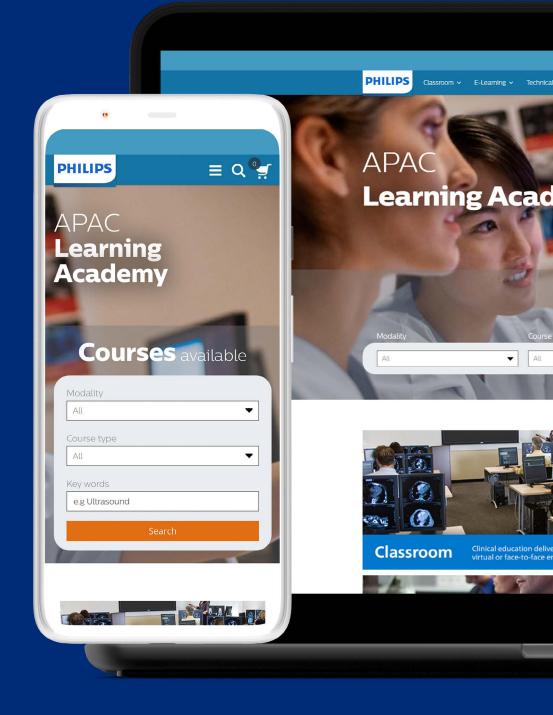


Learning Academy APAC



# 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



#### 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

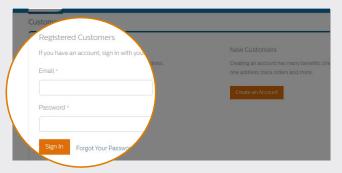
https://www.apaclearningacademy.philips.com/customer/ account/create/

	SIGN-IN INFORMATION
First Name *	Email *
Last Name *	Password *
	Password Strength: No Password N
Country of Residence *	Confirm Pessword
	·
I would like to receive marketing related electronic composition	Punct Philips products, services, events and promotions that may be relevant to me

#### 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

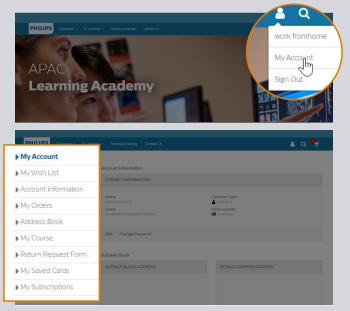


#### 1 Go to the Philips Learning Academy (PLA) **login page**

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

2 Login with your registered email address and password

### >> View account



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

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

e. Address book

# **Create account**

### >> Change password

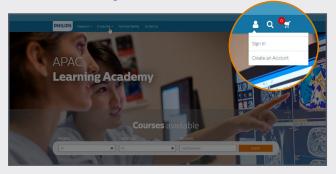
My Account	Account Information
My Wish List	CONTACT INFORMATION
Account Information	
My Orders	Name: work fromhome
Address Book	Email:
My Course	workfromhome@yopmail.com
Return Request Form	Change Password
My Saved Cards	
My Subscriptions	
	Address Book
	DEFAULT BILLING ADDRESS

### 1 Click on "Change Password"

	CHANGE PASSWORD
ACCOUNT INFORMATION	Current Password -
Michelle	
	New Password *
Ruan	
Change Password	Password Strength: No Password
	Confirm New Password *
	A
Save	

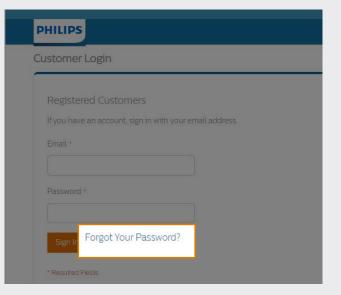
2 Change to your new password and click "Save"

### >> Reset password



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

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



Olick "Forgot Your Password"

	Please enter your email address below to receive a passwo	21
En	nail *	
)	xxx@yyy.com	
	Reset My Password	

