

Accessing BSI E-learning Courses and Exams (for applicable courses)

Please read and accept the following information before booking your BSI E-learning courses.

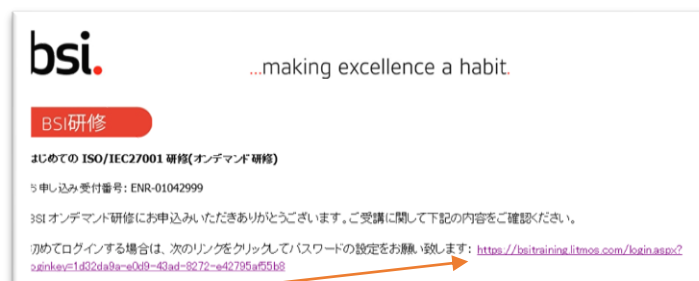
- **Access to on-demand courses is NOT automatically granted after course booking. Please allow two working days for the registration process.**
- An email with access information to the On-demand course will be sent to you within two working days. Please also check your spam box.
- Cancellation by the customer after the registration process has been completed will be subject to a cancellation fee of 100% course fee.
- **On-demand course is valid for 30 days** starting from the date of the invitation email.
(*Artificial intelligence training courses have exclusive course duration period)
- On-demand courses are available via a dedicated website. Please check the following information on compatible browsers and the recommended environment.

Supporting Browser	Recommendations
<ul style="list-style-type: none"> ✓ Apple Safari: Latest version ✓ Google Chrome: Latest version ✓ Mozilla Firefox: Latest version ✓ Microsoft Edge: Latest version 	<ul style="list-style-type: none"> ✓ Choose a place and time where you can fully concentrate. ✓ Make sure you have a stable internet connection.

BSI On demand courses and Exam invitation email

You will receive an email inviting you to the E-learning courses and exams.

***Exams will only be available for applicable courses.



Please use the URL in the email to access the Client Learning Portal.

Accessing you Client Learning Portal

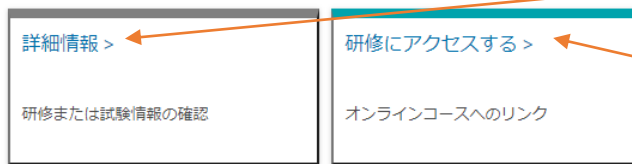
Your course will appear within the My Courses section of your Client Learning Portal (CLP).

Click on the relevant course to see the course details and access your on-demand training.



Language

You may change your language setting from the upside-down triangle at top right corner next to your name. Select the first content and click on the pencil mark next to My Details to change your language setting.

**「About my course」(Left):**

You will find the details of your course here.

「Access my course/exam」(Right):

You will jump to your E-learning Course/Exam page.

On demand Course

Press Start to begin your course.

You will be able to access the training for 30 days from the time this email is issued, so please ensure you complete the E-learning in advance of this time.

You may exit your course anytime and return to your course from where you left.

We will email you a copy of your Course Certificate within a week from the date of your course completion.

Online Exam (for applicable courses only)

Upon your course completion, your online exam will be triggered within 2 working days.

You have 30 days to successfully complete the examination, including a re-take if necessary. On successful completion, we will email you a copy of your Certificate of Achievement.

The examination is "open-book" which means you are permitted to access reference materials during the exam. We do not provide any information on the questions you answered correctly / incorrectly.



We really hope you enjoy your BSI Training Academy eLearning course.

Please contact us if you have any queries.

Email: Japan.Training@bsigroup.com.