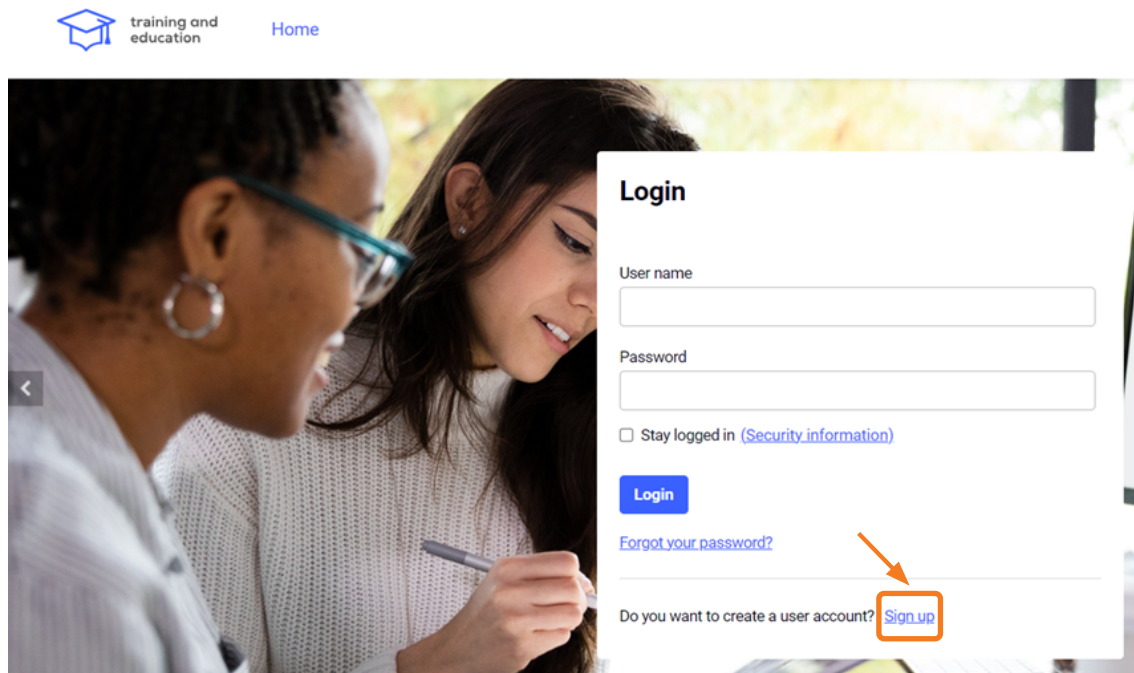


How to Access and Complete a Course

Register

- 1 Open mypremieredgetraining.com.
- 2 Click **Sign up**.



Note: The **Sign up** page opens.

3 To create a user account, complete the **Sign up** form fields and click **Sign up**.

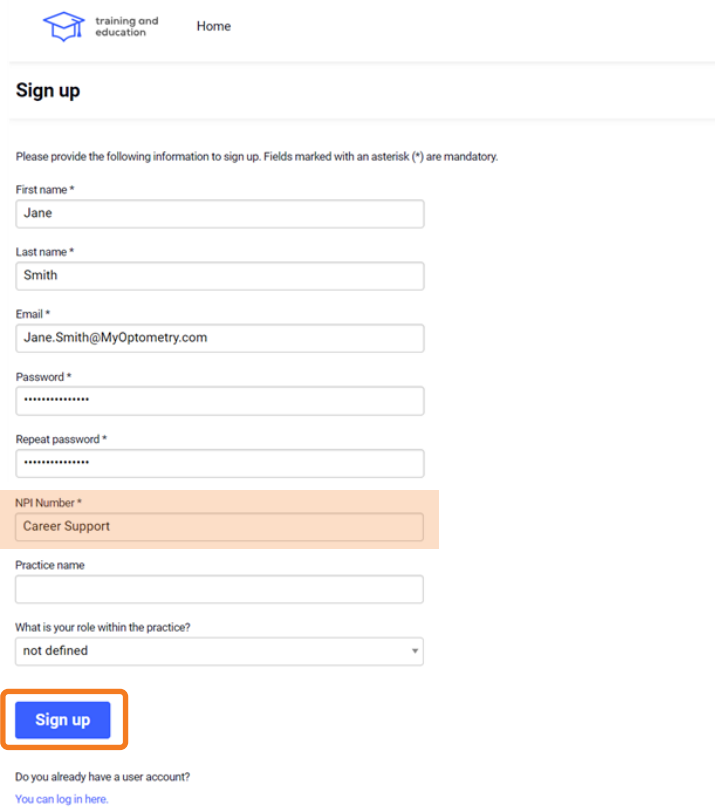
Note: For the **NPI number**, enter **Career Support**.

