

Pharmacovigilance and AE Reporting for Suppliers supporting Non-Trial Activities & LifeSphere Reporter® web portal for AE reporting

General Instructions:

- Only those affiliated with the conduct of Boehringer Ingelheim Non-trial Activities (NTAs) should be granted access to this course.
- This training is intended to support your ability to conduct a Non-trial Activity for Boehringer Ingelheim in compliance with GDPR and all international/local data protection legislations and conforms to Market Research Codes of Conduct guidelines.
- Please Note: Bookmarking is enabled, you may continue where you left off should you close your browser or log off.
- PV/AE training is valid for one year. Documentation is required for each NTA conducted. Re-training and documentation are required on an annual basis and not earlier than 3 months from the date indicated on current certificate.
- **To complete the annual refresher PV/AE training:** Open the BI PV training center; click on the BI logo in top left of screen; click on My Learnings; go to course icon you need to repeat; click "Repeat with new result" to ensure the system recognizes the new completion.
- LifeSphere Reporter training is a one-time training required before you can be granted access to the LSR web portal.
- Training is available in several languages. Select the training in the language applicable to you.

Key Points:

- Ensure you register for the correct training
- Remember to complete the training to receive a certificate
- Some versions of Internet Explorer do not support all functionalities of our e-learnings. In that case, try using a different browser (Chrome, Firefox etc.). Also try clearing the "Cache"
- Contact Learning@boehringer-ingelheim.com for any technical issues.

Instructions to access PV/AE training:

Click on the link [BI PV Trainings](#) which will bring you to the Course Catalogue

To access the Boehringer Ingelheim training "**Pharmacovigilance and Adverse Event Training for Suppliers Supporting Non-Trial Activities**" click over the title which will bring you to the registration page

PV/AE NTA Training



[Pharmacovigilance and Adverse Event Training For Suppliers Supporting Non-Trial Activities \(NTAs\) – English](#)

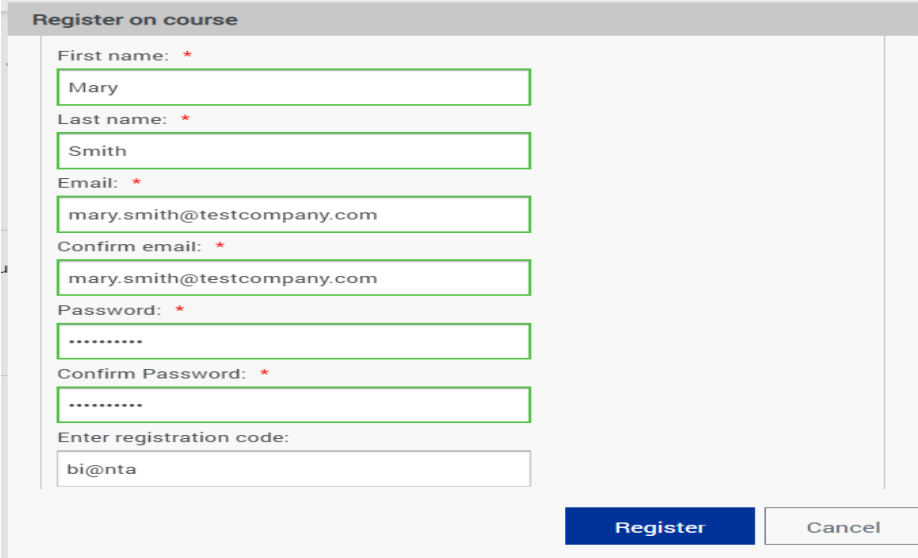
Click here to register for the course. You will find the registration code in the instruction provided by your BI contact.

Next Steps

Next register by clicking the "Register" button as shown below. If you have registered as a user before, click link "Go to login page" (*above "Register" button*)

Now, please enter your details in the pop-up window below as follows: first name, last name, e-mail address, password (free choice but no passwords used for Windows log-in as details will be confirmed via mail) and registration code

Registration code for PV/AE NTA training: **bi@nta**



Register on course

First name: *

Last name: *

Email: *

Confirm email: *

Password: *

Confirm Password: *

Enter registration code:

Register

After successful registration (confirmed via e-mail) you will be navigated directly to the e-learning module by clicking on "Go to course"

Follow the additional instructions provided on the learning platform

Upon completion you will receive your training certificate via email. Please forward it to your supervisor for submission compilation to the BI Project Owner. In addition, please archive according to your company's policy in case of audit or inspection request.

Applicable for suppliers who are reporting AEs via LifeSphere Reporter®

Instructions to access LSR training:

Click on the link [BI PV Trainings](#) which will bring you to the Course Catalogue

To access the Boehringer Ingelheim training “**LifeSphere Reporter (LSR) for NTA suppliers**” click over the title which will bring you to the registration page

LSR Training



[LifeSphere Reporter \(LSR\) for NTA suppliers - English](#)

Click here to register for the course. You will find the registration code in the instruction provided by your BI contact.

Next Steps

Next, register by clicking the “Register” button as shown below. If you have registered as a user before, click link “Go to login page” (*above “Register” button*)

Now, please enter your details in the pop-up window below as follows: first name, last name, e-mail address, password (free choice but no passwords used for Windows log-in as details will be confirmed via mail) and registration code

Registration code for LSR web portal training: **bi@lsma**

After successful registration (confirmed via e-mail) you will be navigated directly to the e-learning module by clicking on “Go to course”

Follow the additional instructions provided on the learning platform

Upon completion you will receive your training certificate via email. Please forward it to your supervisor for submission compilation to the BI Project Owner. In addition, please archive according to your company’s policy in case of audit or inspection request.