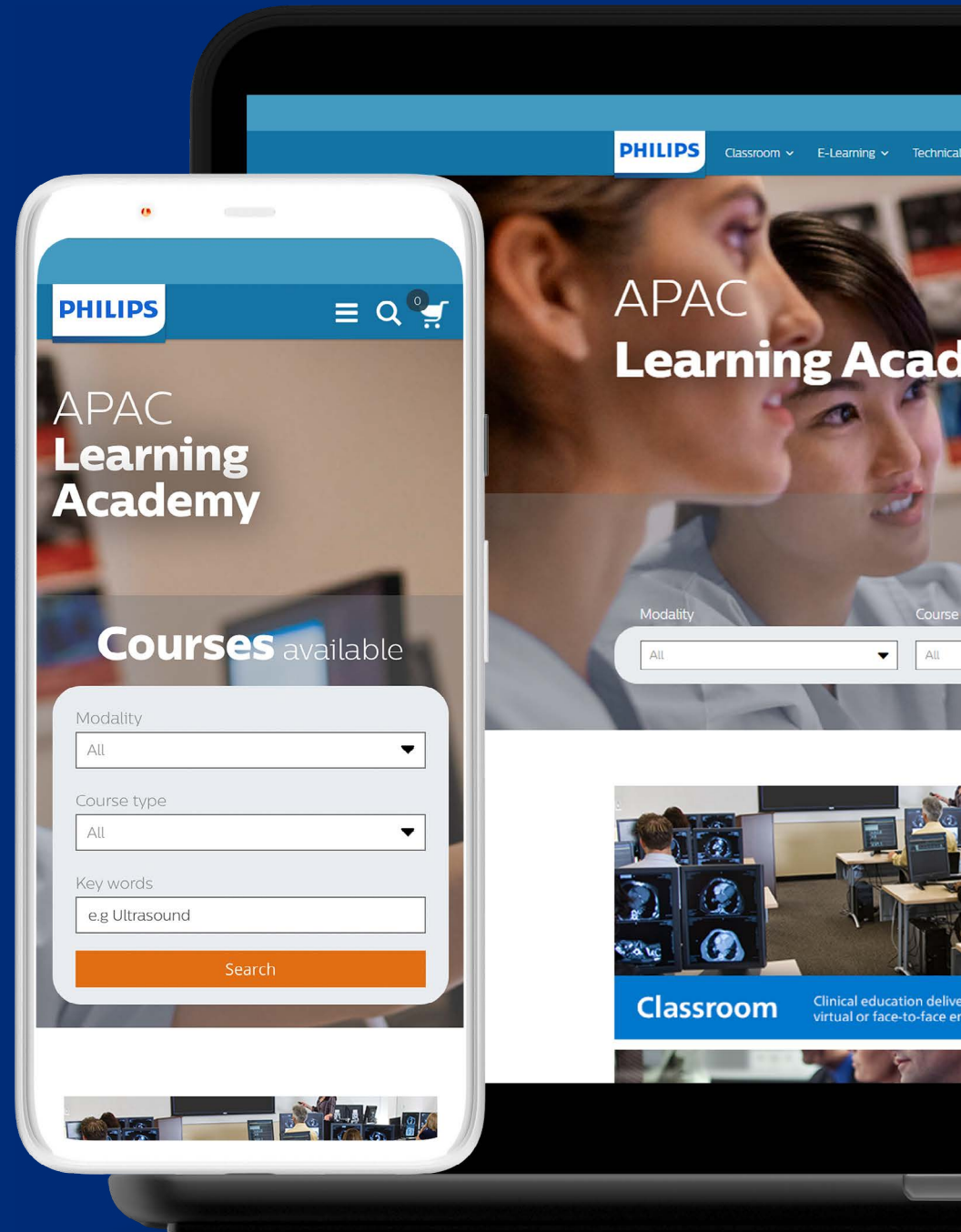# PHILIPS

Learning
Academy APAC
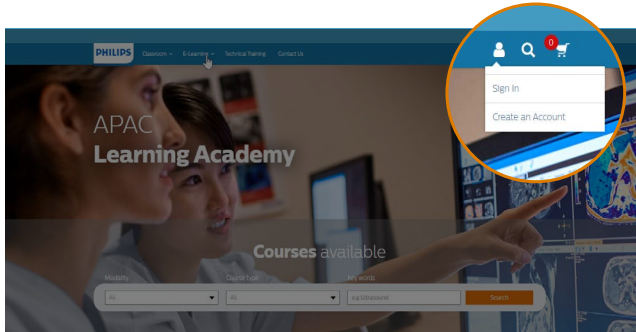
For healthcare professionals
Website quick guide

For the best viewing experience, use Microsoft Edge, Google Chrome or Safari on your local Windows/MacOS computer or iOS/Android mobile device.