Tips: You must use **your own email address** to register, as opposed to using a group email. This allows you to have a unique login mapped to your training progress.

Rules for setting password:

- At least 8 characters in length
- 1 capital letter
- 1 numeric value
- 2 special characters, such as * / # ! \$ &

Example: 1Training!!

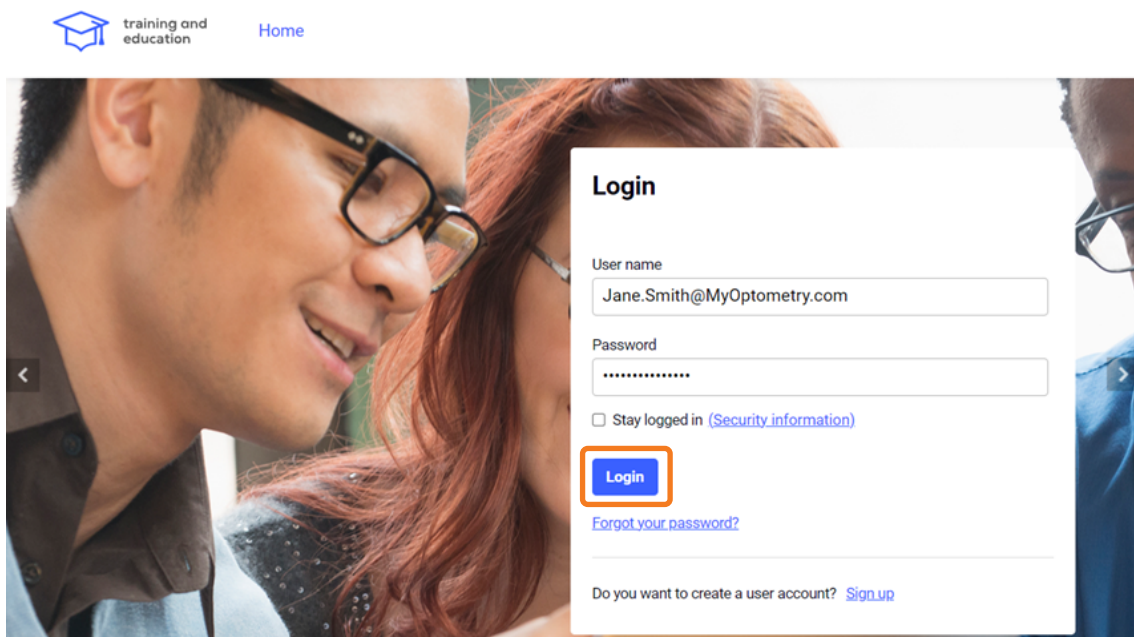


The screenshot shows a web form titled "Sign up" with a navigation bar at the top containing a logo for "training and education" and a "Home" link. The form includes several input fields: "First name *" (filled with "Jane"), "Last name *" (filled with "Smith"), "Email *" (filled with "Jane.Smith@MyOptometry.com"), "Password *" (masked with dots), and "Repeat password *" (masked with dots). The "NPI Number *" field is highlighted in orange and contains "Career Support". Below this are fields for "Practice name" and a dropdown menu for "What is your role within the practice?" (set to "not defined"). A blue "Sign up" button is highlighted with an orange border. At the bottom, there is a link for users who already have an account.

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Log In

- 1 Open mypremieredgetraining.com.
- 2 Add your username and password, and click **Login**.

