



# ADVANCE

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## IV CERTIFICATION

**Welcome to the Advance IV Certification Curriculum**

**Instruction for registration and enrollment**

Technical Partner



**Please follow the instructions closely on how to create an account with 3M Health Care Academy and how to enroll into the Advance IV Certification Curriculum.**

# **Please take note of the following requirements to participate in the Advance IV Certification Curriculum:**

- 1) You have a stable and fast internet connection**
- 2) You are using a Windows 10/11 or Apple desktop / laptop to access the content**
- 3) Google Chrome or Microsoft Edge Browser is preferred**
- 4) Mobile phones and tablets are highly discouraged due to overall experience**
- 5) A valid email address**

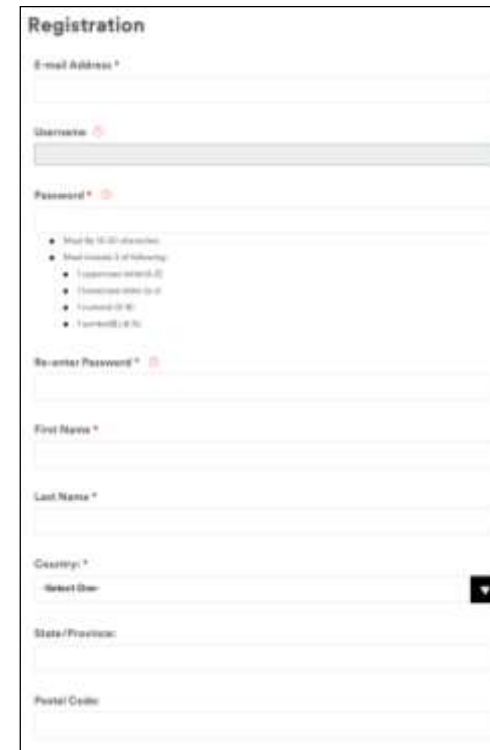
# Creating a 3M Health Care Academy Account

# Steps to Register an Account

1. Navigate to [https://www.3mindia.in/3M/en\\_IN/health-care-in/3m-health-care-academy/registration/](https://www.3mindia.in/3M/en_IN/health-care-in/3m-health-care-academy/registration/) and complete the required fields for registration and click submit. (see example on the right)

Please include your “Job or Role” in the form. For example, enter “Nurse” if you are a Nurse.

2. After submitting the form, you will get a registration confirmation and you will be required to go to your email to confirm your account.

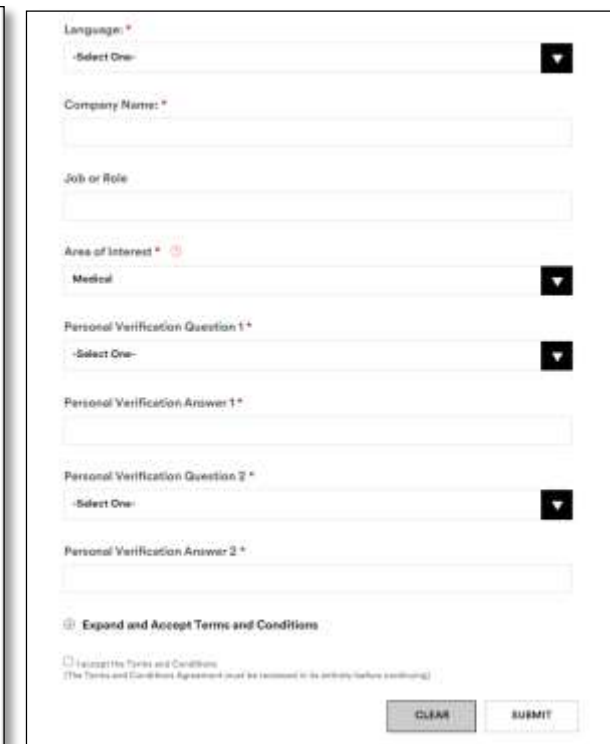


The registration form includes the following fields:

- Email Address \*
- Username \*
- Password \*
- Re-enter Password \*
- First Name \*
- Last Name \*
- Country \*
- State/Province \*
- Postal Code \*

