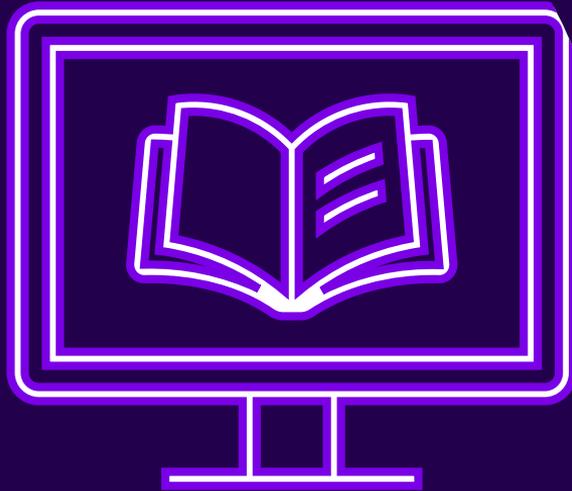


**sanofi**

# Instructions for Self-Registration and Training Access-iLearn

General Services

V5.0



Changes since last version: updated User Support contact details, title of training

# Content

Accessing iLearn when already registered

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# Logging in to iLearn - **Already Registered**

Once logged in, follow instructions from **STEP FOUR**

Login using this link: [iLearn Login Page](#)

**Use the same login information with which you created your account**

If you have any issue accessing your iLearn account, **don't** create a new account.

Check next slide for possible issues and solutions

# Logging in to iLearn - **Already Registered**

once logged in, follow instructions from **STEP FOUR**

## Account Deactivated

You have not logged in within 18 months



Your account may have been deactivated



**Contact** iLearn support to request reactivation of your account. Reactivation could take up to **2 to 3 business days** so plan accordingly.

## Forgot Password

Please ensure that you enter the correct username email address in order to receive the password reset email

Should be your company email address

You used the correct username but have not received a password reset email



**Contact** iLearn Support

Please see last slide for contact details

# STEP ONE: Registering in iLearn - First Time User

Complete the registration page using this link: [iLearn Self-Registration page](#)

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:  **Your company email address**

\* Company: External - Pharmacovigilance

\* Supervisory Org: External - PV

\* Country: 

Language:  

\* Contractor/vendor company name:  **Your company name**

\* Passwords must contain both upper and lower case letters.  
\* Passwords must contain alpha and numeric characters.  
\* Passwords cannot have three or more consecutive same characters.  
\* Passwords must be 8 - 20 characters.  
\* Passwords cannot have leading or trailing spaces.  
\* Passwords cannot be the same as the Username.  
\* Passwords must contain at least one special character.

\* New password:

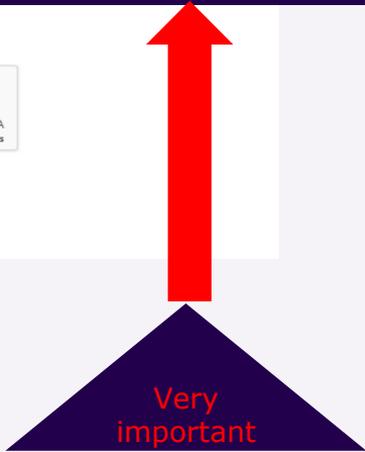
\* Confirm password:

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

I'm not a robot   
reCAPTCHA  
Privacy - Terms

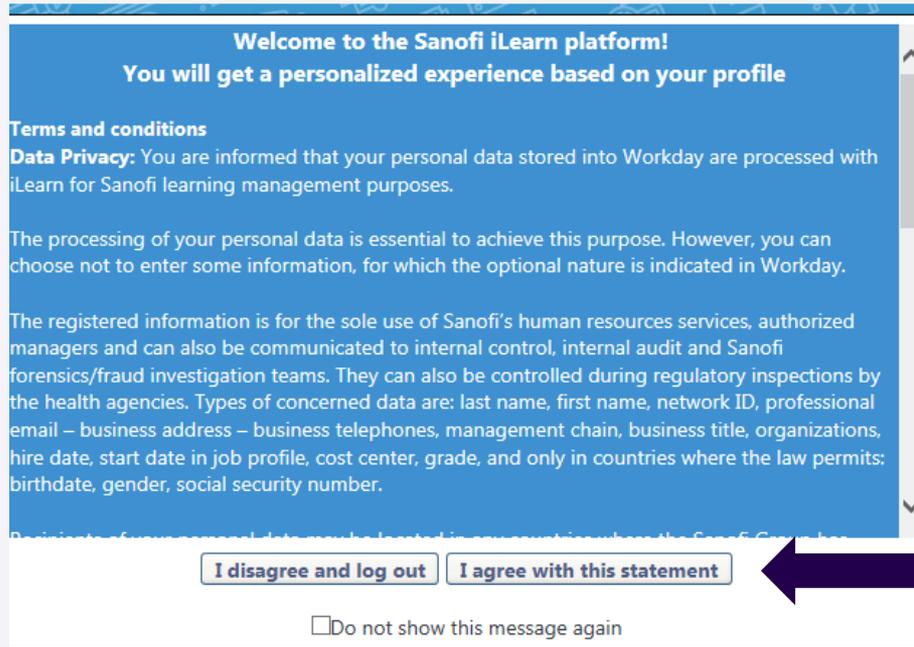
Remember your password in order to be able to access iLearn again