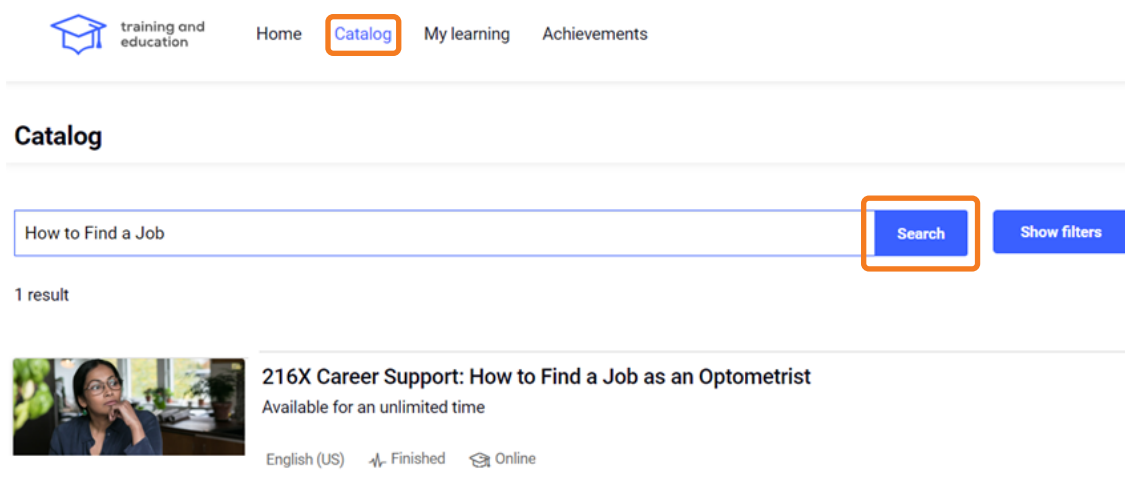


Find, Open, and Enroll in a Course

1

Once logged in, click the **Catalog** tab to view all available courses **OR** enter the course number, name, or partial name in the **Search** field and click **Search**.

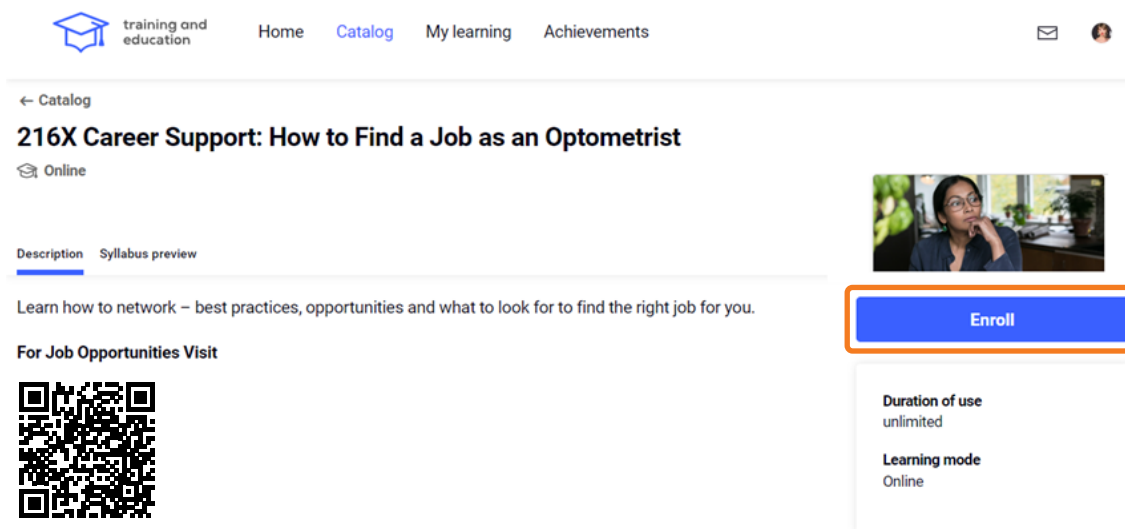
Note: In this example, we've used "How to Find a Job."



The screenshot shows the 'training and education' navigation bar with 'Home', 'Catalog', 'My learning', and 'Achievements' tabs. The 'Catalog' tab is highlighted. Below the navigation bar, the 'Catalog' section features a search input field containing 'How to Find a Job', a 'Search' button, and a 'Show filters' button. Below the search bar, it indicates '1 result'. The result is a course card for '216X Career Support: How to Find a Job as an Optometrist', which is available for an unlimited time, in English (US), and is finished and online.