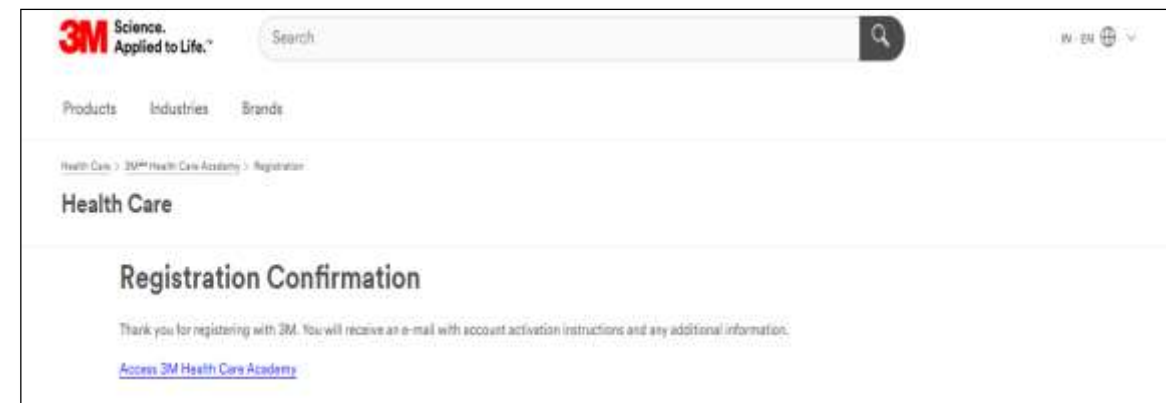
There is also a list of medical specialties to select from:

- Medical (selected)
- Pharmacy
- Physiotherapy
- Other



The continuation of the registration form includes:

- Language \*
- Company Name \*
- Job or Role \*
- Area of Interest \*
- Personal Verification Question 1 \*
- Personal Verification Answer 1 \*
- Personal Verification Question 2 \*
- Personal Verification Answer 2 \*
- Expand and Accept Terms and Conditions
- I accept the Terms and Conditions (The Terms and Conditions Agreement must be reviewed in its entirety before proceeding)
- CLEAR
- SUBMIT



The registration confirmation page displays:

- 3M Science. Applied to Life.™
- Search
- Products Industries Brands
- Health Care > 3M Health Care Academy > Registration
- Health Care
- Registration Confirmation
- Thank you for registering with 3M. You will receive an e-mail with account activation instructions and any additional information.
- [Access 3M Health Care Academy](#)

# Steps to Register an Account

3. Navigate to your email inbox and look for the welcome email. (See example on the right)

Click on the link provided to activate your account (see circled on the right) :

4. Once your account has been activated, you may access the e-INFUZE Curriculum on the 3M Health Care Academy either via a course link provided or by searching for it.

Note: If you do not see the email at first, try checking your SPAM or Promotions folder (if your email provider has that) and look for [VisitorRegistration@mmm](mailto:VisitorRegistration@mmm)

## Welcome to 3M Health Care Academy!

- Before you can access 3M Health Care Academy, please follow the instructions below to activate your account.
- After your account is activated you may access 3M Health Care Academy.
- If you have received an email with a link to a specific course, you will need to refer to that email to get the link for that specific course.

You have received this message because your e-mail address was used during registration for HC\_Academy.  
Note: If you received this e-mail in error, please disregard.

To activate your account [click here](#).

If the activation link doesn't work, complete these steps:

Step 1: Click [https://www.3m.com/3M/en\\_US/VSRM/Registration/AccountActivation](https://www.3m.com/3M/en_US/VSRM/Registration/AccountActivation)

Step 2: When prompted, enter the Activation Key provided.

Activation Key:

If you are still unable to activate your account, your registration details may have expired. Contact your 3M representative for further assistance.

Thank you for registering.

## Account Activation

Activation Success

Thank you for activating your 3M account. You may now login to the requested website.

