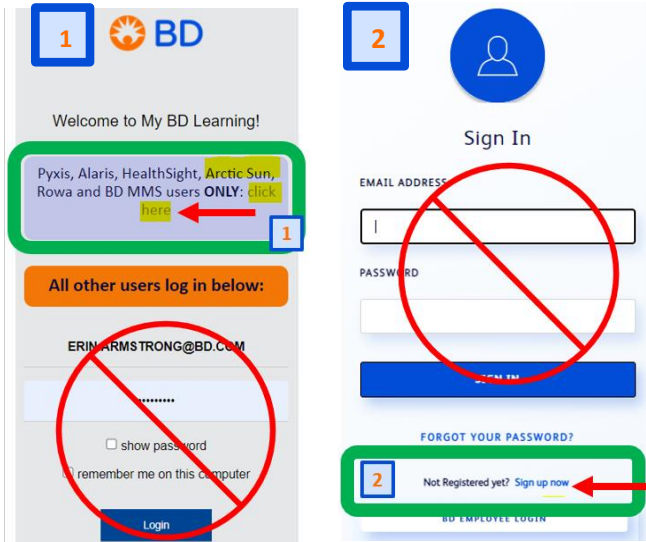
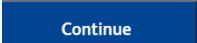


## Log in to My BD Learning: <https://bd.com/MyBDLearning>

1. Select the top **Click Here** for ARTIC SUN, Pyxis, Alaris, Healthsight and BD MMS button to log in on the next screen.
2. On the next Welcome to BD page, click **Sign up now** at the bottom and complete the registration form:



7. Select your **Country**. (Hint: press the letter U to jump down the list quickly. 5 times to jump to United States.)
8. Select your **Time Zone**
9. **User Type**: Note: "Customers" may access all the available web sites in our network. "Other" and "Student" users may access only the learning site.
  - a. If using your work email **@hospital.org**, Select **Customer**
  - b. If using an agency or personal email address, select **Other** (ex: **@gmail.com**).
10. Read & click the box to accept the web site **Terms & Conditions** and **Privacy Statement**.
  - a. Click Continue 

### Phone Verification Step

In this step, the system will send a text or call you to verify your identity via phone.


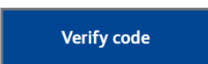
11. Select the **Country Code** for the mobile or phone number you will use for your second authentication.
  - a. Hint: US users can press the letter "U" 7 times to arrive at the US setting.
12. Enter the area code and phone number of the mobile to receive a text or land line you want the system to call.
13. Click **Send Code** to receive a text on your mobile or **Call Me** to receive a phone call.
  - a. Enter the 6-digit code you receive in your text message and click **Verify Code** – or – press the # key on your phone when you receive your call.

## STEP 1

### EMAIL ADDRESS / MULTI-FACTOR AUTHENTICATION

#### Email Verification Step

In this step, the system will send an email to verify your identity.

1. Enter your work **email address** ending in **ie-@hospital.org**
  - a. (A personal address is OK, too)
2. Click Send verification code 
3. Check your email account for an email from [cpsupport@bd.com](mailto:cpsupport@bd.com) with the subject "**Your BD Email Verification Code**"
4. Look for the 6-digit code after the message: "**Here is your one-time OTP code: 123456**"
5. Type or paste the 6-digit number into the Verification Code field, and click Verify code 

#### Password Requirements

6. Create your **New Password**
  - a. The rules appear on the screen and will check themselves off as you enter your password.
  - b. The final rule will be checked when you enter a matching password.

## STEP 2

### BASIC INFORMATION

1. Type your **First** and **Last Name** as it should appear on your certificate of completion
2. **Phone**: Enter an area code and phone number where you or your educator can be reached if there is an issue with your registration. Your mobile phone and fax number are optional. This does not assume that the number you entered in verification is the same number.
3. Select your **Position (closest match)**:
 

**Nurse (Staff)**  
**Nurse (Traveler or Agency)**

4. Enter your optional **Department** information if your educator specifies it is needed to assist with assignments.
  - a. Example: OR, ED, ER, ICU, NICU, or any value your educator requests from you.

