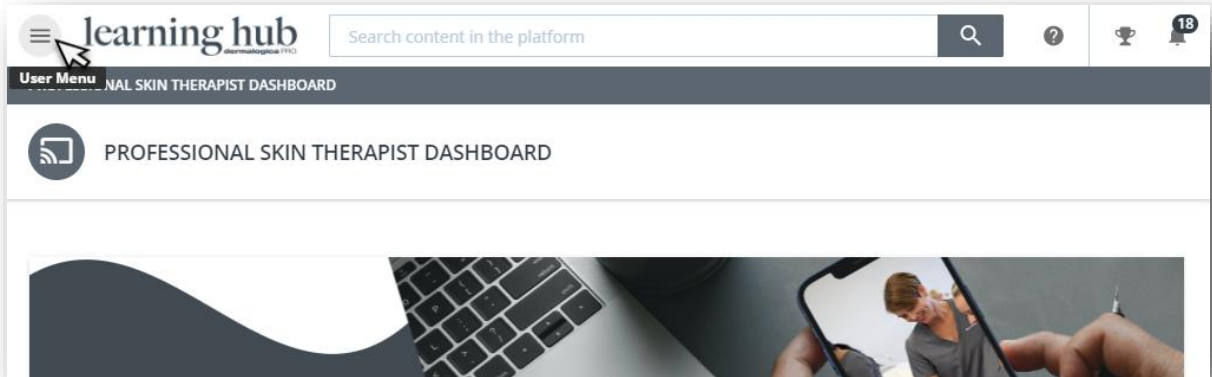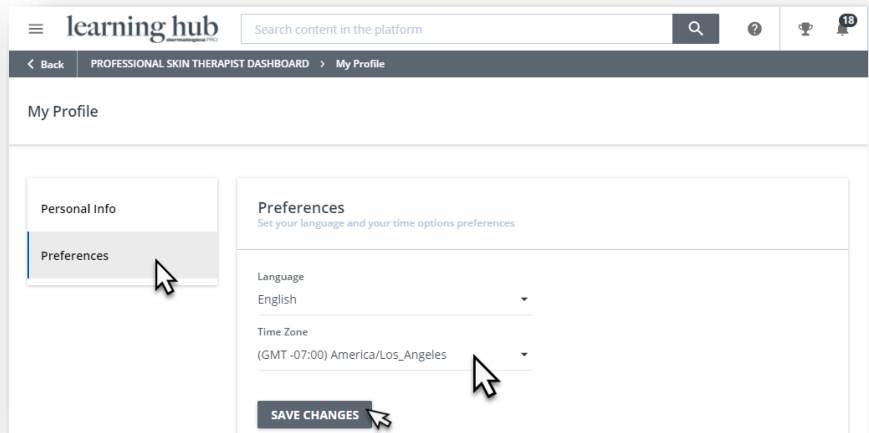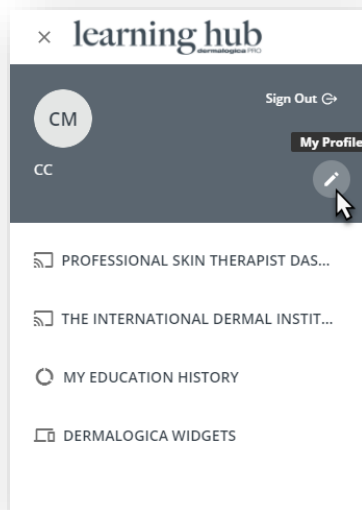# learning hub
dermalogica PRO