[Access 3M Health Care Academy](#)

**Accessing the Advance IV  
Certification Curriculum  
via 3M Health Care Academy**

**Method 1: Through a direct course link**

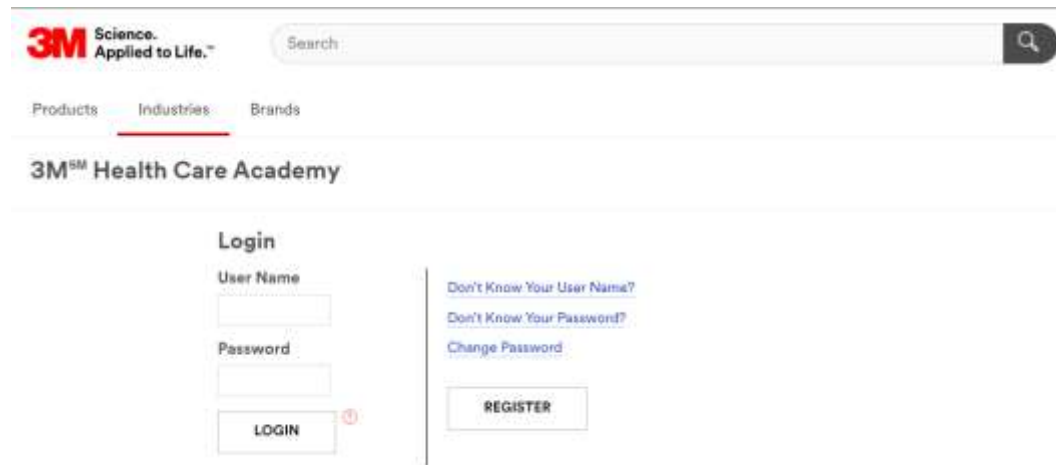


# Navigating to a Course on 3M Health Care Academy

There are 2 ways of accessing a course on 3M Health Care Academy, the first way is by:

1) Using the direct course link here: [Advance IV Certification Curriculum](#)

The link will bring you to the 3M Health Care Academy log in page (screenshot below, *left*). Enter your username (your email address) and password to log in. The course will open in a new window (screenshot below, *right*). Click on the Play button to start the course.



The screenshot shows the 3M Health Care Academy login page. At the top left is the 3M logo with the tagline "Science. Applied to Life." and a search bar. Below the logo are navigation tabs for "Products", "Industries", and "Brands". The main heading is "3M<sup>SM</sup> Health Care Academy". Underneath is a "Login" section with two input fields: "User Name" and "Password". To the right of these fields are links for "Don't Know Your User Name?", "Don't Know Your Password?", and "Change Password". At the bottom of the login section are two buttons: "LOGIN" and "REGISTER".



**Please note that your log in must be successful on your first attempt to open the course directly using the course link provided.**

If you were unsuccessful in the first try due to unsuccessful log-in, resetting your password, or clicking on the 'Register' button, you have to click on the course link again to access the course.

**Method 2: Searching by course title through 3M  
Health Care Academy**

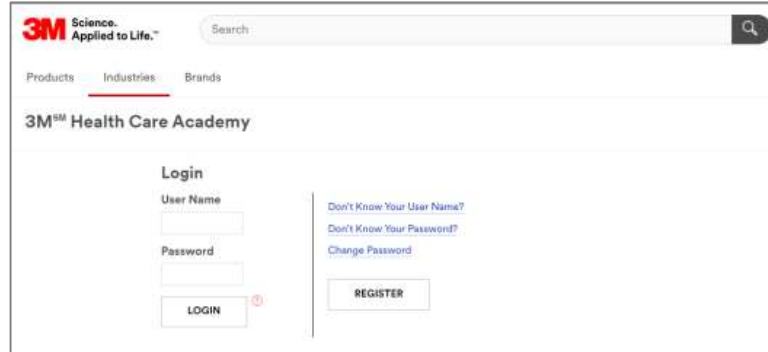
# Searching for a Course on 3M Health Care Academy

The second way is by:

