

IF YOU ARE LOOKING FOR INFORMATION ON HOW TO REGISTER FOR A COURSE, PLEASE REVIEW THIS SHORT VIDEO: https://performancemanager4.successfactors.com/doc/custom/Varian/How_To_Register_for_a_Course.swf

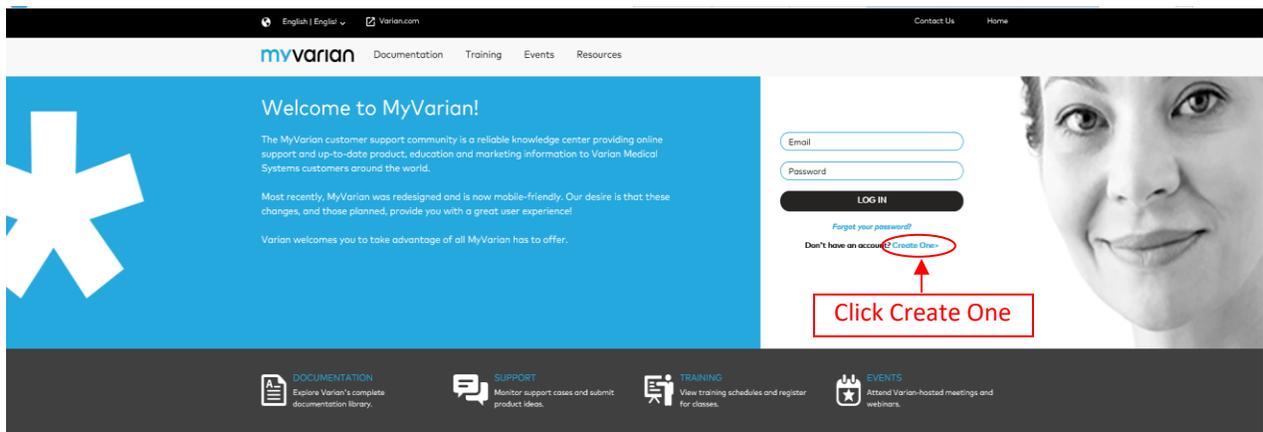
How to request a MyVarian and Learning Management Account

STEP 1

Go to www.myvarian.com to request an account. If you already have a MyVarian account, enter your email and password and click 'Log In' and go to Step 4

STEP 2

On the MyVarian home page, under the 'Log In' button, click 'Create One>'.



STEP 3

Enter your details in the form provided:

A screenshot of the 'My Profile' registration form. The form is titled 'My Profile' and has a section for 'Personal Information'. It contains several input fields: 'Solution*' (a dropdown menu), 'First Name*', 'Last Name*', 'Local Language Full Name (if applicable)', 'Title*', 'Professional Role*' (a dropdown menu), 'Specialty*' (a dropdown menu), 'Email (institution/company related email address)*', 'Preferred Language*' (a dropdown menu), 'Telephone*', 'Fax', 'Manager*', and 'Manager Email*'. There is also a checkbox labeled 'I do research'. At the bottom of the form, there are two buttons: 'SUBMIT' and 'CANCEL'. A red arrow points from a red box containing the text 'Be sure to Scroll down to complete the form.' to the right side of the form.

Be sure to Scroll down to complete the form.

My Profile

Request Learning Management System (LMS) Account
Select **ONLY** if you plan to attend a Varian classroom or online course within the next 6 months.

Institution/Company Information

Relationship to Varian
[Dropdown menu]

Institution/Company Name*
[Text box]

Address*
[Text box]

City* [Text box] **State / Province*** [Text box]

Zip/Postal Code* [Text box] **Country*** [Dropdown menu]

SUBMIT **CANCEL**

If you will be registering for an Education Class, be sure to click the button to request a Learning Management System Account.

Ensure you provide your **company** name and address. Not your personal address.

CAPTCHA

Please enter black characters only.

N9jtkF **RESET**

[Text box]

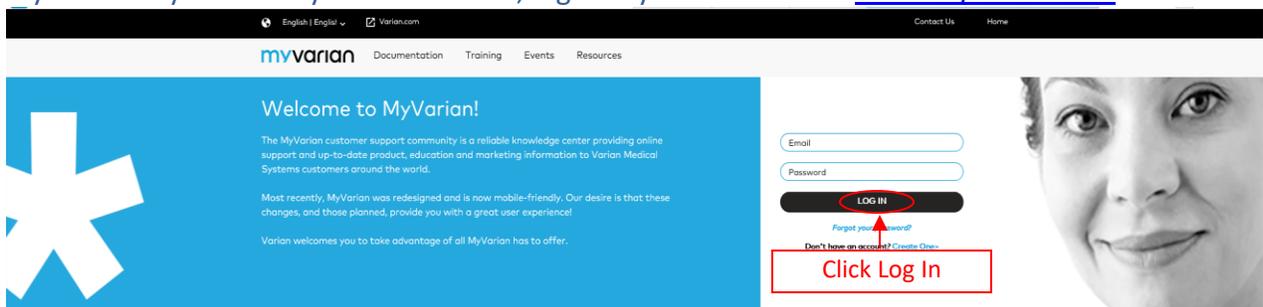
SUBMIT **CANCEL**

Enter the Captcha characters as provided during your registration experience and click 'Submit'.

Your request has now been submitted. Please allow for 2 business days to receive your active account confirmation.

STEP 4

If you already have a MyVarian account, login to your account on www.myvarian.com.



STEP 5

Click on 'My Account' on the top navigation bar and then select 'LMS Account'

The screenshot shows the top navigation bar with 'My Account' circled in red. Below it, a red box labeled 'Click My Account' points to the 'My Account' link in the secondary navigation. The main content area has a blue header 'My Account' and a breadcrumb 'Home > My Account'. On the left is a sidebar menu with 'LMS Account' highlighted in yellow and a red box labeled 'Click LMS Account' pointing to it. The 'My Profile' section contains the following information:

| My Profile | | |
|------------------|--------------------------|--------------------|
| First Name | Last Name | Email |
| S | M | s @gmail.com |
| Title | Professional Role | Specialty |
| Director | Chief/Dept Administrator | Radiation Oncology |
| Institution | Institution Address | Institution City |
| | | Calgary |
| State / Province | Zip/Postal Code | Country |
| Alberta | T2N 4N2 | Canada |

STEP 6

Click 'Register' and your account should be activated within 24-48 business hours.

The screenshot shows the 'My Account' page with a blue header and breadcrumb 'Home > My Account'. The sidebar menu has 'LMS Account' highlighted in yellow. The main content area has a yellow box labeled 'LMS Account' with a graduation cap icon. Below it is a text block: 'The Varian Learning Management System (LMS) provides online training and registration capabilities for educational courses offered by Varian's Education Center locations. Register for an LMS account only if you have been instructed to do so in order to take advantage of one of these educational channels.' Below the text is a black button labeled 'REGISTER' with a red box labeled 'Click Register' pointing to it.