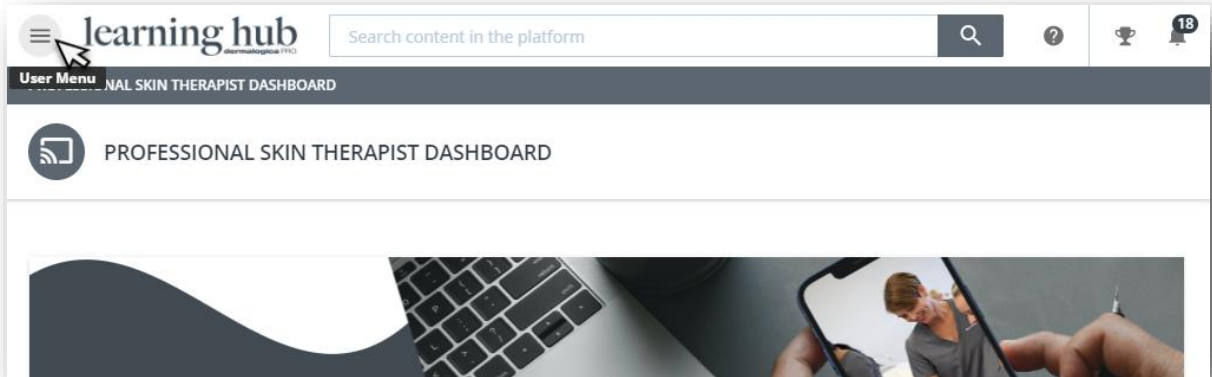



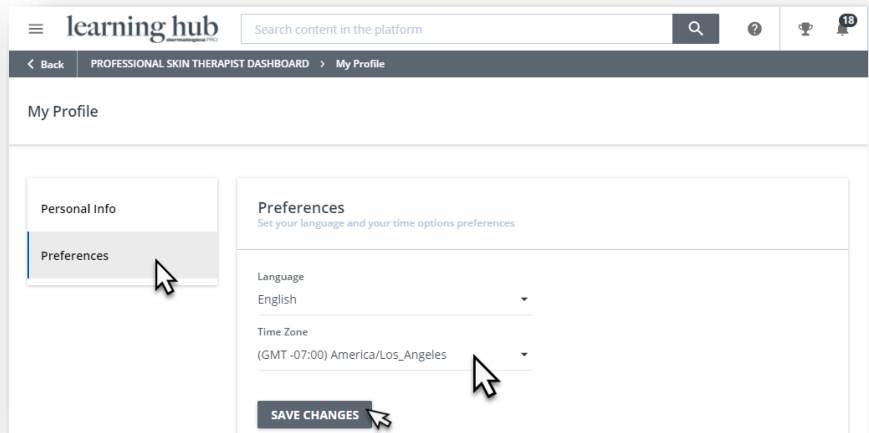
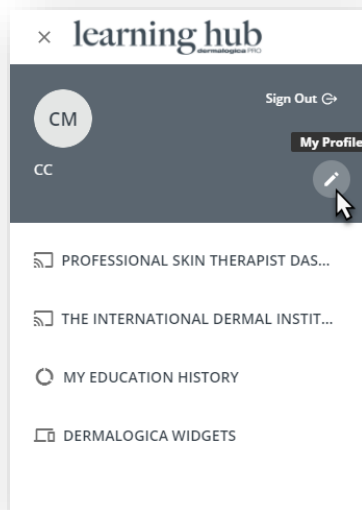
How to Use the Dermalogica PRO Learning Hub

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

- A. Log into your pro.dermalogica.com dashboard and click PRO Learning Hub on the top navigation bar
- Once in the PRO Learning Hub click on the [Menu](#) button