## 2) Manually searching for the course after logging into 3M Health Care Academy:

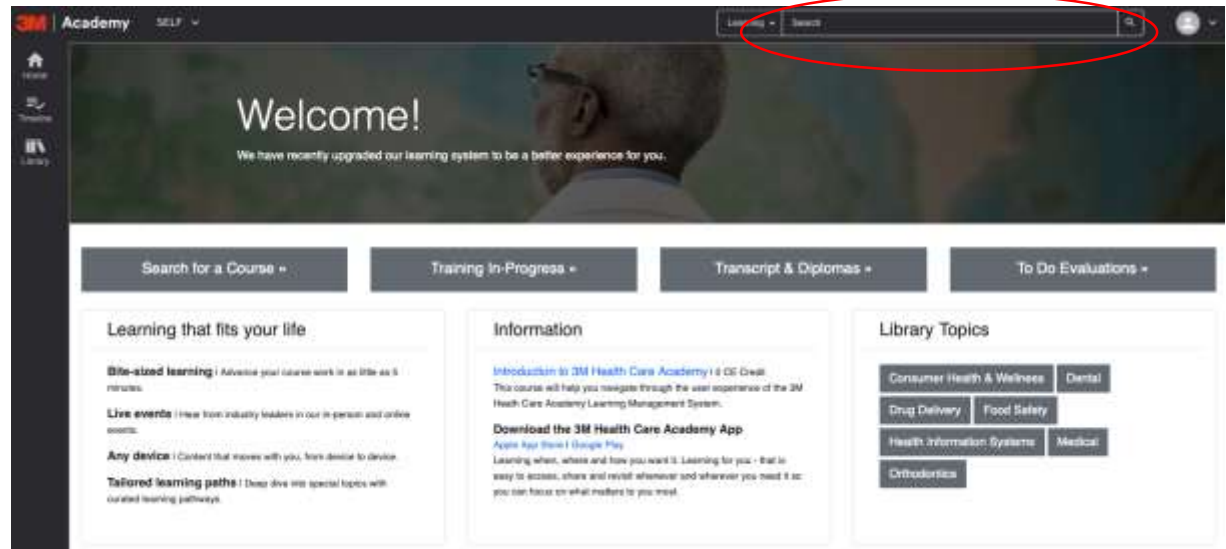
Navigate to the [3M Health Care Academy](#) login page.

Enter your username (your email address) and password to log in.



The screenshot shows the login page for 3M Health Care Academy. At the top left is the 3M logo with the tagline "Science. Applied to Life." and a search bar. Below the logo are navigation tabs for "Products", "Industries", and "Brands". The main heading is "3M Health Care Academy". The login section includes a "Login" heading, a "User Name" input field with a "Don't Know Your User Name?" link, a "Password" input field with "Don't Know Your Password?" and "Change Password" links, and a "LOGIN" button. To the right of the login fields is a "REGISTER" button.

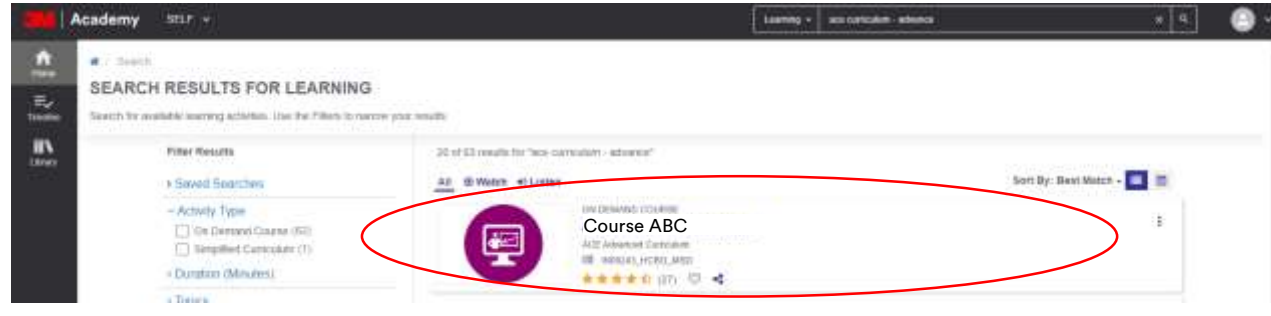
After logging in, use the search bar highlighted on the right to search for the course using the title: **“Advance IV Certification”**



The screenshot shows the dashboard of the 3M Health Care Academy. The top navigation bar includes the 3M logo, "Academy", and a "SELF" dropdown menu. A search bar is highlighted with a red circle. Below the navigation bar is a "Welcome!" message with a sub-message: "We have recently upgraded our learning system to be a better experience for you." Below the welcome message are four navigation buttons: "Search for a Course", "Training In-Progress", "Transcript & Diplomas", and "To Do Evaluations". The main content area is divided into three columns: "Learning that fits your life" (with sub-sections for "Site-sized learning", "Live events", "Any device", and "Tailored learning paths"), "Information" (with sub-sections for "Introduction to 3M Health Care Academy LMS", "Download the 3M Health Care Academy App", and "Learning when, where and how you want it"), and "Library Topics" (with sub-sections for "Consumer Health & Wellness", "Dental", "Drug Delivery", "Food Safety", "Health Information Systems", "Medical", and "Orthodontics").

