with three checkboxes and a 'Next' button. The checkboxes are: 'I acknowledge that I have read the FME Privacy Statement', 'I would like to receive additional information about Fresenius Medical Care's therapies and services', and 'Do Not Sell or Share my Personal Information'. The 'Next' button is blue and located at the bottom right.

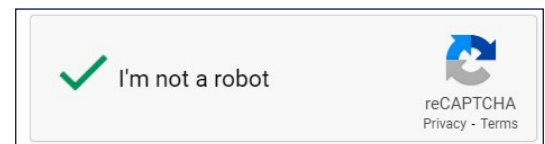
10. Create a password following the guidelines shown, then confirm it by entering it again.

Click the box next to *I'm not a robot*.



A password creation form with two input fields: 'Password' and 'Confirm password'. Below the fields is a 'Passwords must match' message. A section titled 'Passwords requirements:' lists five rules: 10-20 characters, no spaces, numbers AND letters, does not match username/userID/email, and contains upper/lowercase letters and at least one special character. At the bottom is an 'I'm not a robot' checkbox and a 'Create Account' button.

11. **Complete** the requested activity and select **Verify / Submit**. A green checkmark will appear when the reCAPTCHA is accurately completed.

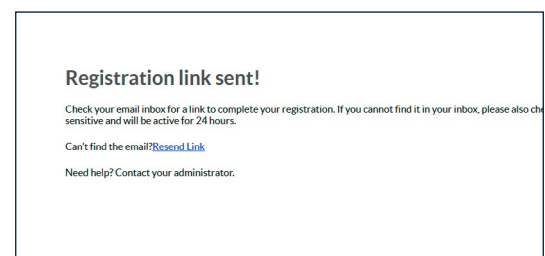


A reCAPTCHA verification screen showing a green checkmark and the text 'I'm not a robot'. The reCAPTCHA logo and 'Privacy - Terms' link are on the right.

12. Click **Create Account**.

A registration link will be sent to your email.
The link is valid for 24 hours.

Please be aware that the email may take additional time to arrive depending on your company's firewall or security settings.

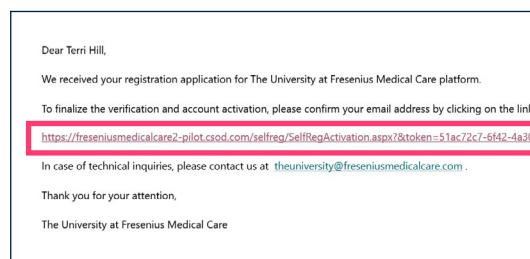


A confirmation screen titled 'Registration link sent!'. It instructs the user to check their email inbox for a link to complete registration, valid for 24 hours. It includes links for 'Can't find the email?' and 'Resend Link', and a note to contact the administrator for help.

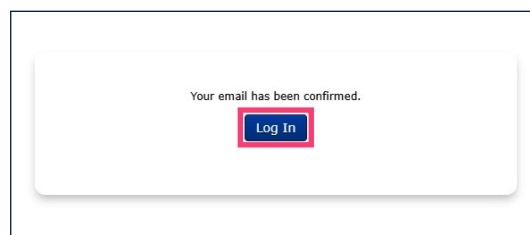
13. Find the confirmation email (check Spam/Junk if needed).

Look for the subject *The University at Fresenius Medical Care – User Account Registration Verification*.

Click the link inside to activate your account.



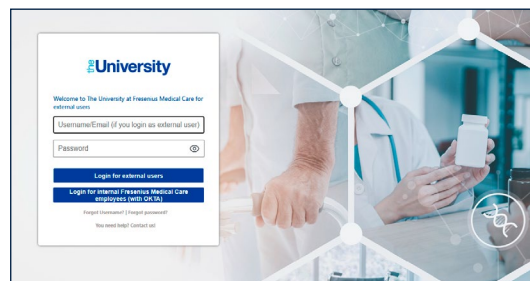
14. Click **Log In** to open the login page.



15. – Bookmark this page for quick access.

- Enter your email address as your username.
- Enter the password you created during registration.

- Click **Login for external users**.



16. Set up your security questions on first login, click **Continue**, and you'll be taken to **Learner Home page**.

The one-time registration is now complete.

Define Security Questions

From the drop down list(s) below, select question(s) that can be used later to confirm your identity should you forget your password.

Note: In the future when answering a security question you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive when entering the answer now, you will need to also capitalize those letters when answering the question later. Also, if entering a date later, you must type it exactly as you did on this screen, using the same dashes, hyphens or other characters as you enter now.

* The answer(s) must be at least 3 characters in length.

1. Security Question:

Answer:

Confirm Answer:

Need Assistance?

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