

**1 LOG ONTO THE SYSTEM**

Connect to ComplianceWire from the eyeway page under “Tools,  
Or you can visit this page directly:  
<http://www.compliancewire.com/Secure/Custom/BauschLogin.asp>

At the “Welcome to ComplianceWire” screen, enter the following information based on your current status:

**If you are a B&L Employee, with email:**

Then use your network ID and Password  
Select BL Americas or your assigned domain  
Click “I accept” to enter ComplianceWire

**If you are a B&L Employee, without email:**

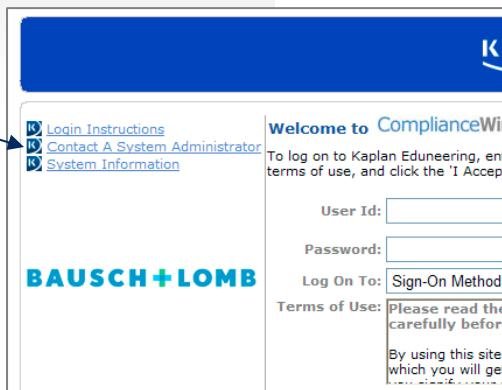
Use your HURIS number as user ID and supplied password  
Select “ComplianceWire” from the “Log On To” drop down list  
Click “I accept” to enter ComplianceWire

**If you are a Contract Employee:**

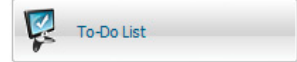
Use your supplied user ID and password  
Select “ComplianceWire” from the “Log On To” drop down list  
Click “I accept” to enter ComplianceWire

**Having problems logging in?**

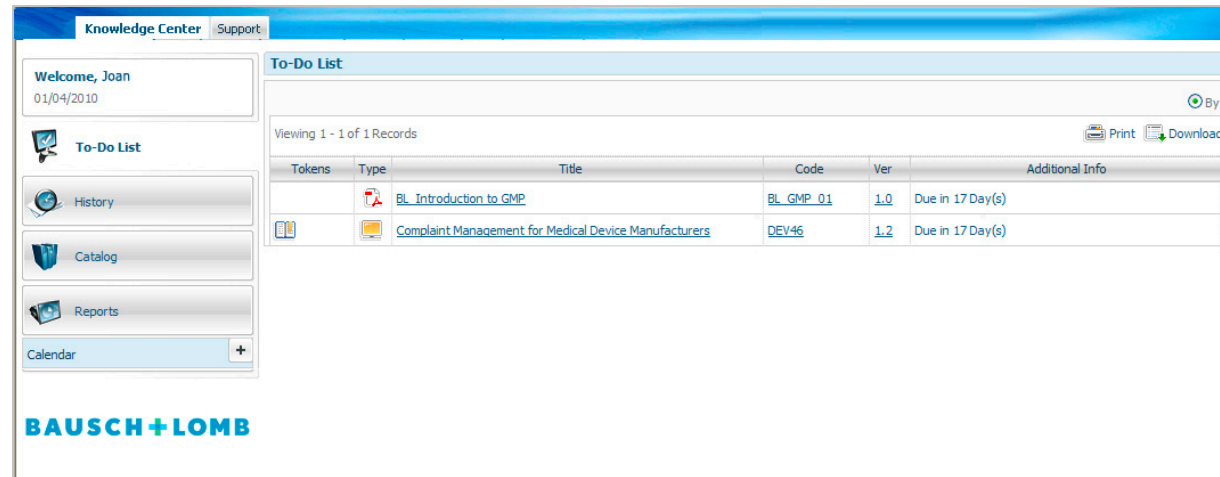
Click the “Contact a System Administrator” link on the login page to identify the appropriate system administrator who can help you with your login issue.



**2 TAKE ASSIGNMENTS THROUGH YOUR TO-DO LIST**




Your To-Do List displays the courses, documents, or tasks assigned to you.



You can sort items by due date or by curriculum.

Click the title or code to start the assignment.

The Tokens column identifies the type of training.