Create account

>> Individual account

**1** Click "Create an Account" from the Philips Learning Academy (PLA) **main page**

https://www.apaclearningacademy.philips.com/

Or go to the Philips Learning Academy (PLA) **Create new customer account page**

https://www.apaclearningacademy.philips.com/customer/account/create/

2 Complete the required information

a. Enter your first name, last name, country of residence, email address

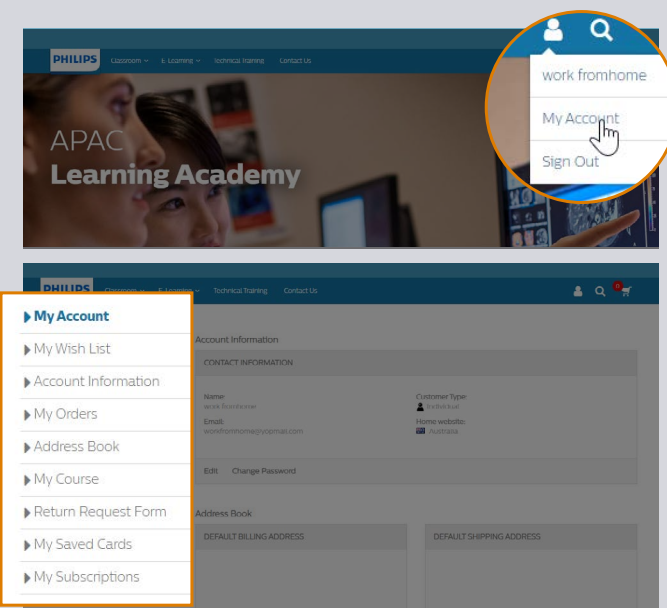b. Enter and confirm your password

c. **Click Create an Account**

>> Login

1 Go to the Philips Learning Academy (PLA) **login page**

https://www.apaclearningacademy.philips.com/customer/account/login
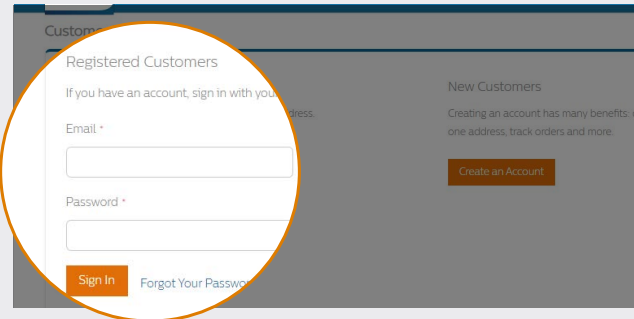
2 Login with your registered email address and password
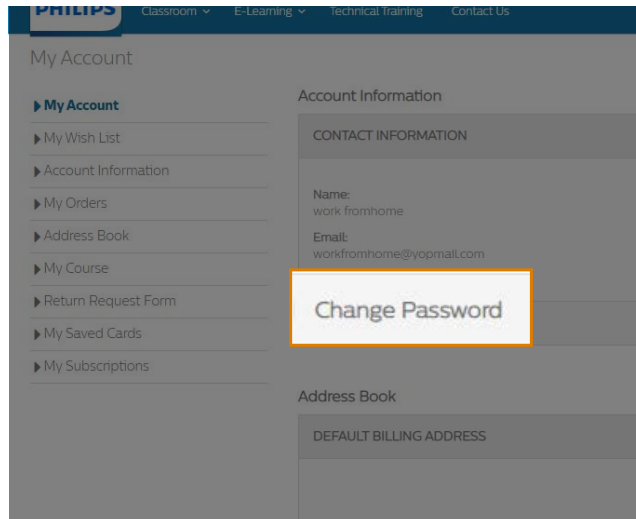
>> View account