It is VERY important to complete these fields carefully and to remember what you entered. You will need the same information whenever you access iLearn again



# STEP TWO: Terms and Conditions

Select 'I agree with this statement'



**Welcome to the Sanofi iLearn platform!**  
**You will get a personalized experience based on your profile**

**Terms and conditions**  
**Data Privacy:** You are informed that your personal data stored into Workday are processed with iLearn for Sanofi learning management purposes.

The processing of your personal data is essential to achieve this purpose. However, you can choose not to enter some information, for which the optional nature is indicated in Workday.

The registered information is for the sole use of Sanofi's human resources services, authorized managers and can also be communicated to internal control, internal audit and Sanofi forensics/fraud investigation teams. They can also be controlled during regulatory inspections by the health agencies. Types of concerned data are: last name, first name, network ID, professional email – business address – business telephones, management chain, business title, organizations, hire date, start date in job profile, cost center, grade, and only in countries where the law permits: birthdate, gender, social security number.

Resident's personal data may be hosted in countries where the Sanofi Group has

Do not show this message again

A large black arrow points to the "I agree with this statement" button.

# STEP THREE: Mandatory Training to use iLearn

- A. Select 'View Details'
- B. Select the most appropriate language
- C. Select 'Activate'
- D. Select 'Launch'
- E. Complete the training
- F. Mark complete
- G. Check that the status is marked 'Completed'

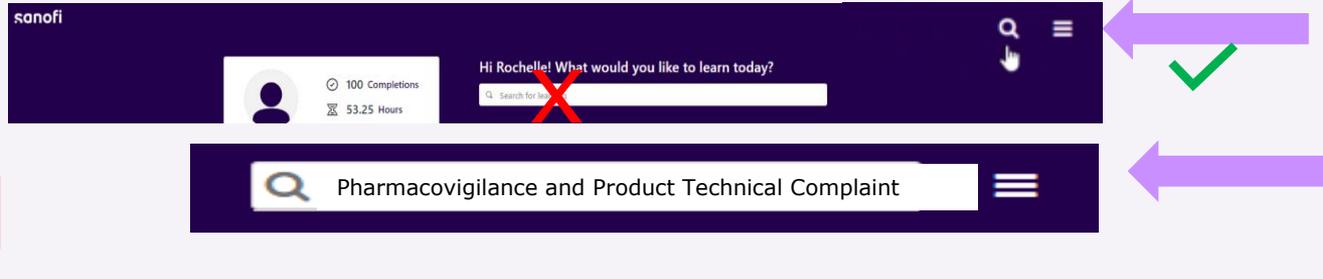
The screenshot shows the 'Mastering iLearn Fundamentals' page. On the left, there is a circular progress indicator showing 0% and the text 'CURRICULUM PROGRESS'. Below it, the title 'Mastering iLearn Fundamentals' is displayed. A list of items includes 'MASTERING ILEARN FUNDAMENTALS'. A red speech bubble with an exclamation mark is positioned over the 'View Details' button. The main content area contains the title 'Mastering iLearn Fundamentals' and an 'Options' dropdown. Below the title, there is a paragraph of introductory text and a list of learning objectives. At the bottom, a progress bar shows 0% completion, with 'Completed: 0', 'Min Required: 1', and 'Total Items: 24'. A 'View Details' button is located to the right of the progress bar.

The screenshot shows a list of 'Mastering iLearn Fundamentals' training modules. Each module is represented by a card with a house icon, the title, status, due date, training hours, and an 'Activate' button. The modules listed are: English, French, Arabic, German, Chinese, and Czech. The 'Mastering iLearn Fundamentals - English' module is highlighted in blue, and its status is 'Completed', which is circled in red. A 'Launch' button is visible next to the English module.

