

https://academy.bd.com

The first time you visit, you may preview the content. To complete courses and earn a certificate of completion, you must register.

Existing My BD Learning users: Log in with your username and password.

Not Registered Yet? "Sign up now" to set up your learning account:



1. Email Address

- 1. Enter your school or work email address.
 - a. Using a school or personal email? No problem: make sure to select "Independent" on step 10 for the user type.
 - b. Select send verification code
- ${\bf 2.} \quad \text{Leave the BDLA Registration page open while you check for your email from $\operatorname{cpsupport@bd.com}$ with subject $\operatorname{Policy}(x) = \operatorname{cpsupport@bd.com}$ with $\operatorname{subject}(x) = \operatorname{cpsupport@bd.c$

"Your BD Email Verification Code."

3. In the email, find the 6-digit code after "Here is your One-Time Password (OTP)

For example: Code: 123456

- Flip back to the BDLA registration page in your browser and enter your OTP code into the Verification Code field and select Verify Code.
- 5. When the code is approved, continue to fill in the registration form.
- **6.** Enter your password in the **Password** field.
 - a. The rules appear below and check themselves off as you go.
 - b. The last one checks off when you enter a matching password in the second field.
- 7. User Type:
 - a. Select **Customer** if registering with your work email address from Wakemed.
 - b. Select **Independent** If using an agency, school or personal email address (nonhospital/non-institution domain, example: gmail.com, ecpi.edu).
- 8. Select the checkbox to accept the site Terms & Conditions and Privacy Statement.
 - a. Please feel free to read those first, then come back and check the box to continue and select **Continue**

2. Basic Information

1. Type your First and Last Name as it should appear on your certificate of completion

BD Learning Academy Registration and Login instructions

- 2. Enter a phone number where you or your educator can be reached if there is an issue with your registration. For example: 619-123-4567
- 3. Select your Position (closest match). Examples: Nurse (Staff), Educator (Clinical/Nursing), Director (Pharmacy)
- 4. Enter your Account Number 2000005973 (this will speed the next step).
- 5. Enter the facility 5-digit Zip Code. Example: 27610
 - a. Select

3. Facility Information

1. In the Facility Name dropdown list, scroll down the list and select:

WakeMed Raleigh Campus (3000 New Bern Ave)

(Not seeing a dropdown list?) Click Back to correct the Zip Code to 27610)

The address should fill into the fields below once you select your facility.



4. BD Learning Academy

- 1. Will you Manage and Assign Courses for other facility users? Select **Yes** to be a **Learning Manager** or download content for your own LMS, or **No** to be a **Learner**.
- 2. What Learning Content are you most interested in reviewing? Select a Subject from the list to provide your primary learning library content, such as Nursing/Patient Care. (Material Management users should select Biomed).
- 3. If you have a professional license that you may want to associate with your learning in the future, you may enter it here (optional).
 - a. Select continue

5. Complete Registration

- 1. Review your registration details.
- 2. Select **Back** to correct any information on the prior screens.
 - a. Select REGISTER

What's next?

You may receive a message that your account is being reviewed. The system will send you an email from cpsupport@bd.com when your account has been approved. If your account has been pre-approved, you will be logged in at this step.

Login Steps for Returning and existing My BD Learning Users

- 1. Navigate to https://academy.bd.com
- 2. On the blue Welcome to the BD Learning Academy page, enter your **email address** and the **password** you just created, and click **Sign In**.
- 3. Previous My BD Learning users will only need to complete step 4. BD Learning Academy answers the first time they log in.

BD Learning Academy Registration and Login instructions

Complete Courses

- 1. Select **Learning Library** in the top menu.
- 2. Select Topics "Pyxis ES System v1.6"
- 3. Select Course: Nurse/Clinician Pyxis MedStation ES v1.6: Essentials Both Profile and Non-Profile Modes.
- 4. Select the blue button to Start this Learning Path or Start this course.
- 5. If you are familiar with Pyxis, you may test out by following the "Complete the Simulation" button.
- 6. When you finish, view your **Achievements** in the course menu.
- 7. Click **Download Certificate** to download your certificate in PDF format.
- 8. Print your certificate to provide a copy to accompany the Pyxis Access Request form which your clinical instructor will give to unit management for a signature.
- 9. Close Window to return to BD Learning Academy.

Learning Library for additional content

- 1. Search for any course in the Learning Library by entering the all or part of the course name in the Filters Find Content field in the left menu. Use the additional Filters like Topics to locate content.
- 2. Join additional Interest Areas to access more content.
- 3. Ask your Learning Manager to assign you any training that may be missing from your My Courses page.

Need Help?

Reach out for support at <u>LearningAcademy@bd.com</u>. The support team will respond during business hours on Monday through Friday from 08:00 AM to 04:00 PM Pacific Time.