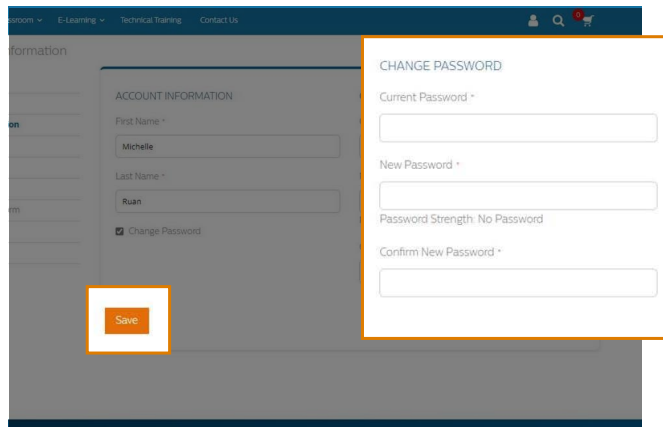**1** After sign in, click "**My Account**" to view the following information:

a. My Account
b. My wish list
c. Account information
d. My orders
e. Address book
f. My course
g. Return request form
h. My saved cards
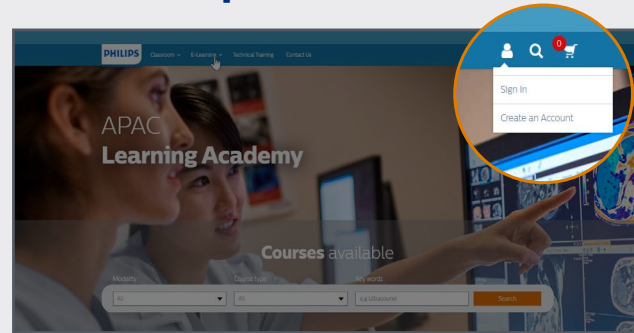i. My subscriptions

Create account

>> Change password

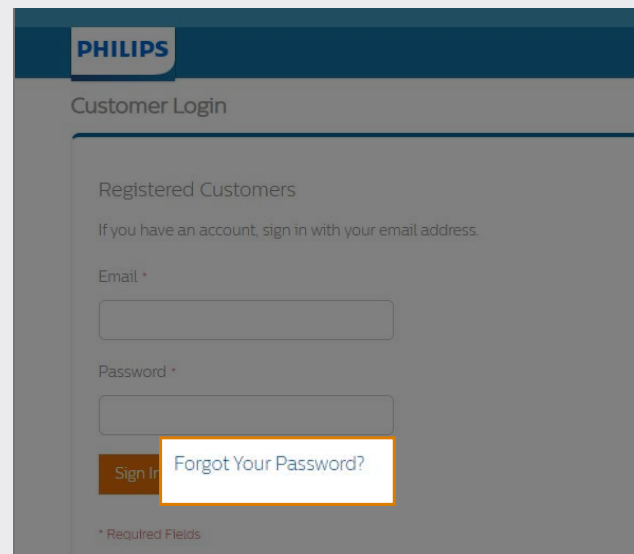**1** Click on "**Change Password**"
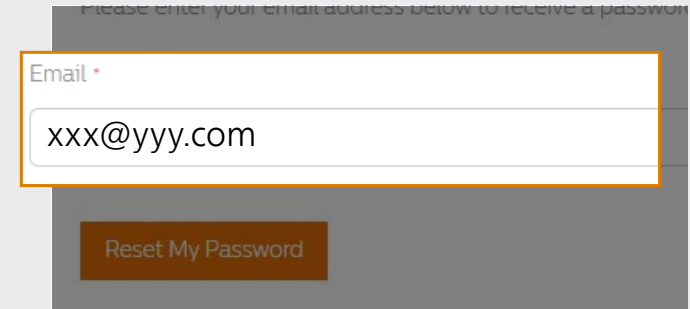