How to Use the Dermalogica PRO Learning Hub

Q. How do you change the time zone to display your own time?

A. Log into your <u>pro.dermalogica.com</u> dashboard and click PRO Learning Hub on the top navigation bar
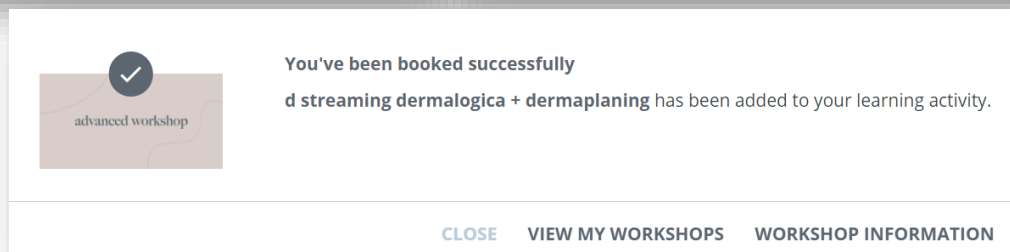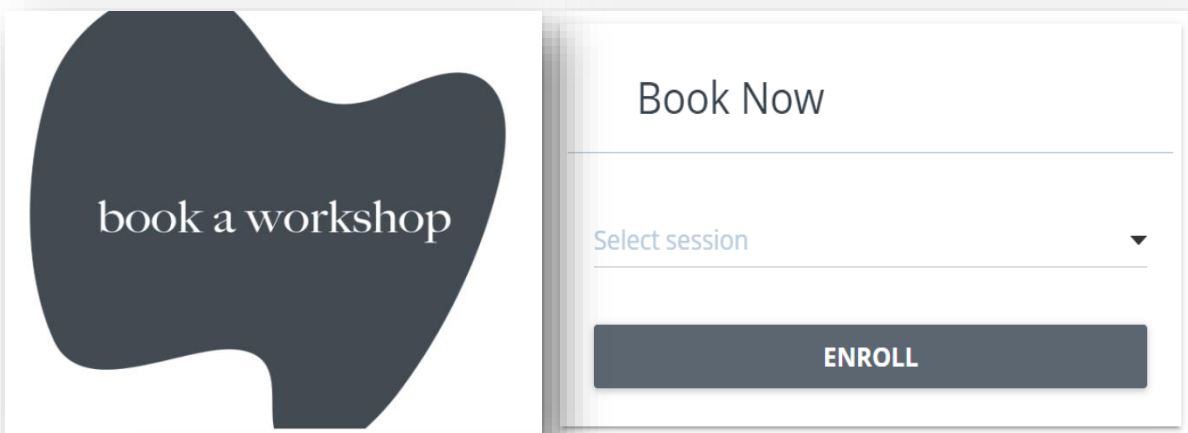
- Once in the PRO Learning Hub click on the Menu button

- In the Menu, Click on the pencil icon ✏ to access My Profile
- In Preferences, under the drop-down for Time Zone, select your local Time Zone.
- Click on SAVE CHANGES

How to Use the Dermalogica PRO Learning Hub

Q. How do you book a workshop?

A. Book a workshop from your **PRO Learning Hub** dashboard by selecting book a workshop
- Log into your pro.dermalogica.com dashboard and click pro learning hub on the top navigation bar
- Click book a workshop
- Select the workshop you would like to enroll in
- On the right hand of the page, under the book now option, use the drop-down arrow to select session
- Click on ENROLL
- You will receive a success message

Q. How to Locate Your Student Notes

A. Locate student notes under My Workshop History and Student Notes
- Log into your pro.dermalogica.com dashboard and click **PRO Learning Hub** on the top navigation bar
- From your dashboard, scroll down to My Workshops and Student Notes
- Select the workshop name
- Scroll down to Student Workshop and Training Material
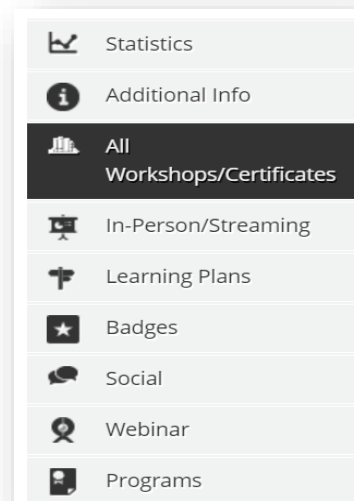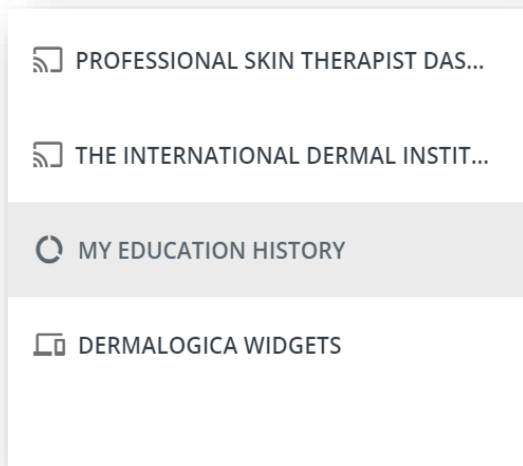- Click on PDF to download the notes