If you click a computer-based course , the course will open in the browser window. Courses are divided into topics that display on the left side of the screen. At the end of the course, you must successfully complete a final “Challenge” to receive credit for the course.

**Saving Your Progress**

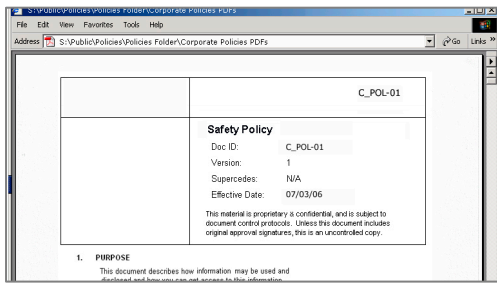
If you need to interrupt your training session and continue at a later time, click **Exit**. The course remains on your To-Do List. You can re-launch it later by clicking the course name. You can continue the course from where you left off — or review sections you have already completed.

**NOTE:** Before starting a computer-based course, make sure your computer can allow pop-ups by disabling any pop-up blockers.

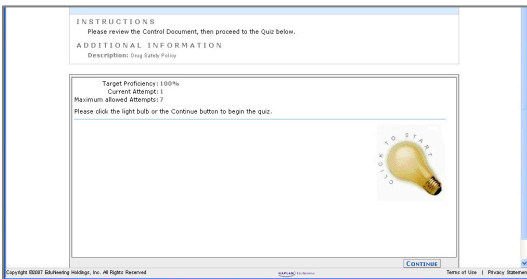
For Internet Explorer users, click Tools and then Pop-Up Blocker, then click “Turn-off Pop-up Blocker.”

### 3 HOW TO VIEW POLICY ASSIGNMENTS/QUIZZES

- From your To-Do List, click the assignment title to view the document in a new window.



- Read the document, then close the window.
- If a quiz exists for this document, click the “Click to Start” image:

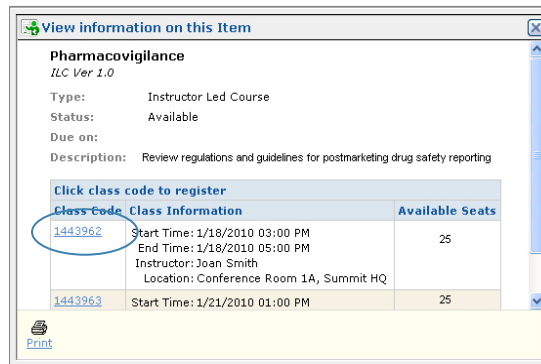


- Answer each quiz question, then click **CONTINUE**
- Enter your user ID and password, then click



### 4 HOW TO SIGN UP FOR INSTRUCTOR-LED CLASSES

- From your To-Do List, click the title of the Instructor-Led course to view the course details, such as date and location.
- The assignment serves as an invitation to register. Click the title, then select the class code for the date, time, location you prefer and click “Continue.”



- After you register, the item continues to display on your To-Do List, but now the date, location details, and a “Registration” token will display. To add this class to your Outlook calendar, click the training item to display the Information Window, then select the “Add to Calendar” link.
- Immediately after completing your instructor-led course, a computer will be available in the training room for you to sign the class “sign-in” sheet. Enter your user ID and password, then click the “e-sign” button to document your attendance.

### 5 PRINT YOUR CERTIFICATE

To print a Certificate of Completion after completing a course:

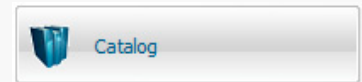
- Click **History**.
- Click the button on the right side of the screen for the desired course. The Certificate screen displays.
- Click the button.

### HOW TO VIEW COMPLETIONS

Click **History** to review a list of your completed courses, tasks, or documents. You may also review the content of a course, task, or document in review mode by clicking on the item’s name and selecting “Review Course.” In this section, you may also reprint your Certificate of Completion.

### SEARCH FOR OPTIONAL TRAINING ITEMS

Click **Catalog** to search for specific words or phrases within a training item.



Click the applicable type link to filter the available training items by type.

When viewing items, click the button to review a course description. You can also search for available items by keyword.

You may need to gain approval from your manager to launch specific training items.