2 Change to your new password and click "**Save**"

>> Reset password

1 Go to the Philips Learning Academy (PLA) **login page**
https://www.apaclearningacademy.philips.com/customer/account/login
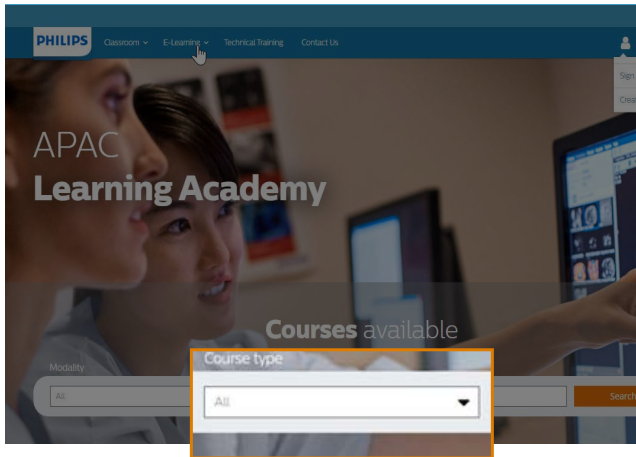

2 Click "**Forgot Your Password**"

3 Enter the registered email address to receive a password reset link
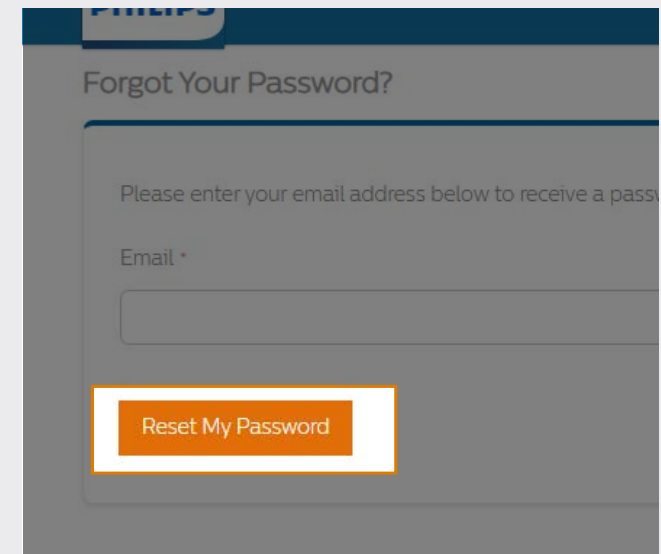

4 Click "**Reset My Password**"

a. Check your inbox for a password reset email

b. **Click on the link provided in the email and enter a new password**

Browsing

① Browse **APAC Learning Academy** website
https://www.apaclearningacademy.philips.com/
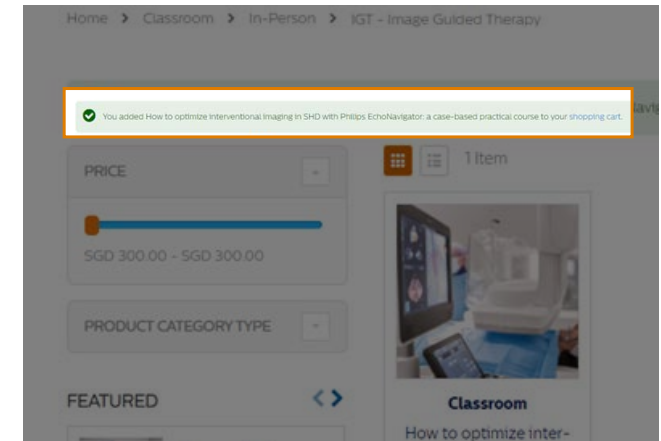
   a. Classroom *(virtual & in-person)*

   b. E-learning *(online self-paced courses)*

   c. Webinar *(upcoming & on-demand)*

   d. Technical Training

   e. Clinical Training *(For Corporate Flexcredits Customer only)*
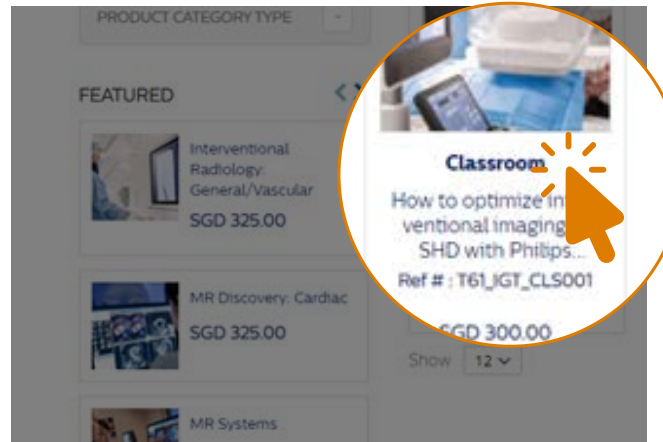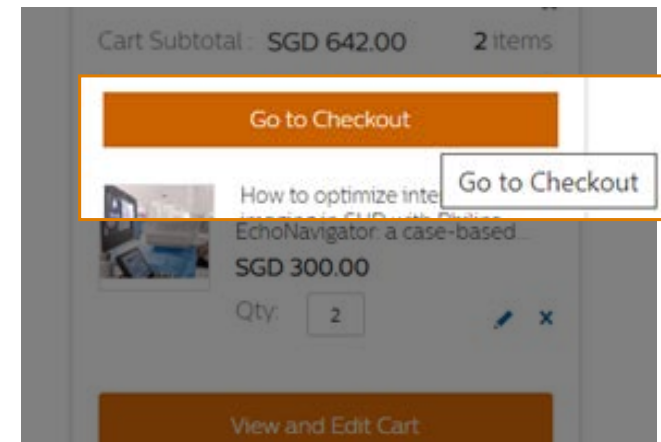