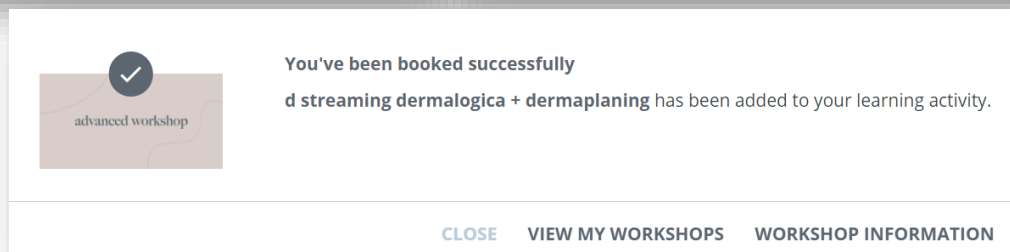
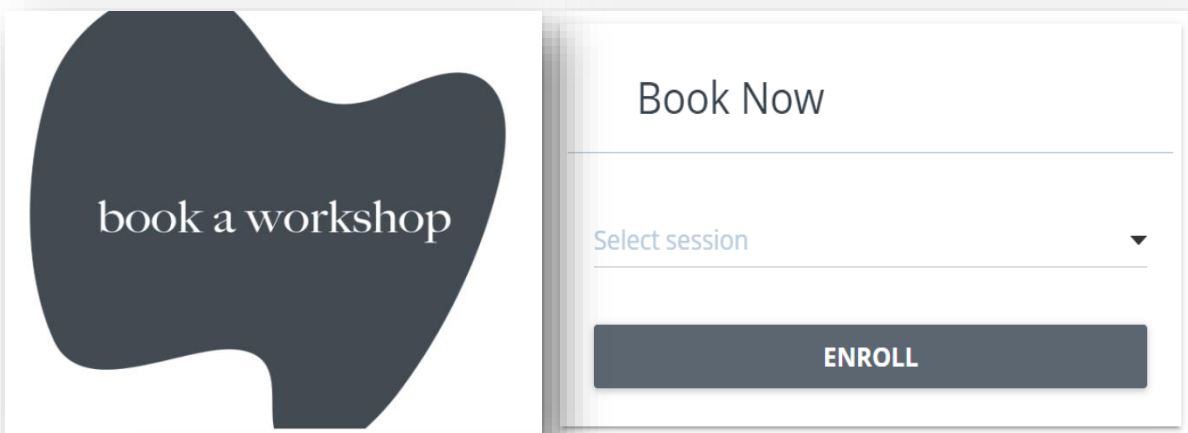
- In the Menu, Click on the pencil icon  to access My Profile
- In [Preferences](#), under the drop-down for [Time Zone](#), select your local Time Zone.
- Click on [SAVE CHANGES](#)



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



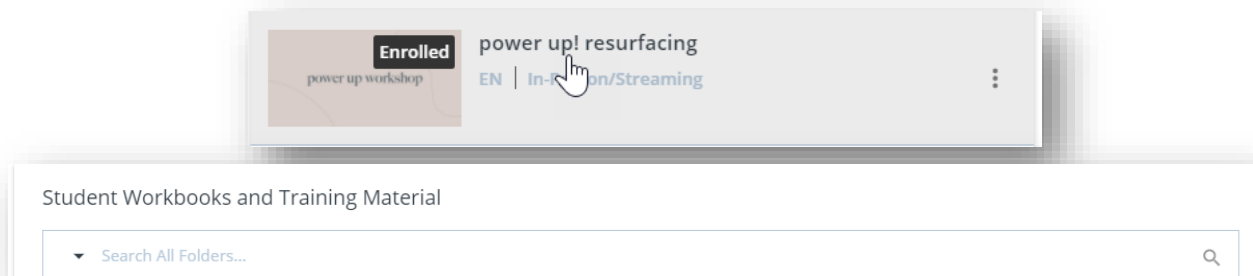
Q. How to Locate Your Student Notes

- 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

MY WORKSHOP HISTORY AND NOTES

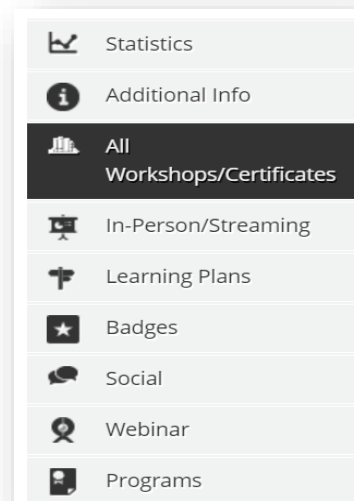
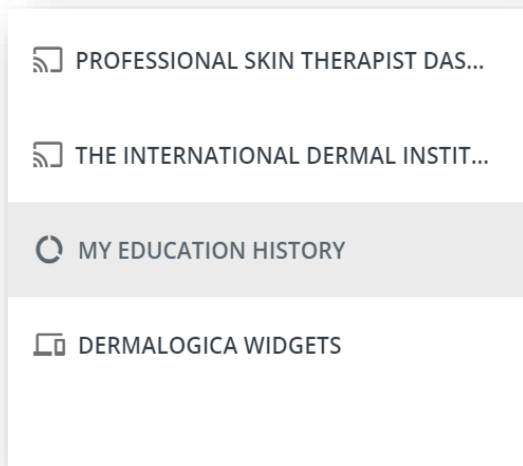


