

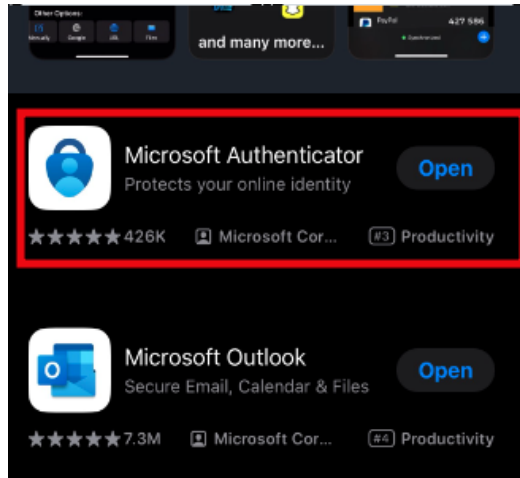


Learning Edge Setup

Connecting to IQVIA Training Resources

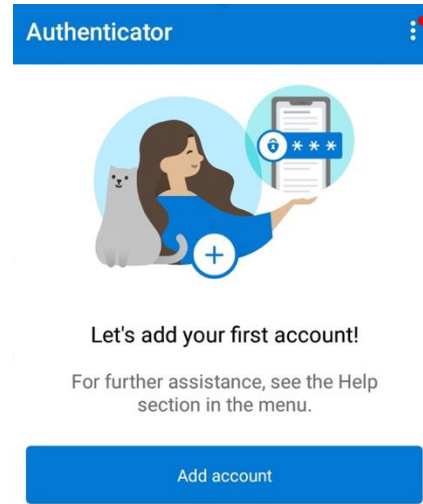
Global IT Service Desk

Connecting to Learning Edge



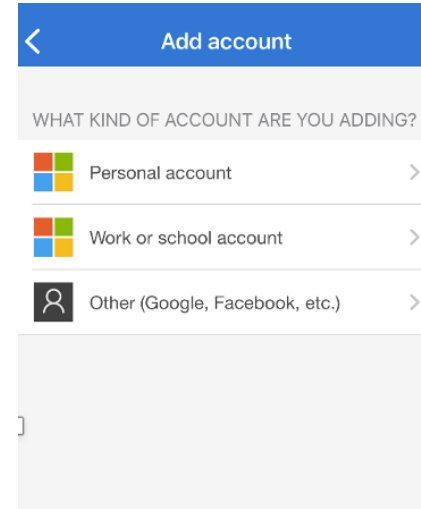
1. Microsoft Authenticator

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



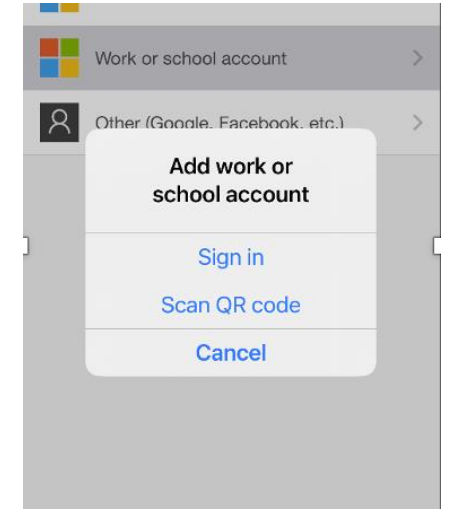
2. Add Account

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



3. Work or School Account

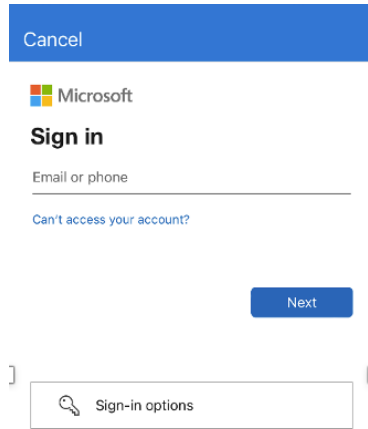
Select 'Work or school account.'