② Click **course name** for more details
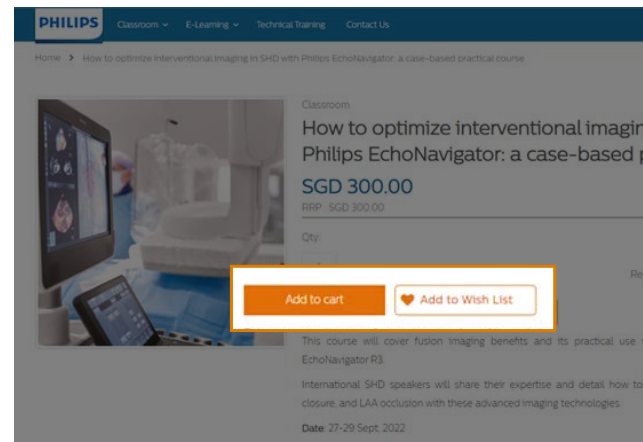
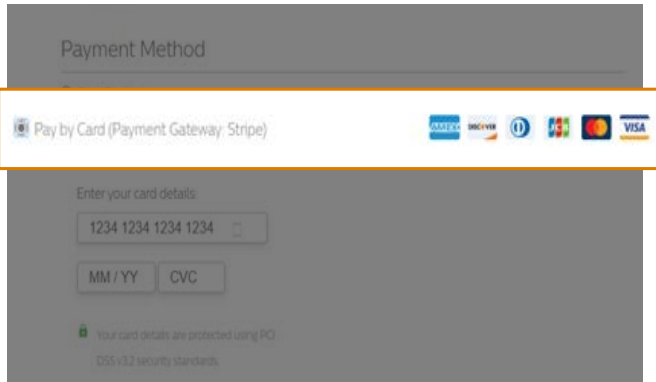**③** Click "**Add to Cart**" or "**Add to Wish List**"

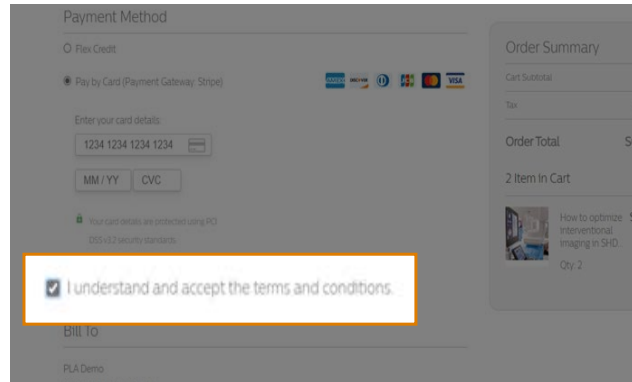**④** Go to "**shopping cart**" for order summary
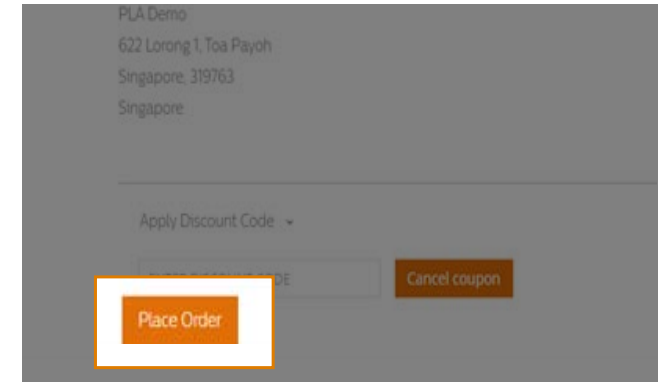