How to Use the Dermalogica PRO Learning Hub



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 left of your screen
 - Select [My Education History](#)
 - Select [All Workshops/Certificates](#)



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

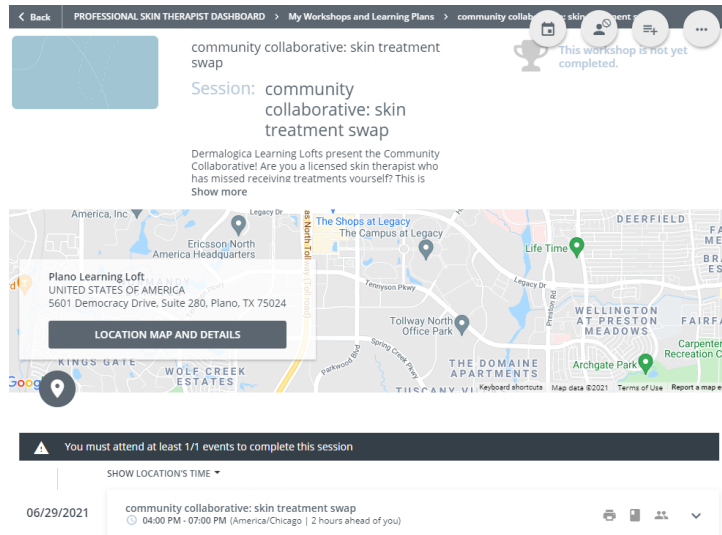
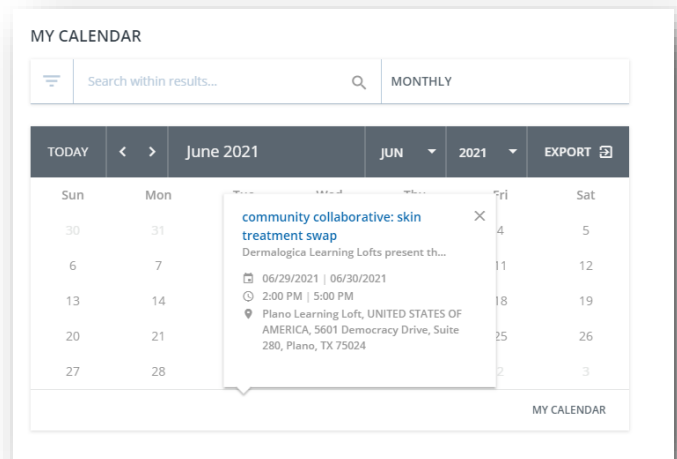
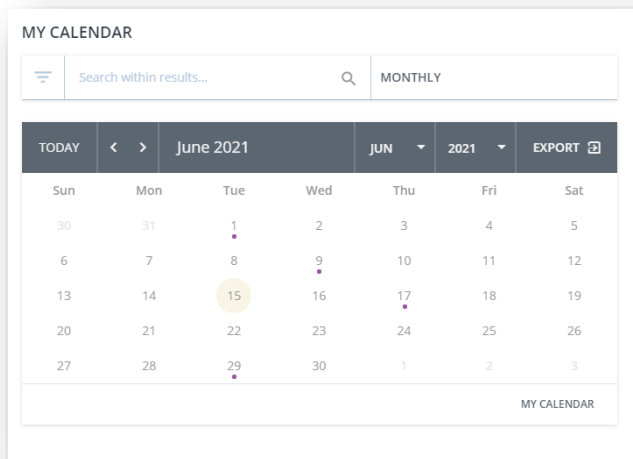
All Workshops/Certificates		WORKSHOP CODE	WORKSHOP NAME	USER STATUS	BOOKED	EXPIRATION DATE	WORKSHOP COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
DERM LIVE	d.n.a. discovering top sellers	COMPLETED	6/7/2021	6/7/2021	0s					



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



learning hub

dermalogica PRO

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

The image displays the Dermalogica PRO Learning Hub interface. At the top, a navigation bar includes a search icon, a 'MONTHLY' view selector (with a dropdown menu showing 'MONTHLY' selected, 'WEEKLY', and 'AGENDA'), and a date range 'June 13-19, 2021'. Below this, a calendar grid shows the week of June 13-19, 2021. A purple event titled 'Industry Expert Webinar' is scheduled for Thursday, June 17, from 8:00 AM to 9:00 AM. To the right, an 'AGENDA' view shows a list of upcoming events: 'IDI Streaming Skin Series: Stress, Sleep and the Skin' on Wednesday, June 9; 'Industry Expert Webinar' on Thursday, June 17; and 'community collaborative: skin treatment swap' on Tuesday, June 29. A central callout box labeled 'MY CALENDAR' has red lines pointing to the 'MY CALENDAR' links at the bottom of both the calendar and agenda views.

