

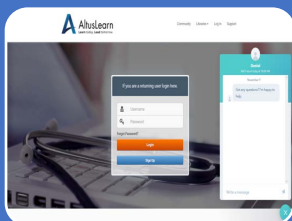
Online Learning Library Quick Guide

Customized learning platform for Fisher and Paykel Healthcare



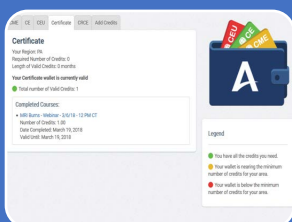
Main Campus

- Create Account or Log In to utilize the library.
- Browse Courses
- Enroll in Courses
- Sign up for free Webinars



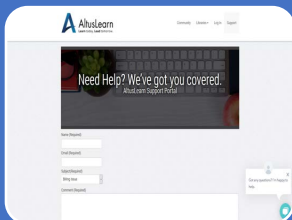
Your Account: Set up your free account by adding your personal and professional information needed for continuing education records

- My Courses- click on the title of courses to add them to your account
- Credit Wallet- All of your continuing education records are saved in your Wallet. You can also add your other attendance records to keep your continuing education transcript in one place! See below



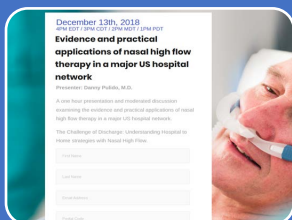
Credit Wallet

- Courses attended in Altus Learn are automatically added your CE wallet
- Add courses taken elsewhere by entering them in the Add Credits tab.
- The "Credits Needed" filed settings in your user profile can provide automatic updates when a particular course credit is about to expire.
- The color coded system provides an "at-a-glance" status of your courses



Support

- Support is available in all areas via the pop up chat bubble at the lower right of the screen
- Click the Support tab at the top of the page to submit additional inquiries including password reset, technical issues and other questions



Register for a Live Webinar

- Complete the required fields on the form (if your workplace computer network has protections, it may be best to use a personal email address). Click "Sign Me Up"
- You will then receive an email confirming your registration with a calendar link.
- Be sure to create an account in the campus using the steps above if you haven't already
- See you at the Live Webinar!