⑤ Click "**Go to Checkout**" for payment

Payment

① Choose **payment method** By Credit/Debit card

② Click the link to review the **Terms and Conditions**

③ **Tick** to accept the terms and conditions
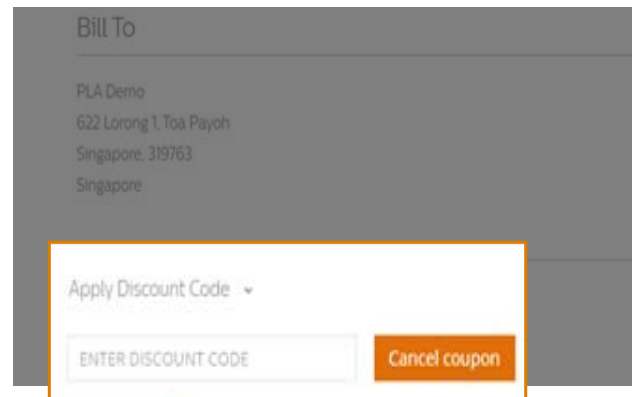
④ Enter **discount code** if applicable

⑤ Click "**Place Order**"

Order confirmation

>> Receive email
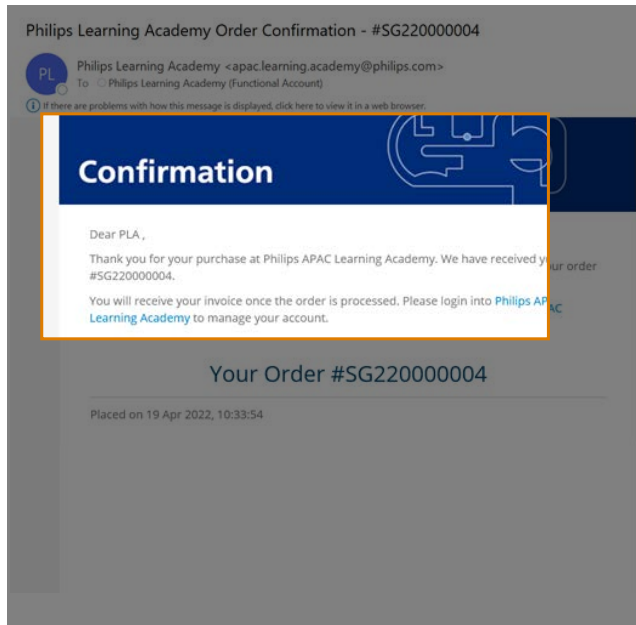
① Order **Confirmation**
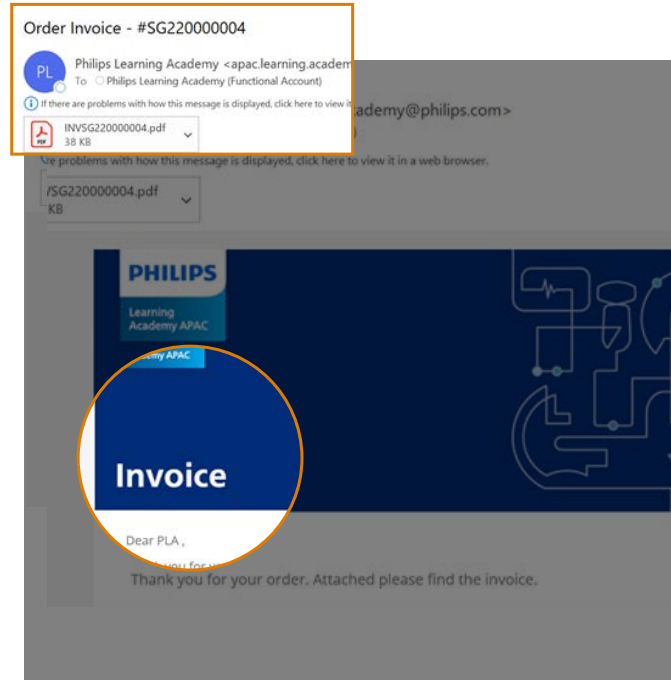
② **Invoice**

③ **Course details**