How to Use the Dermalogica PRO Learning Hub

Student Workbooks and Training Material

Search All Folders...
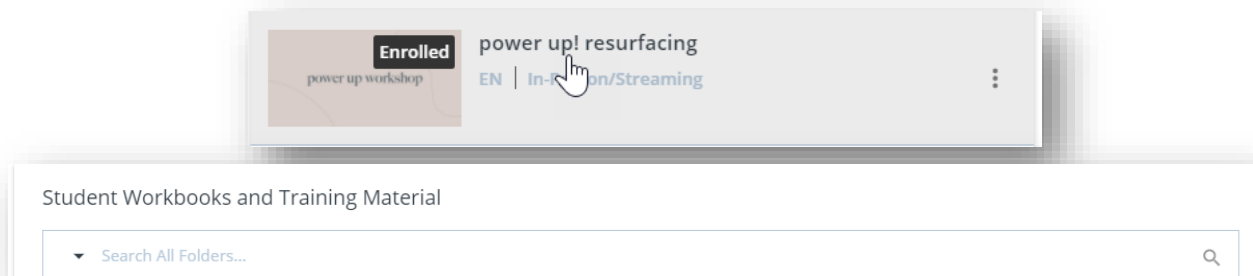
Q. How to Look Up Your Workshop History

A. View Workshop History from your **PRO Learning Hub** dashboard
- Log into your pro.dermalogica.com dashboard and click **PRO Learning Hub** on the top navigation bar
- Click on the User Menu Icon, found on the top let of your screen
- Select My Education History
- Select All Workshops/Certificates

| PROFESSIONAL SKIN THERAPIST DAS... |
| THE INTERNATIONAL DERMAL INSTIT... |
| MY EDUCATION HISTORY |
| DERMALOGICA WIDGETS |

| Statistics |
| Additional Info |
| **All Workshops/Certificates** |
| In-Person/Streaming |
| Learning Plans |
| Badges |
| Social |
| Webinar |
| Programs |

How to Use the Dermalogica PRO Learning Hub

Q. How to Locate and Print Your Certificates

A.   You can access certificates via the PRO Learning Hub dashboard

- Log into your pro.dermalogica.com dashboard and click PRO Learning Hub on the top navigation bar
- Click menu icon on upper left-hand corner of page
- Select My Education History.
- Click on All Workshops/Certificates.
- Click certificate icon to download and print certificate

My Education History

	Statistics
	Additional Info
	All Workshops/Certificates

All Workshops/Certificates

WORKSHOP CODE	WORKSHOP NAME	USER STATUS	BOOKED	EXPIRATION DATE	WORKSHOP COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
DERM LIVE	d.n.a. discovering top sellers	COMPLETED	6/7/2021		6/7/2021		0s	🏅