# Navigating to a Course on 3M Health Care Academy

Next, select the course that from the search results.



In the Course Overview page, click Start.



A new window will open. Click on the Play button to start the course.



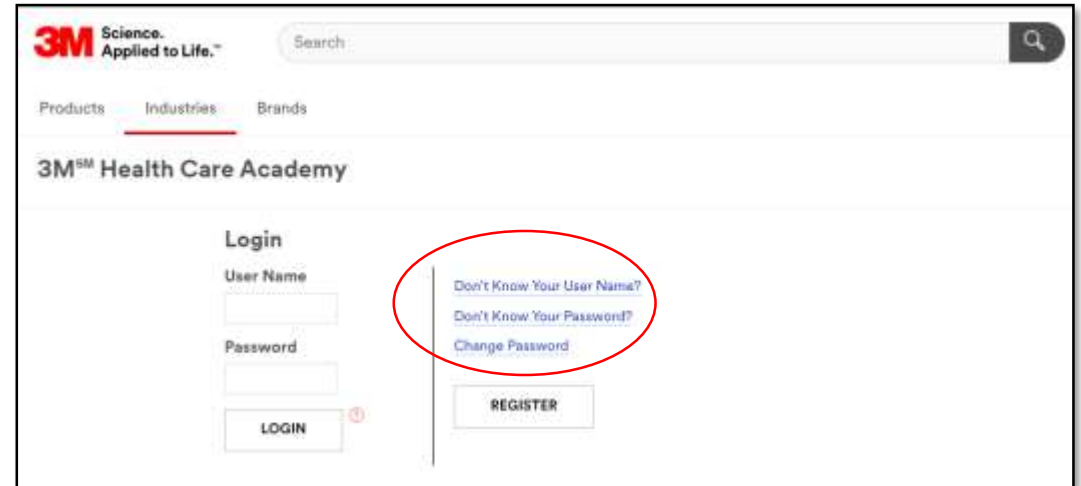
Note: Your browser must allow pop-up windows to load the course.

# In the event....

You have forgotten your login credentials; you may use the self-help function to try to retrieve it.

You may do so by:

- 1) Going to the [HCA login page](#)
- 2) Selecting the appropriate option on the right



If you are still unable to retrieve your login credentials, please reach out to [hcaapac@mmm.com](mailto:hcaapac@mmm.com) for further assistance.

# In the event....

You signed in and started the course but are unable to see the course content pop-up window?

Your web browser's settings may have blocked the pop-up window.

To enable pop-up windows, you may refer to the following support guides for major desktop browsers on how to enable it:

[Google Chrome](#)

[Microsoft Edge](#)

[Mozilla Firefox](#)

If you are still unable to see the course content, please reach out to [hcaapac@mmm.com](mailto:hcaapac@mmm.com) for further assistance.

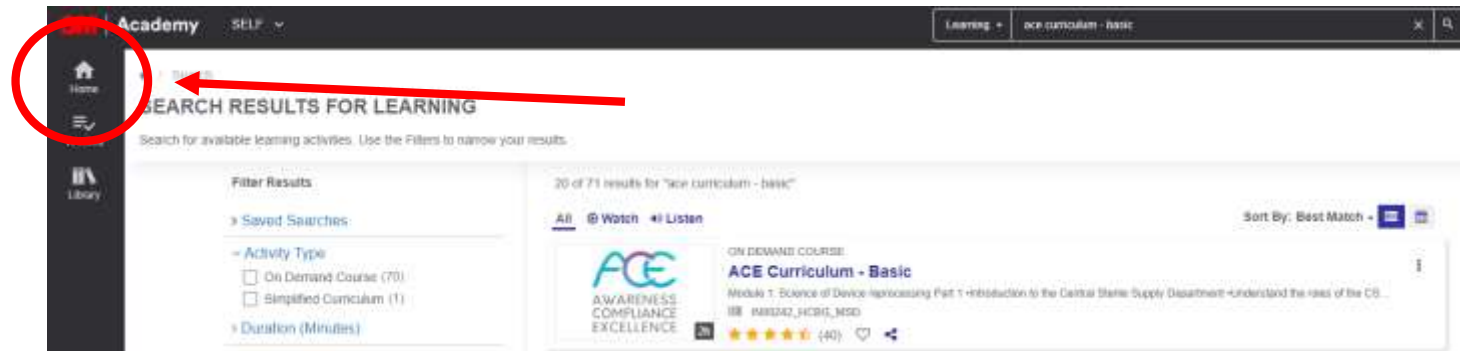
# How to get your certificate via 3M Health Care Academy

