

sanofi

Instructions for Self-Registration and Training Access-iLearn

V4.0

Common to Patient Programs, Market Research and
Digital Properties projects



Changes since last version : updated User Support contact details

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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

Once you have submitted a request, please don't submit any additional request otherwise your tickets will overlap, and **resolution will be delayed**

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: English (US)

* 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:

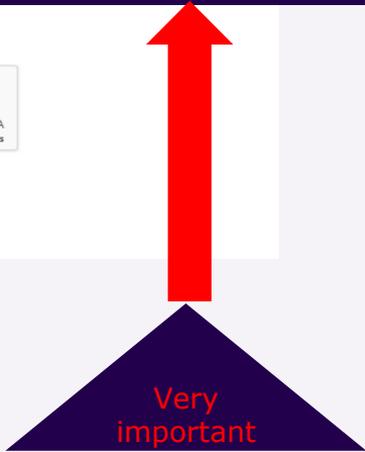
* Confirm password:

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

I'm not a robot 
reCAPTCHA
Privacy - Terms

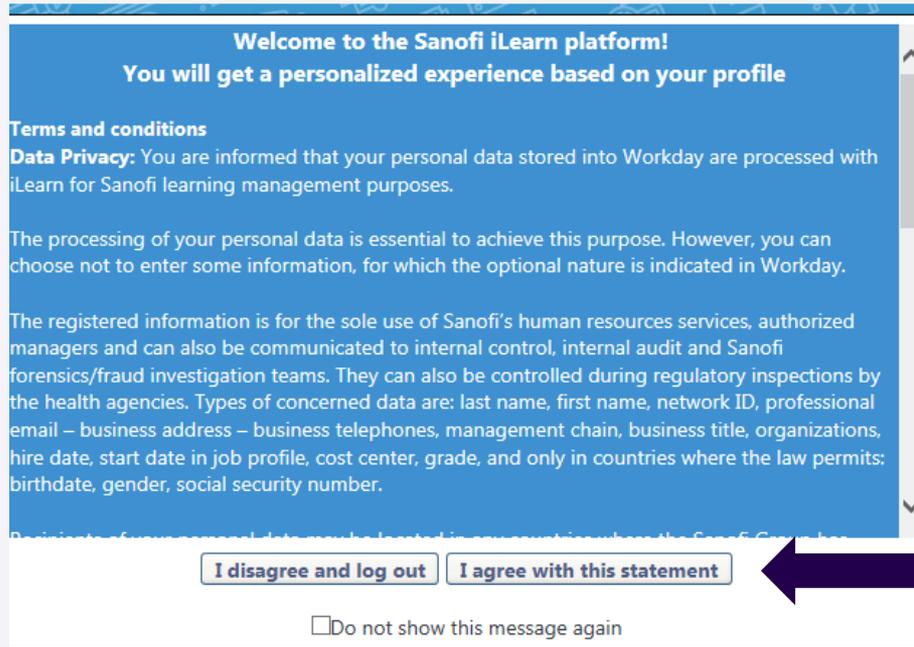
Remember your password in order to be able to access iLearn again

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.

Residents of some personal data may be hosted in some countries where the Sanofi Group has

Do not show this message again

STEP THREE: Mandatory Training to use iLearn

- Select 'View Details'
- Select the most appropriate language
- Select 'Activate'
- Select 'Launch'
- Complete the training
- Mark complete
- 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 this is a sidebar with the title 'Mastering iLearn Fundamentals' and a radio button selected for 'MASTERING ILEARN FUNDAMENTALS'. The main content area has 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, there is a 'View Details' button. A red speech bubble with an exclamation mark is overlaid on the bottom left of the screenshot.

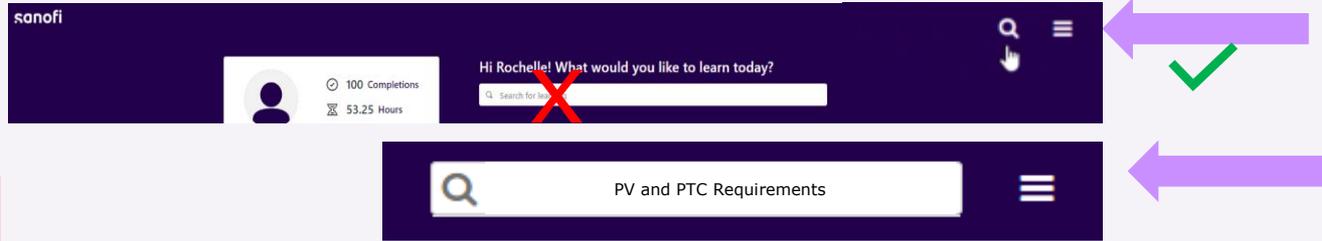
The screenshot shows a list of training modules under the heading 'Mastering iLearn Fundamentals'. Each module is represented by a card with a house icon, the title, status, due date, training hours, and an 'Activate' button. The modules listed are: English, French, Arabic, German, Chinese, and Czech. All modules have a status of 'Not Activated' and a due date of 'No Due Date'.