How to Use the Dermalogica PRO Learning Hub

Q. How to View Your Upcoming Workshops in Your Calendar

A. Log into your pro.dermalogica.com dashboard and click PRO Learning Hub on the top navigation bar

- Scroll down to my My Calendar. Hover over the dates with the purple dot to see your workshops on that date. Clicking on the workshop name will take you to your workshop's session page so that you may view your workshop's details
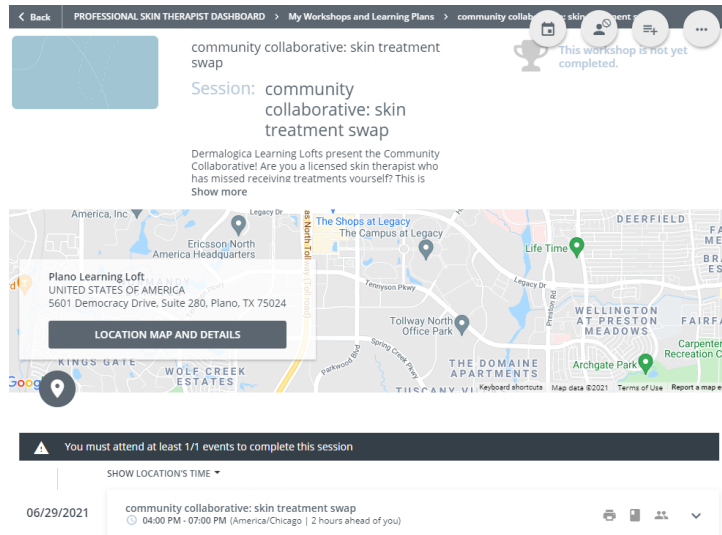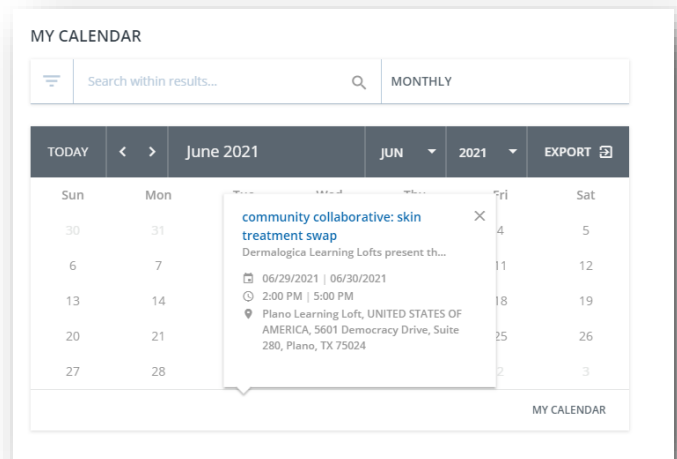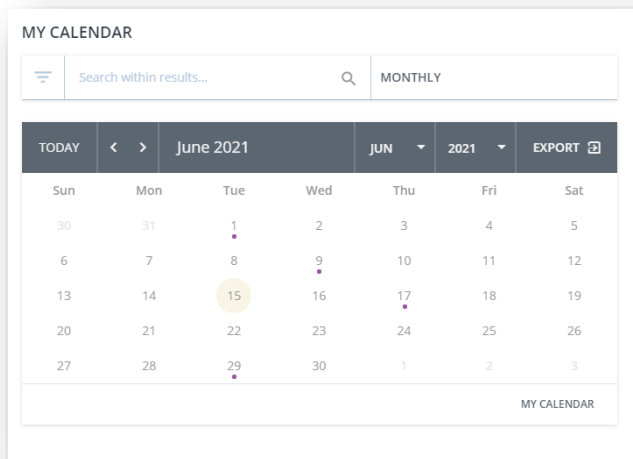
How to Use the Dermalogica PRO Learning Hub

- If you prefer, select Weekly View to view your workshops by the week or Agenda View to view a list of your upcoming workshops.
- Click on MY CALENDAR to expand the calendar to full view

# How to Use the Dermalogica PRO Learning Hub

Q. How to Add Your Workshops to Your Personal Calendars

A. With the **PRO Learning Hub,** you have the ability add the workshops to your personal calendar. *Please refer to your email provider's instructions for specific directions.