# STEP FOUR: Selecting and Launching A Training

Log in using this link: [iLearn Login Page](#)

For best results, use the search field at **the top right** of your screen, click on the magnifying glass, and type in the title as shown:

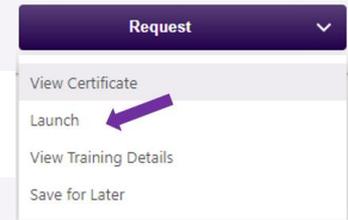


Make sure you select the training course corresponding to your activity:

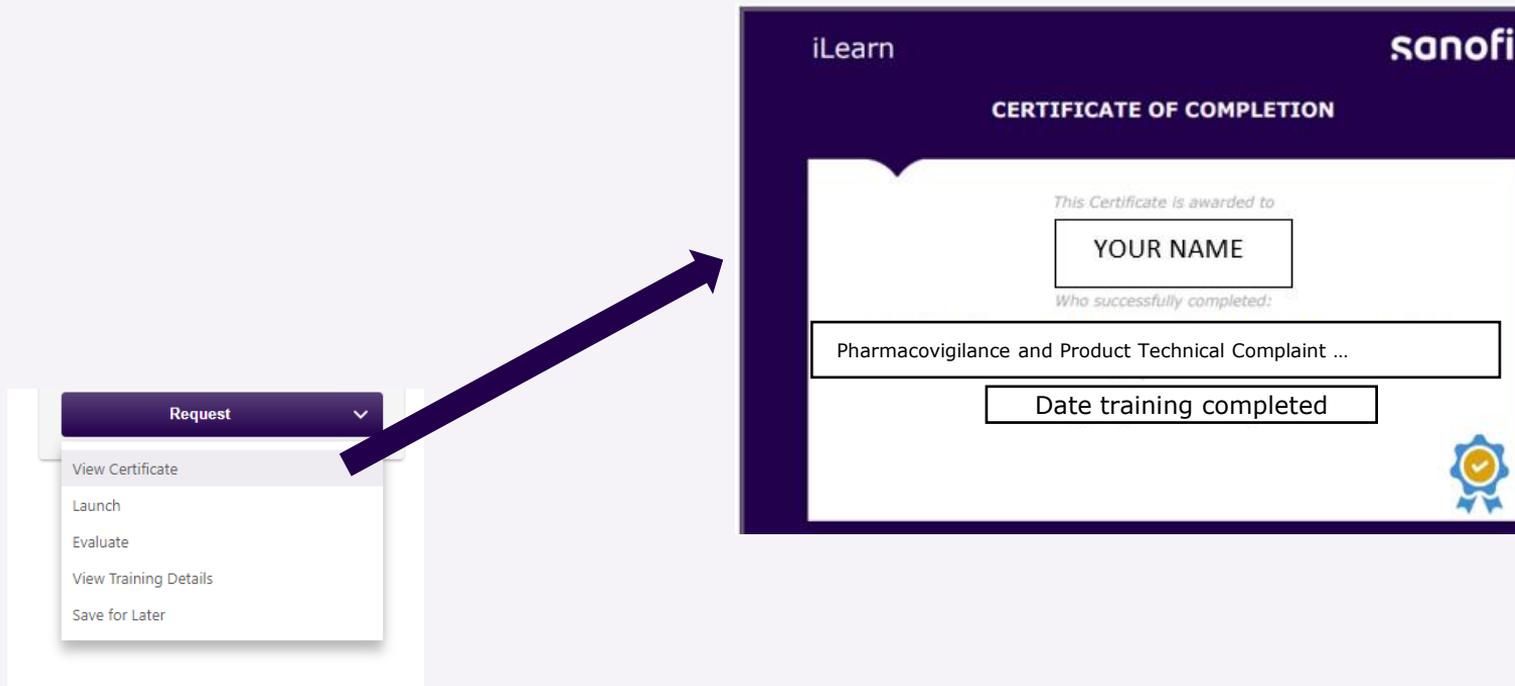
## **PV and PTC Requirements for General Services**

If your computer is set to your local language by default, the course may display with the translated title

Click on the training to select it, then on 'Request', then 'Launch' to complete your training



## STEP FIVE: Viewing and printing your certificate



The image shows a user interface for iLearn. On the left, a dropdown menu is open under the heading "Request". The menu items are: "View Certificate", "Launch", "Evaluate", "View Training Details", and "Save for Later". A large blue arrow points from the "View Certificate" option to a larger screenshot on the right. This screenshot displays a "CERTIFICATE OF COMPLETION" from iLearn and sanofi. The certificate text includes: "This Certificate is awarded to", "YOUR NAME", "Who successfully completed:", "Pharmacovigilance and Product Technical Complaint ...", and "Date training completed". A blue ribbon icon with a checkmark is located in the bottom right corner of the certificate area.

Certificates of training completion need to be downloaded and maintained by the Services Providers

# Performing training at a later time if already registered

Log in using this link and perform steps above

Search for the training using the search field as described in **STEP FOUR**

## Refresher Training



Important  
information

Search for the training using the search field as described in **STEP FOUR**

Do not launch the training from the list of training courses in the completed tab or your certificate will not update to the new date of training!

# Ilearn Support Contact Information

Ilearn User Support:

[SBS\\_GLOB\\_GLS@sanofi.com](mailto:SBS_GLOB_GLS@sanofi.com)

Please allow a minimum of two business days for requests to be addressed.