

# Learning Edge Setup

Connecting to IQVIA Training Resources

Global IT Service Desk

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#### 1. Microsoft Authenticator

From your phone, download the 'Microsoft Authenticator" app from the App Store or Google Play Store.

#### 2. Add Account

Open the Microsoft Authenticator app on your phone and press 'Add account.'

#### **3. Work or School Account** Select 'Work or school account.'

**4. Sign In** Select 'Sign in.'









#### Sign-in with your phone

Stop using your password, and still sign in securely with Microsoft Authenticator. Complete the steps below to enable phone sign-in.

$\odot$	Set passcode A device passcode or Face ID is required. You must go to Settings to enable it.
Ö	Device registration Your IT department requires you to register your device, so it can be trusted to access organizational resources.
	Skip Continue

#### Cancel

### ≣IQVIA

Help us keep your device secure

Register your device to continue. More details

#### **Register**

#### 5. IQVIA Email

Enter your IQVIA Email address, which is typically firstname.lastname@iqvia.com.

#### 6. Temporary Access Pass

Enter your Temporary Access Pass, which was provided via email. If you do not have an active TAP code by email, please contact the Global IT Service Desk using the contact information provided in your Learning Edge email.

#### 7. Sign-in with your phone

Your passcode should already be set. Press 'Continue' to move on to device registration.

#### 8.Register

Press 'Register' to continue.







Sign in	≣IQVIA
Email, phone, or Skype	← Øiqvia.com
No account? Create one!	Enter password
Can't access your account?	Password
Back Next	Forgot my password
	Use an app instead

#### 9. Account Added

Your account is now added. You are now ready to log in to Learning Edge.

#### 10. My Apps

From a browser, access https://myapps.microsoft.com

For the optimal experience, we recommend doing this from your PC or Mac. If accessing via mobile, you will have to download and install the SumTotal app.

#### 11. Sign In

Sign in with the same IQVIA Email address (e.g. firstname.lastname@iqvia.com)

#### 12. Use an App Instead

If you are prompted to enter a password, select 'Use an app instead.'







#### 13. Approve Sign In

You will see a number that needs to be typed into Microsoft Authenticator.

#### 14. Enter Code

Open your Microsoft Authenticator app and type in the code from the browser.

Once you input, your browser should move on to the next screen.

If prompted to 'stay signed in?', select No.



#### 15. Learning Edge

Select 'Learning Edge' to access and complete your assigned mandatory IQVIA trainings, under the Timeline in the platform.



#### 16. Learning Edge on Mobile

If you are accessing Learning Edge on a mobile phone, it will prompt you to download the SumTotal Mobile app.

Install the app and it set your Offline Pin (not managed by IQVIA).

Going forward, you can access your trainings by opening the SumTotal app.