MONTHLY

WEEKLY

AGENDA

June 13-19, 2021

EXPORT

WED THU FRI SAT

TODAY < > June 13-19, 2021 JUN 2021 EXPORT

SUN MON TUE WED THU FRI SAT

13 14 15 16 17 18 19

17 Thursday

5 AM

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

Industry Expert Webinar
8:00 AM - 9:00 AM

MY CALENDAR

Search within results...

AGENDA

TODAY < > June 2021 JUN 2021 EXPORT

9 WED

• **IDI Streaming Skin Series: Stress, Sleep and the Skin**
The wellness industry is booming! With self-care dominating the most downloadable apps many of us are looking for ways to help us relax and cope with our digitally connected and busy lives. In our industry we are in a prime position to help build communities that combat the epidemic of loneliness as well as creating memorable moments that embrace the power of human touch. This course will get you prepared to help your customer navigate their hectic lives and ensure their skin stays healthy, while at the same time creating personalized and authentic experiences.
🕒 7:25 AM - 5:00 PM
📍 Online Training | Los Angeles Headquarters, UNITED STATES OF AMERICA, 1535 Beachey Place, Carson, CA 90746

17 THU

• **Industry Expert Webinar**
Generation Z clients highest emotional need when it comes to skincare is breakouts. Join us as we discuss all things teen and young adult skin!
🕒 8:00 AM - 9:00 AM
📍 Online Training | Los Angeles Headquarters, UNITED STATES OF AMERICA, 1535 Beachey Place, Carson, CA 90746

29 TUE

• **community collaborative: skin treatment swap**
Dermalogica Learning Lofts present the Community Collaborative! Are you a licensed skin therapist who has missed receiving treatments yourself? This is your chance to give and receive a customized treatment without the structure of class. We practice Clean Touch Protocol.
🕒 2:00 PM - 5:00 PM
📍 Plano Learning Loft, UNITED STATES OF AMERICA, 5601 Democracy Drive, Suite 280, Plano, TX 75024

MY CALENDAR

How to Use the Dermalogica PRO Learning Hub

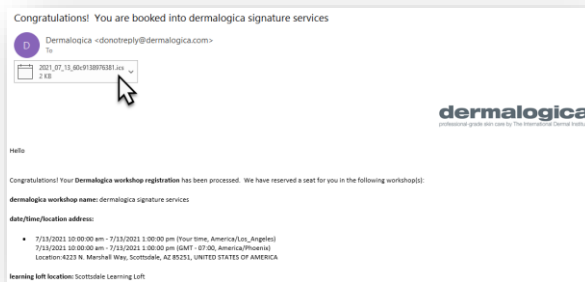
Q. How to Add Your Workshops to Your Personal Calendars

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.

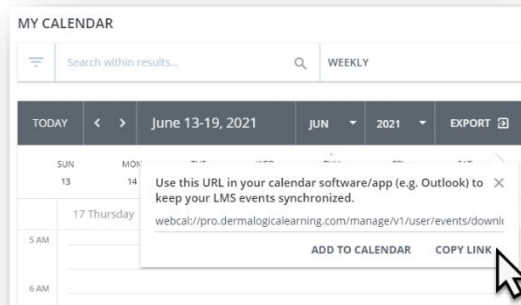
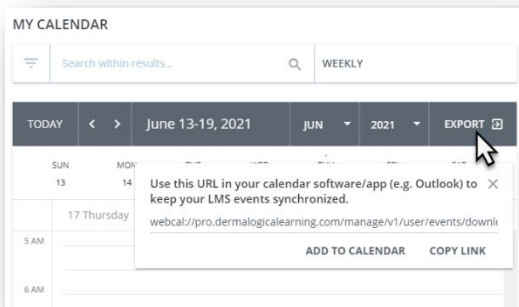
- Log into your pro.dermalogica.com dashboard and click PRO Learning Hub on the top navigation bar

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.