# How to get your certificate via 3M Health Care Academy

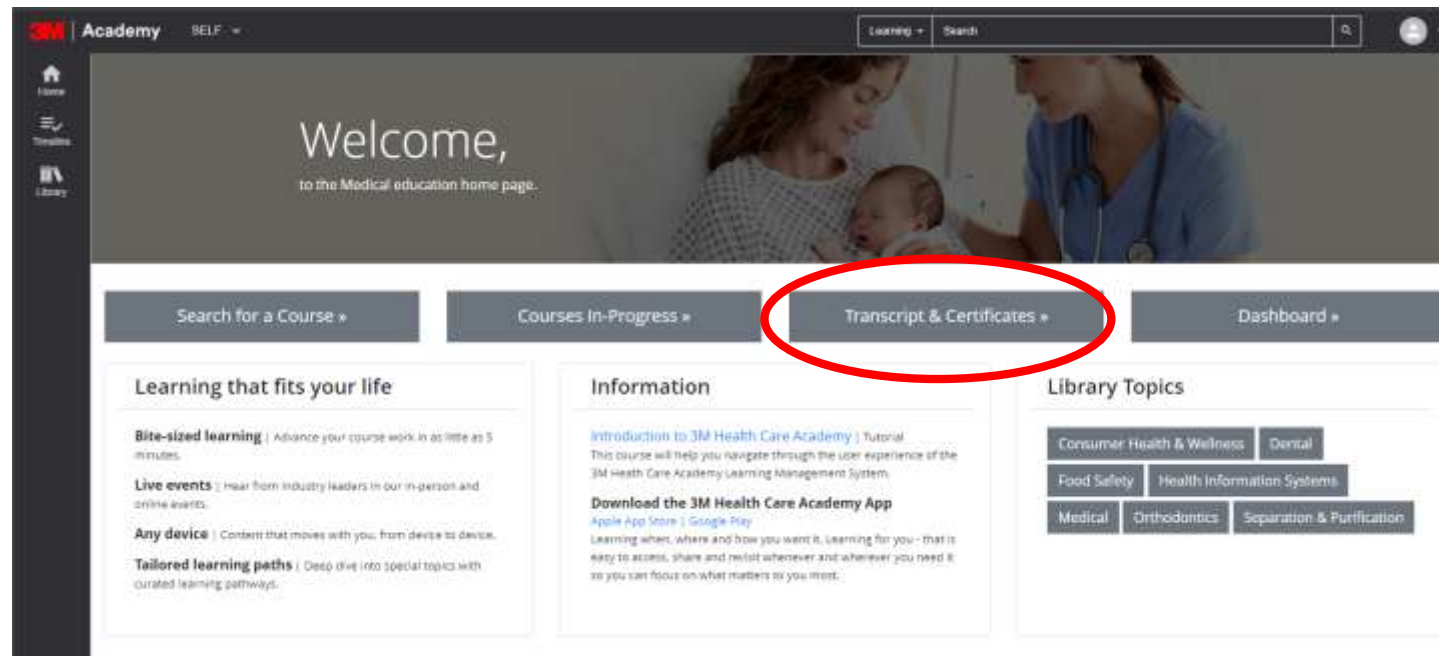
When you complete your course, you can get your certificate of completion through the 3M Health Care Academy.

To do so:

Click on the “Home” Button to bring you back to the start page of 3M Health Care Academy.



Once there, click on “Transcript & Certificates”







# How to get your certificate via 3M Health Care Academy

You should see a page that looks like the below. It will list all the courses that you have completed and have a certificate to download with.

If you have successfully completed the course, you should see the course completed in the list below.

Click on the certificate icon on the left of the course you want to download the certificate.

The screenshot shows the 'TRAINING TRANSCRIPT' page for user FARAH H. It includes a date range filter (7/4/2021 12:13am to 7/4/2022 12:13am) and a 'REFRESH' button. Below the filter, a table lists completed activities. The first activity, 'On Demand Course: Course ABC', is circled in red, with a red arrow pointing to a certificate icon in the 'Activity' column. The second activity is 'On Demand Course: Webinar on - Reducing CABS I Risk: People, Standards and Technology'.