- Log into your pro.dermalogica.com dashboard and click **PRO Learning Hub** on the top navigation bar

This can be done in two ways:

- When you receive your Congratulations! You are booked… email, open the attachment and confirm in your email provider to add it to your calendar.
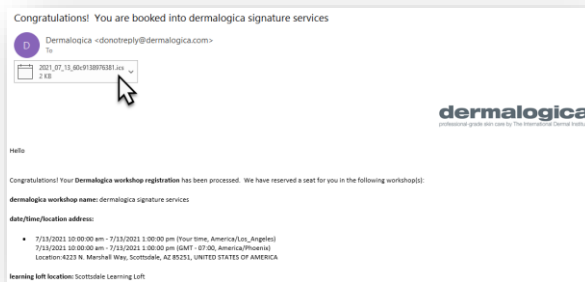
- If you would like to add all your workshops to your calendar as a layer, you can do so by clicking EXPORT. Click on Copy Link
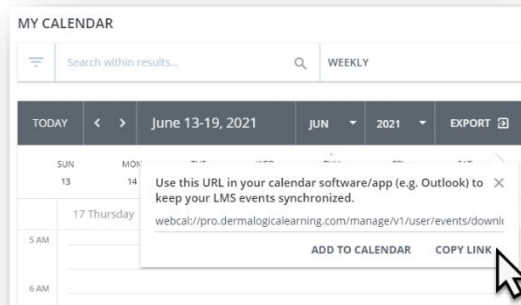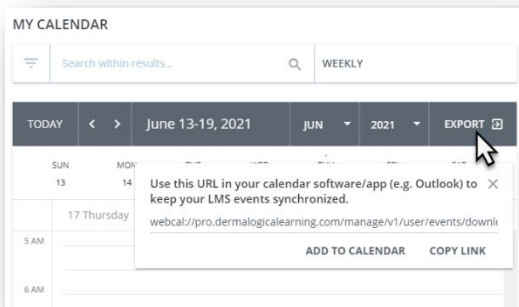
*These directions are specific to add to a Google Calendar Desktop, please refer to your email provider's instructions for any other email provider.

- In another browser tab or window, log in to your Google Calendar, on the left side, click the (+) plus sign next to Other Calendars and select From URL