Enter the registered email address to receive a password reset link

Please en	ter your email a	ddress belov	w to receive
Email *			

- Olick "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

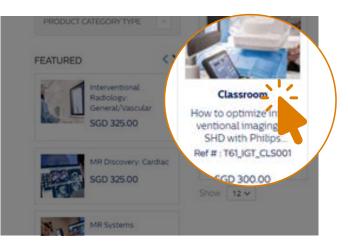
# Browsing



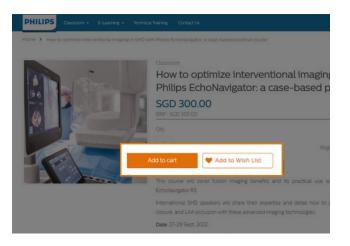
#### Browse APAC Learning Academy website

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

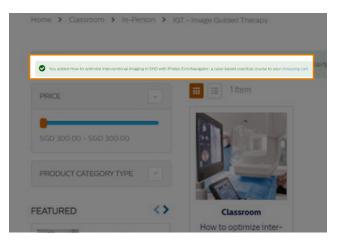
- a. Classroom (virtual & in-person)
- b. E-learning (online self-paced courses)
- c. Webinar (upcoming & on-demand)
- d. Technical Training
- e. Clinical Training (For Corporate Flexcredits Customer only)



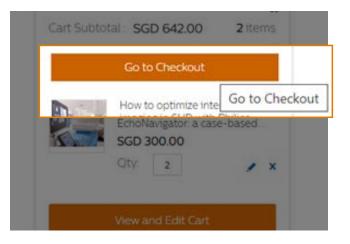
2 Click course name for more details



Click "Add to Cart" or "Add to Wish List"

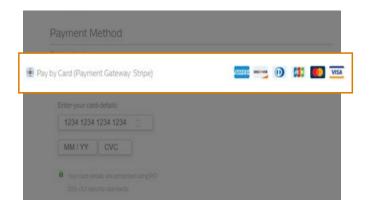


Go to "shopping cart" for order summary

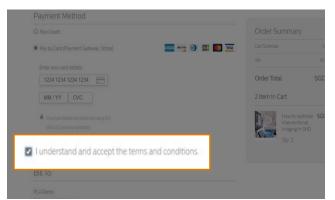


**G** Click "**Go to Checkout**" for payment

# Payment



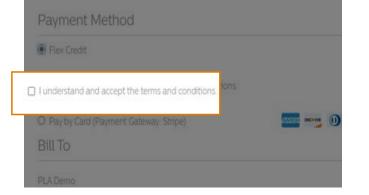
1 Choose **payment method** By Credit/Debit card



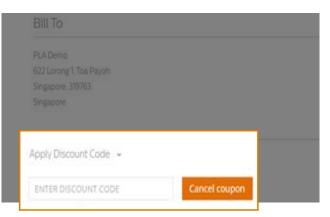
3 Tick to accept the terms and conditions



6 Click "Place Order"



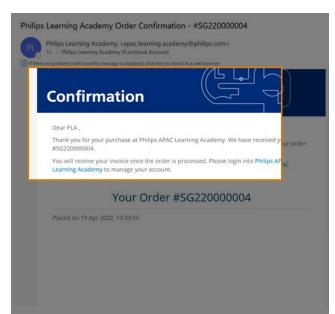
2 Click the link to review the Terms and Conditions



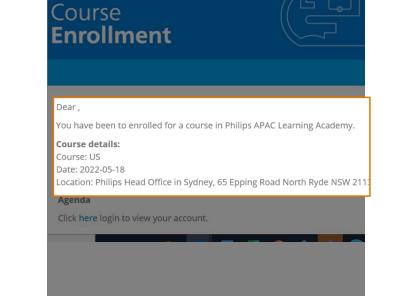
4 Enter **discount code** if applicable

# **Order confirmation**

### >> Receive email







**1** Order **Confirmation** 







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