SALES & MARKETING BULLETIN

DL51427774 OCTOBER 20

Announcement: NEC will host all training activities on a new Learning Management System

From November 15th, 2022, NEC will host all training activities on a new Learning Management System.

The new Learning Management System is a state-of-the-art Cloud Based solution, offering much more than we could with our existing system.

The improvements for the students include:
- **Easy to use** due to an intuitive and well-designed Web interface.
- **Clear view of all available courses** as the layout can be customized to your preferences.
- **Direct overview of all courses** you are enrolled in and the course progress status: i.e., completed, in progress, or still needs to be started.
- **Progress indicators are** letting you know your progress within individual computer-based training (CBT) modules.
- **Filter options** based on product type or type, of course, meaning CBT, instructor-led, etc.
- **Clear overview of when and where** the instructor-led courses will take place.
- Your personal "**My Account**" area, where you can view your personal training history and from which you can download certificates.
- **Single Sign On** with your NEC Account, you can directly log in to the new Learning Management System; no second logon or password is required.
- **Added mobility,** as you can now view CBTs on your smartphone or tablet.

NEC aims to transition from the existing to the new Learning Management System as quickly as possible. Nevertheless, we need your help to ensure this transition will have a minimum impact on your training activities.

Starting a new CBT course
If you plan on starting a new CBT, NEC kindly asks you to postpone this till November 15th, as it will coincide with the introduction of the new Learning Management System.

CBTs in progress
Unfortunately, you can't move your current learning activity from the existing platform to the new Learning Management System. If you cannot finish it before November 15th, please start the learning activity over on the new system.

Starting a new online Final test
If you plan on starting a new online final test, NEC kindly asks you to postpone this till November 15th, from which time you can start using the new Learning Management System.
NEC cannot accept new test activities on the current Learning Management System from November 1st to November 15th, 2022.

Online final test activities in progress

All Final test activities which are in progress must be completed before November 15th, as unfinished final test exams can't be moved to the new learning platform. If you can't finish the test, you must register again after November 15th, 2022, and go through the entire examination.

Already scheduled Instructor-led Classroom sessions after November 15th

Instructor-Led Classroom sessions already scheduled will not be affected and will take place as planned. From November 15th, you will receive notification emails from the new Learning Management System. Depending on your company's policies, these messages might be marked as spam; please check your spam folder frequently.

GDPR and first access to the new Learning Management System

Due to GDPR regulations, NEC will ask you to choose the preferred "Data Retention Period."
The procedure:
- Navigate to the main training page on BusinessNet.
- Or click this link: https://businessnet.nec-enterprise.com/Training-Centre/Pages/Home.aspx
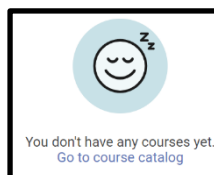- And from this page, click on the "**NEC learning**" Link.

When this is your first access to the new Learning Management System, you will be redirected to a page where you can choose how long NEC can keep your data. The choice is between three months or ten years from when you leave the company you currently work for.

First-time logon experience

The new Learning Management System is generally easy to use due to its intuitive and well-designed Web interface.
Below you will find some tips to get you started.

- After you are logged in to the new Learning Management System, there are no courses in your "My Courses" overview, indicated with:

  Select the **COURSE CATALOG** and all courses that are available for your region are listed.

- Use the "**Search courses**" field to filter.
  All CBTs are free of charge, and you can register for them and take them, as no approval is required or any other interference from a training administrator.

  Click the course and select **ADD TO ROSTER** and the course will be added to the "My courses overview. You can now start learning.
  Note: some courses are dependent on one or more other modules, meaning you will not be allowed to start them before you first completed the previous required module(s).
- For all courses requiring a course fee (final tests and live classes), NEC would like to receive an enrollment request via email: nec.training.team@emea.nec.com.
- We suggest you spend some time on the new Learning Management System to get familiar with the new system. Don't hesitate to contact the training team if you have further questions. We are here to help you. Email: nec.training.team@emea.nec.com