2

In the search results, click the course you want to access. Then, on the description page, click **Enroll**.



The screenshot shows the course description page for '216X Career Support: How to Find a Job as an Optometrist'. The page includes a back arrow, the course title, and 'Online' status. There are tabs for 'Description' and 'Syllabus preview'. The description text reads: 'Learn how to network – best practices, opportunities and what to look for to find the right job for you. For Job Opportunities Visit' followed by a QR code. On the right side, there is a course image and a prominent 'Enroll' button. Below the button, a box displays course details: 'Duration of use: unlimited' and 'Learning mode: Online'.

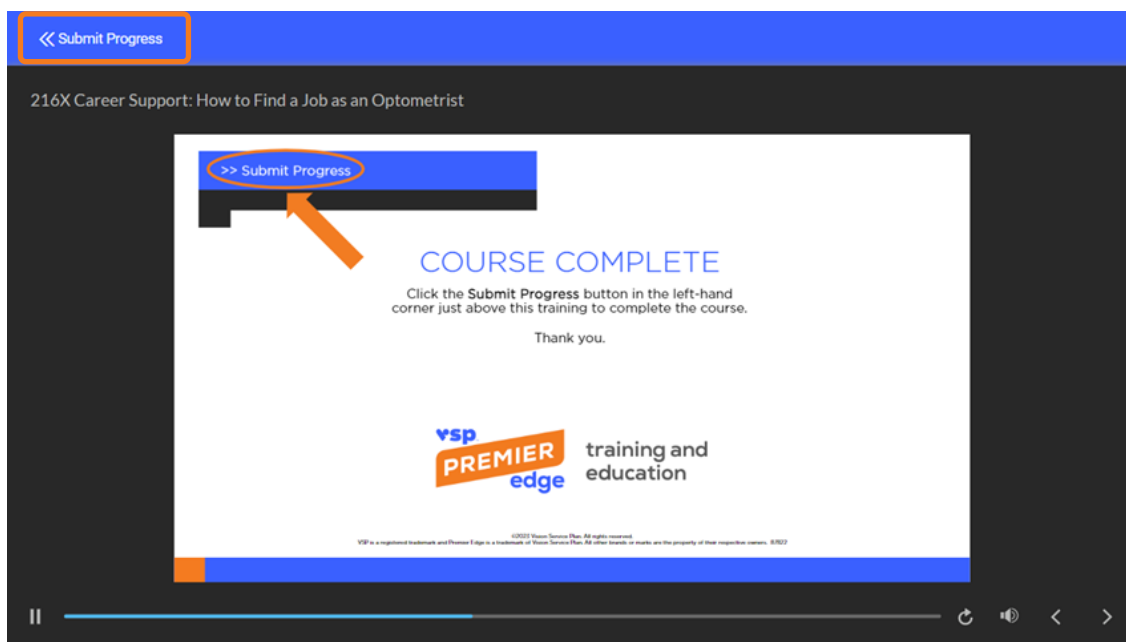
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- 3 After you enroll, the course content becomes available. To launch the course, click the course link.

The screenshot shows the course page for '216X Career Support: How to Find a Job as an Optometrist'. The page includes a navigation bar with 'training and education', 'Home', 'Catalog', 'My learning', and 'Achievements'. The course title is '216X Career Support: How to Find a Job as an Optometrist', and it is marked as 'Online' and 'In progress'. A progress bar shows 0% completion. The 'Description' tab is selected, showing the text: 'Learn how to network – best practices, opportunities and what to look for to find the right job for you.' Below the description is a QR code and a 'Read more' link. The 'Syllabus' tab is also visible, showing a list of course items with a highlighted item: '216X Career Support: How to Find a Job as an...'. A small video thumbnail of a woman is visible in the top right corner of the course content area.

Complete a Course

- 1 After you finish the course, click **Submit Progress** in the left-hand corner just above the training to complete the course.



Additional Information

Receive Full Access

If you are, or when you become, a VSP® network provider, contact premieredgetraining@vsp.com to get full access to courses, badging, and more in accordance with your practice's VSP Premier Edge™ status.

Contact Us

For Premier Edge Training and Education questions, reach out to premieredgetraining@vsp.com. For more information about Career Support, visit premieredgecareers.com.