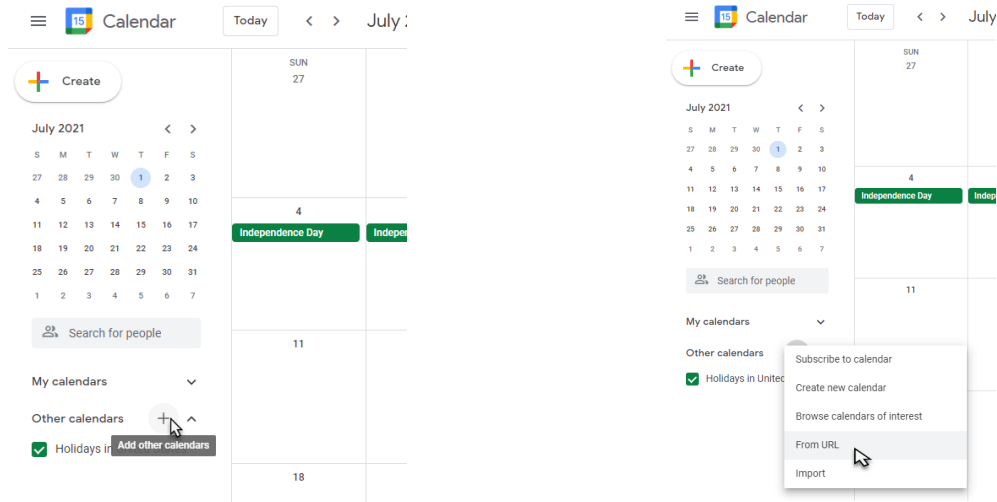
- If you would like to add all your workshops to your calendar as a layer, you can do so by clicking [EXPORT](#). Click on [Copy Link](#)



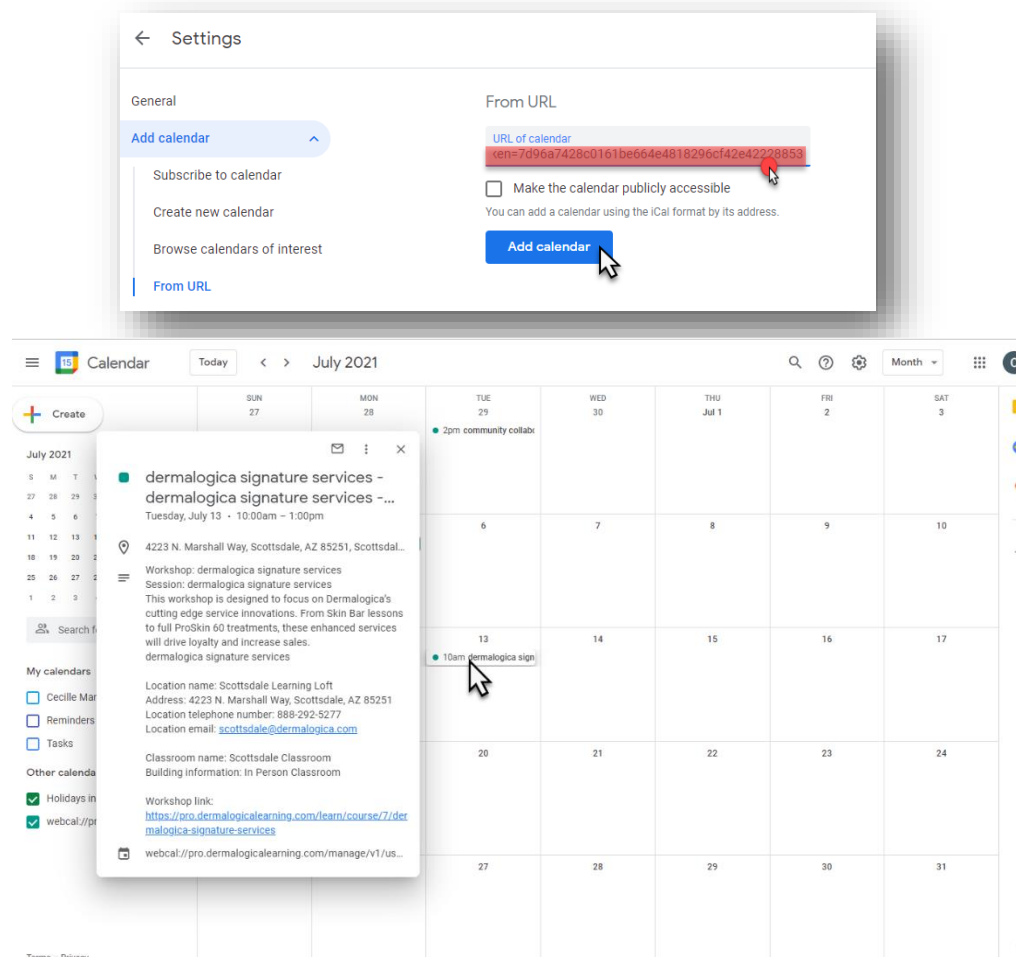
*These directions are specific to add to a Google Calendar Desktop, please refer to your email provider's instructions for any other email provider.

- 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