4. Sign In

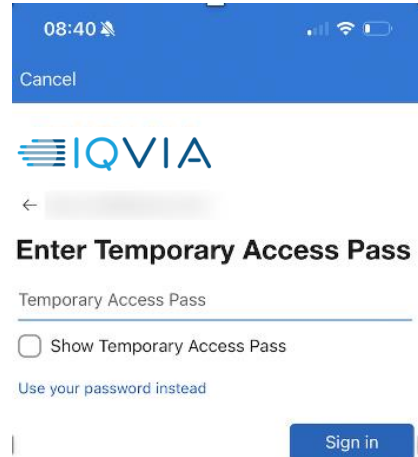
Select 'Sign in.'

Connecting to Learning Edge



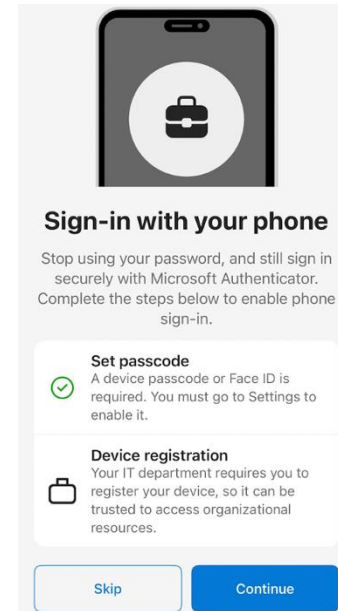
5. IQVIA Email

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



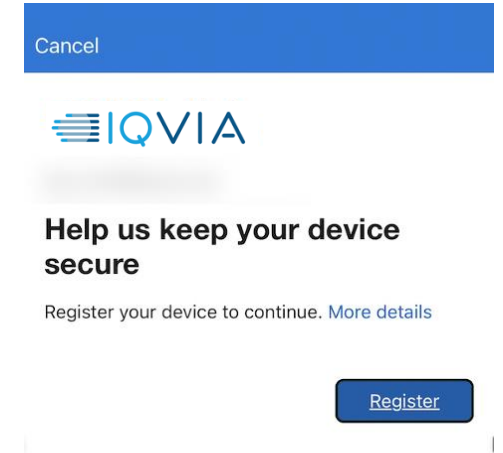
6. Temporary Access Pass

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

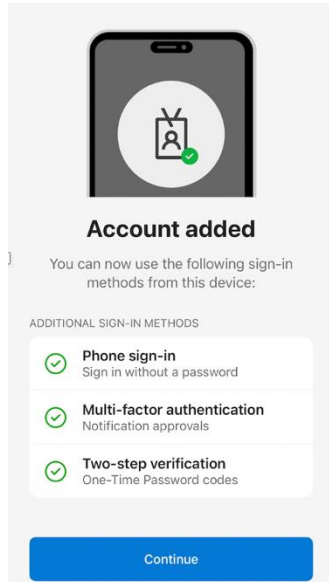
Your passcode should already be set. Press 'Continue' to move on to device registration.



8. Register

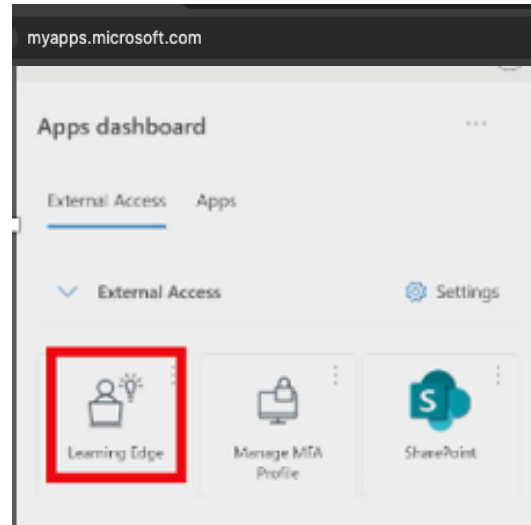
Press 'Register' to continue.