5. Enter your BD Account number (if known) to help look up your account on the next page.

**6. REQUIRED: Enter the Facility Zip/Postal Code to look up your hospital Name:**

**Your Hospital Zip Code, ie-800XX**

7. Click Continue

**STEP 3 FACILITY INFORMATION**

1. Click & **SELECT YOUR FACILITY NAME** from the dropdown list, **THIS STEP ENSURES TRAINING MODULE ACCESS**. Click **Back** to update any information on prior screens

**REQUIRED: Select Your Hospital** and click continue

**Troubleshooting Tips**

2. **Not seeing a dropdown list?** Click **Back** to enter your hospital Zip Code **XXXXX**, or Account Number and then you can select your HOSPITAL NAME.
3. **Duplicate Names?** Select a name, and then look at the address that displays. If it's not the right one, select the next one on the list.
4. **Facility Not in List?** Select "Other" at the bottom of the list, and type in your facility and Email [TTMLearningSupport@bd.com](mailto:TTMLearningSupport@bd.com) for support

**Disclaimer:** If you type the facility, your registration will be placed in the manual approval queue. Manual approvals may take up to 1 business day for completion.

**STEP 4 CONFIRM DETAILS**

1. Click Back to update any information on prior screens.
2. Review your registration details. If they are correct, click Register.

**Need Help?**

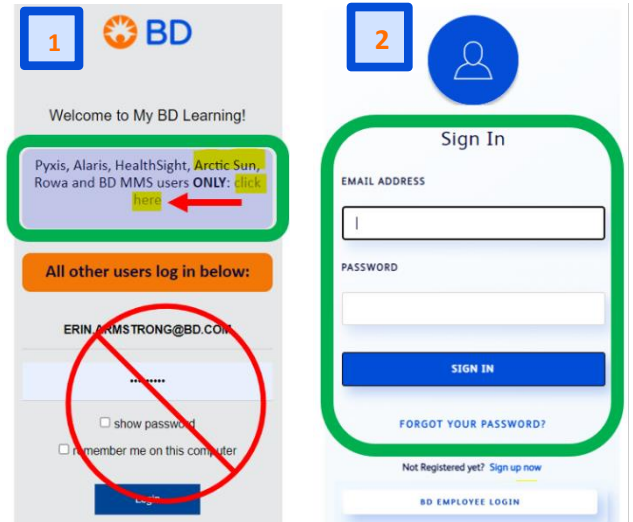
You may also request help from BD via email, at [TTMLearningSupport@bd.com](mailto:TTMLearningSupport@bd.com). The team responds during Pacific Standard Time business hours, M-F 9am – 5pm PST.

[bd.com](http://bd.com)

**Bookmark this link and login:**

Bookmark: <https://bd.com/MyBDLearning>

3. Select the top **Click Here** for ARTIC SUN, Pyxis, Alaris and BD MMS button to log in on the next screen.
4. On the next Welcome to BD page, enter your email address & password.



5. The system will text or call you at your chosen number to verify your account.

**Finding your Course**

After you log in, use the **Content Library** along the top and the **Nurse /Clinician Role Buttons** in the orange bar and in the Topics section on the left, choose the product and version:

**Step 1: Nurse/Clinician**

**Step 2: Arctic Sun™ 5000 or Arctic Sun™ Stat**

- Arctic Sun (TTM)
- Arctic Sun (TTM) 5000
- Arctic Sun (TTM) Stat

**Step 3: Click the title of the course you wish to open**

- Arctic Sun™ 5000 Training Video & Quiz
- Arctic Sun™ Stat: Adult Essentials
- Arctic Sun™ Stat: Neonatal Essentials
- Arctic Sun™ Stat: Pediatric Essentials
- Arctic Sun™ Stat: EMR Interoperability

**Step 4: Click Start Course**