Activity	Start Date	Completion Date	Expiration Date	Score	Grade	Attended Duration
 On Demand Course: Course ABC	9/6/2021	9/10/2021				Day(s): 0, Hour(s): 0, Minute(s): 41, Second(s): 17.4
 On Demand Course: Webinar on - Reducing CABS I Risk: People, Standards and Technology	7/13/2021	7/13/2021		0	0	Day(s): 0, Hour(s): 0, Minute(s): 0, Second(s): 55.7

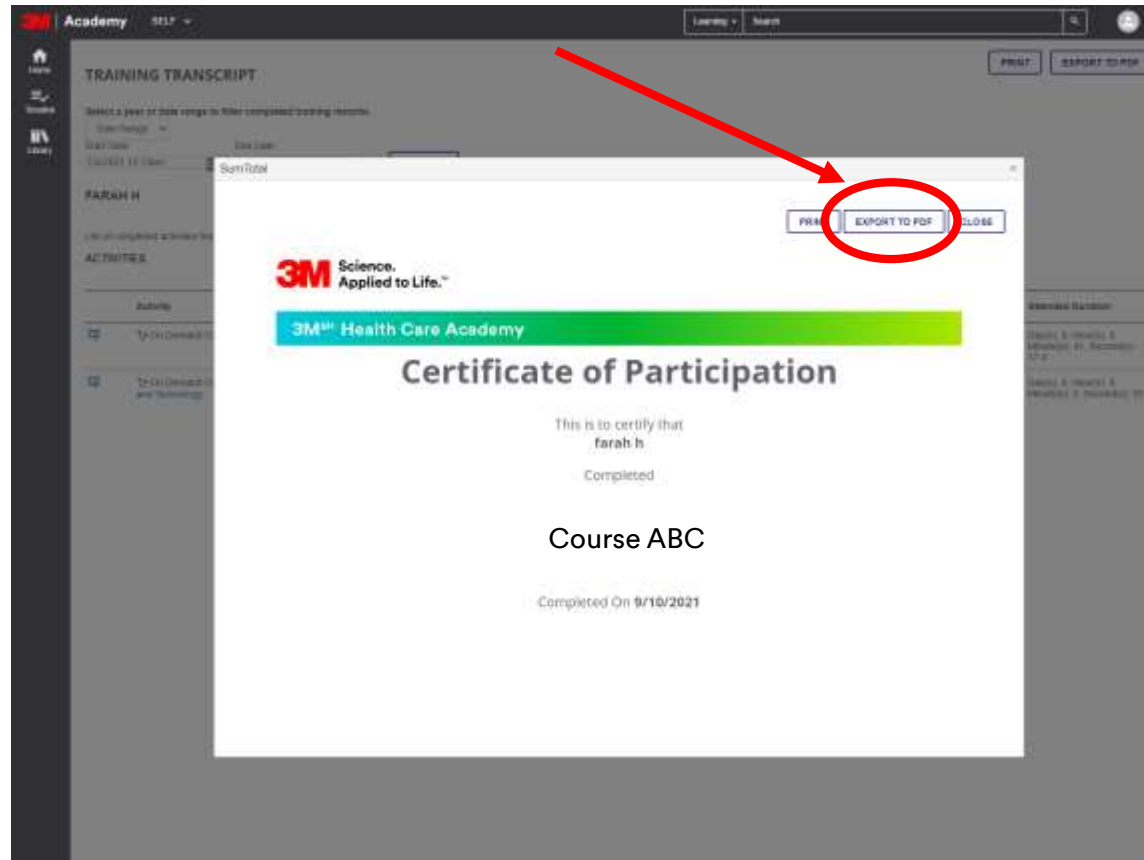
Note: Should you not find the course listed here, please go back to the course and check if it is fully completed. If you are still facing difficulty, please reach out to [hcaapac@mmm.com](mailto:hcaapac@mmm.com) to help you check.

# How to get your certificate via 3M Health Care Academy

After clicking on the icon, you will see the certificate pop-up on your screen.

The certificate will have your name that you registered with 3M Health Care Academy (This name cannot be changed), the course name and the date of completion.

To download the certificate, please click on the “Export to PDF” button to download a copy of your certificate. And that’s it!



**Should you have technical related issues or questions on course content, curriculum run and certification , you may reach out to:**

**[hcaapac@mmm.com](mailto:hcaapac@mmm.com)**