Connecting to Learning Edge



9. Account Added

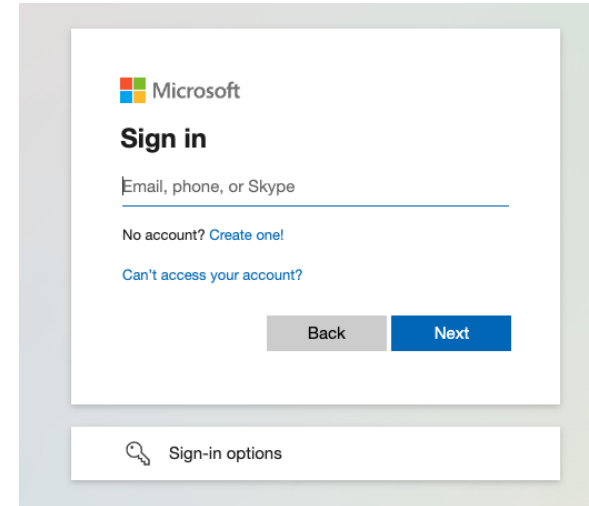
Your account is now added. You are now ready to log in to Learning Edge.



10. My Apps

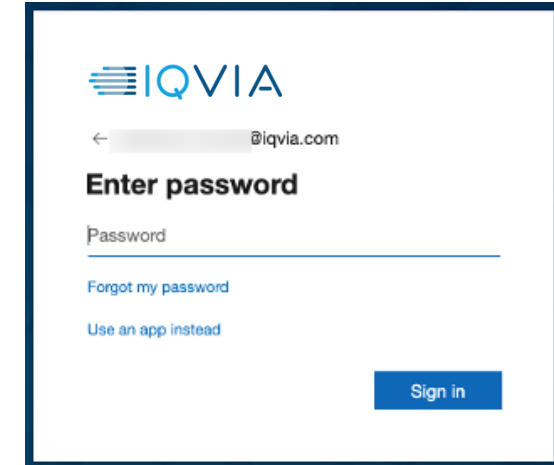
From a browser, access <https://myapps.microsoft.com>

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

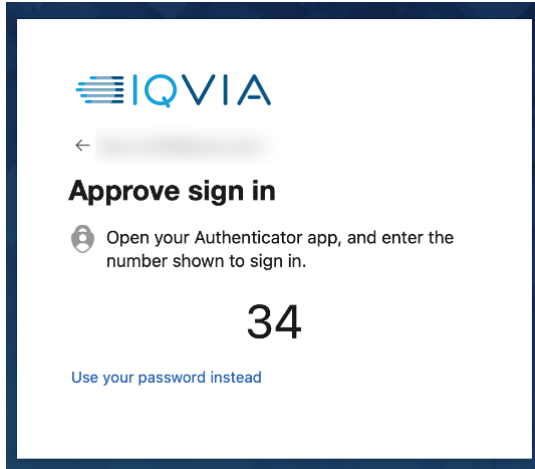
Sign in with the same IQVIA Email address (e.g. firstname.lastname@iqvia.com)



12. Use an App Instead

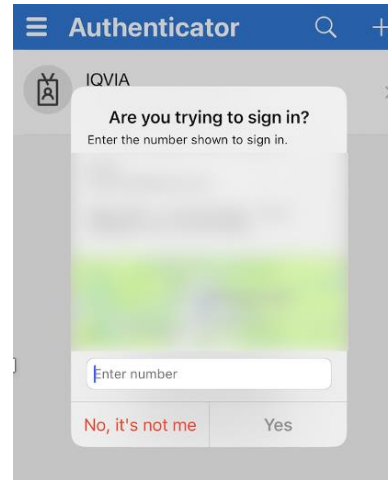
If you are prompted to enter a password, select 'Use an app instead.'

Connecting to Learning Edge



13. Approve Sign In

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

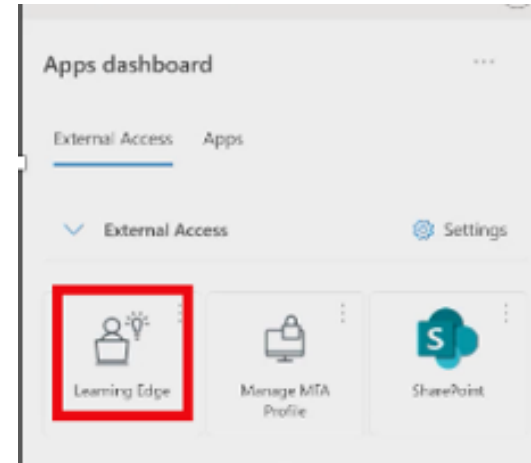


14. Enter Code

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.