The screenshot shows the 'Mastering iLearn Fundamentals - English' page. The status is 'Completed', the due date is 'No Due Date', and the training hours are '5 min'. A blue checkmark icon is next to the title. A red circle highlights the 'Status: Completed' text. A 'Launch' button is visible on the right.

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 **Patient Programs**

(the title will show version and language)

Or

PV and PTC Requirements for **Market Research**

(the title will show version and language)

Or

PV and PTC Requirements for **Digital Properties**

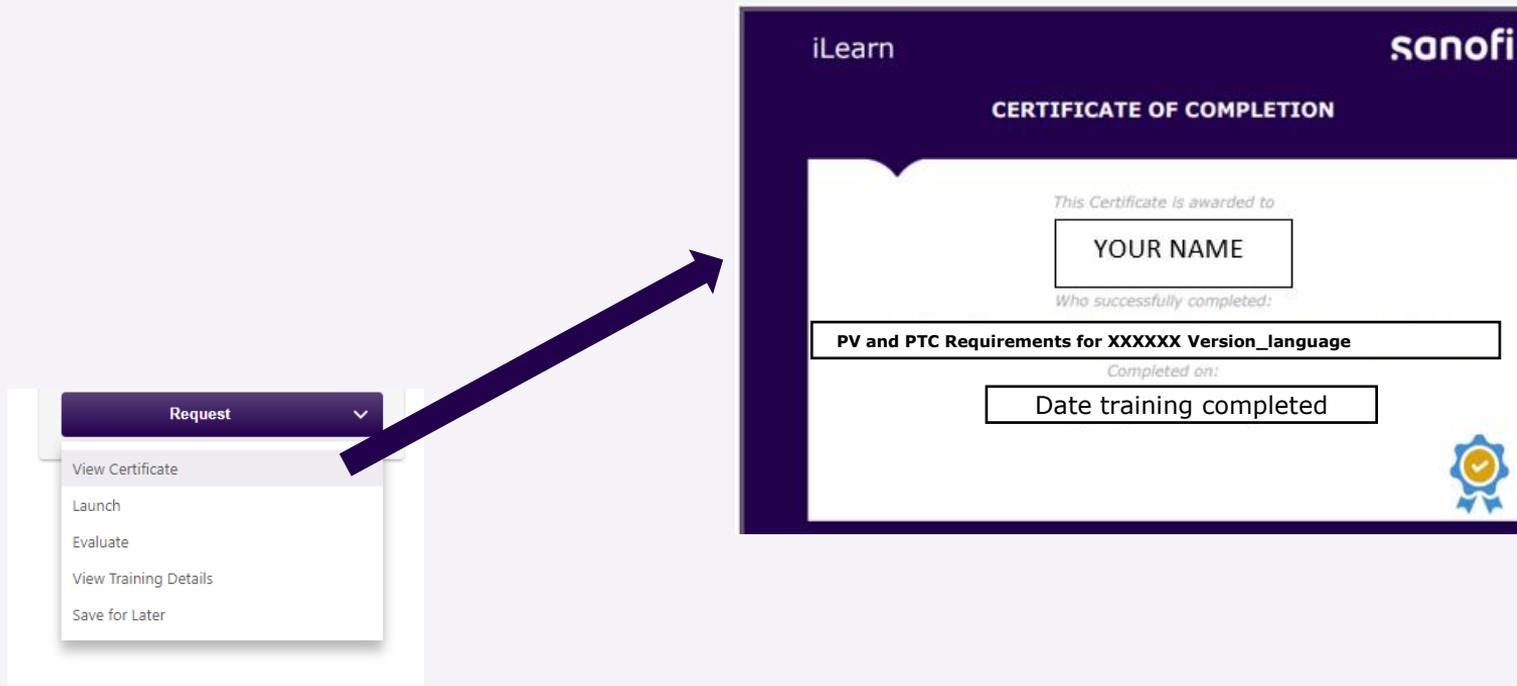
(the title will show version and language)

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



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

[iLearn Login Page](#)

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:

send an email to : SBS_GLOB_GLS@sanofi.com

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