How to Use the Dermalogica PRO Learning Hub
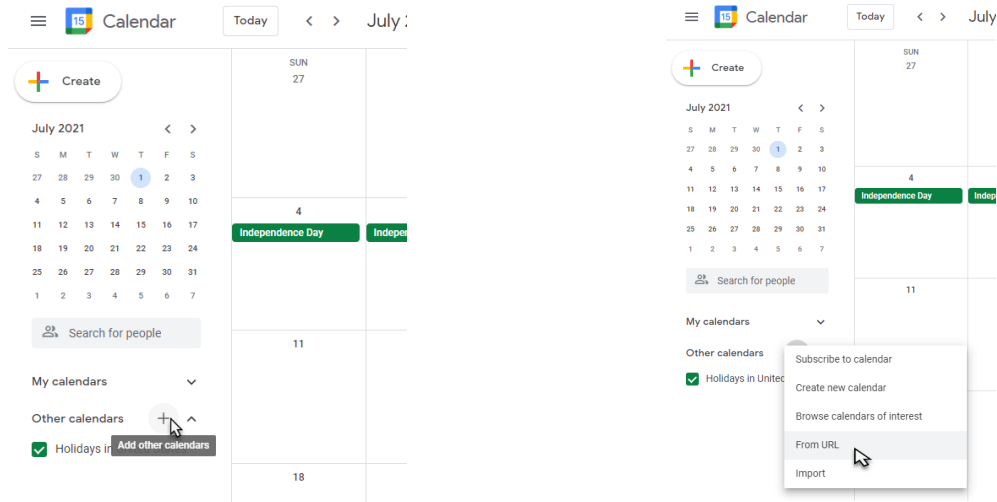
- The settings will open and you will paste the URL link you copied and click Add calendar. The calendar will now be visible in your Google Calendar.
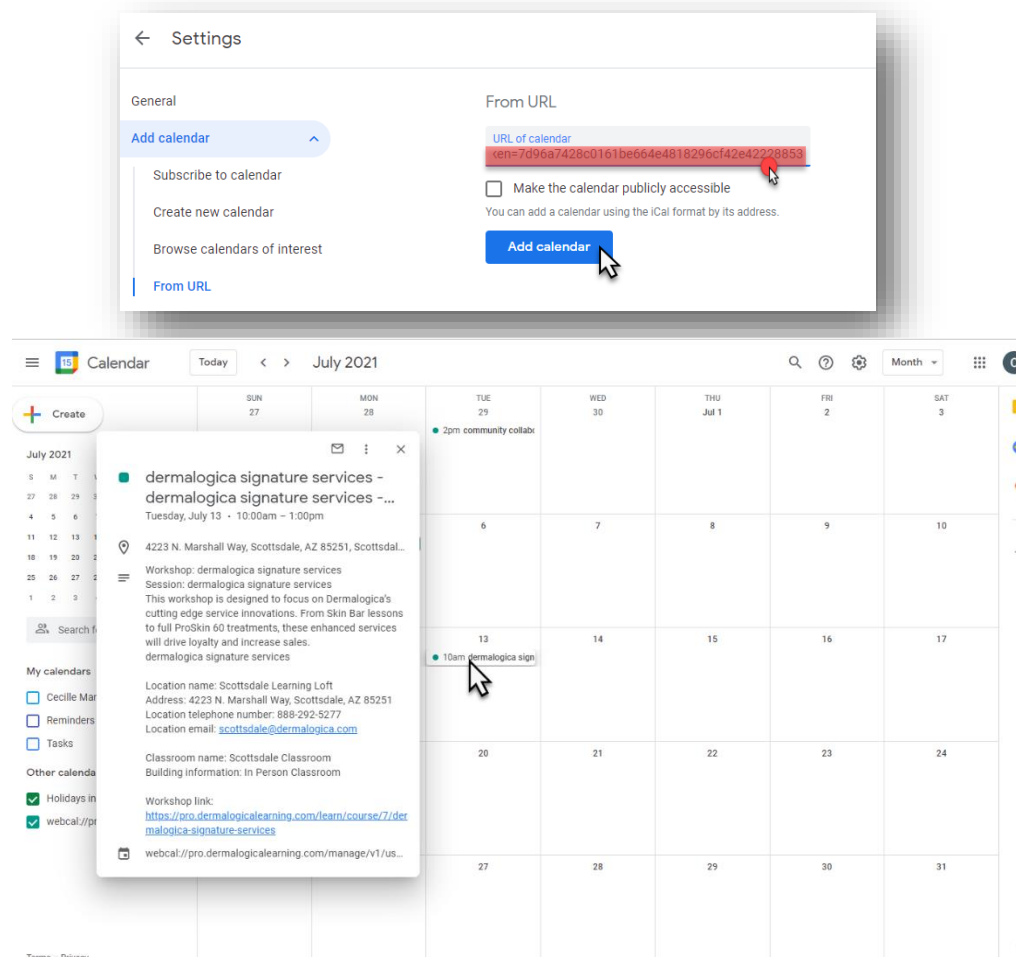
How to Use the Dermalogica PRO Learning Hub

Q. How to Unenroll from a Workshop

A. You can unenroll in a workshop via the PRO Learning Hub dashboard
- Log into your pro.dermalogica.com dashboard and click PRO Learning Hub on the top navigation bar
- Scroll down to my workshop history and notes
- Click on workshop name to open session home page
- On the top right screen click on unenroll icon

- Select yes, confirm
- A successful unenrollment notification and email will be sent

Q. What Badges and Points can I Earn?

A. You can earn badges and points several different ways, and you can view these on your PRO Learning Hub dashboard
- Certified Status = 1 badge / 25 points (can be earned multiple times)
- Specialist Status = 1 badge / 50 points
- Expert Status = 1 badge / 100 points
- Online Workshop = 7 badge opportunities / 5 points each
- On-Demand Workshop = 5 badge opportunities / 2 points each
- Pro Power Peel = 6 badge opportunities / 10 points each
- Professional Expert Series = 1 badge after completing 3 Professional Expert Workshops / 50 points