

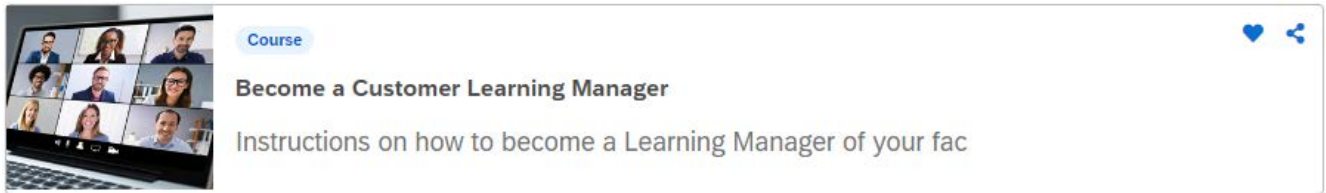
My BD Learning Customer Site

How to Become a Customer Learning Manager

The purpose of these instructions is to provide further details to users on how to become a Customer Learning Manager (CLM) at their facility/facilities for its Team in My BD Learning (MyBDL) customer site.

Checklist

1. Complete the [Become a Customer Learning Manager course](#) in MyBDL.

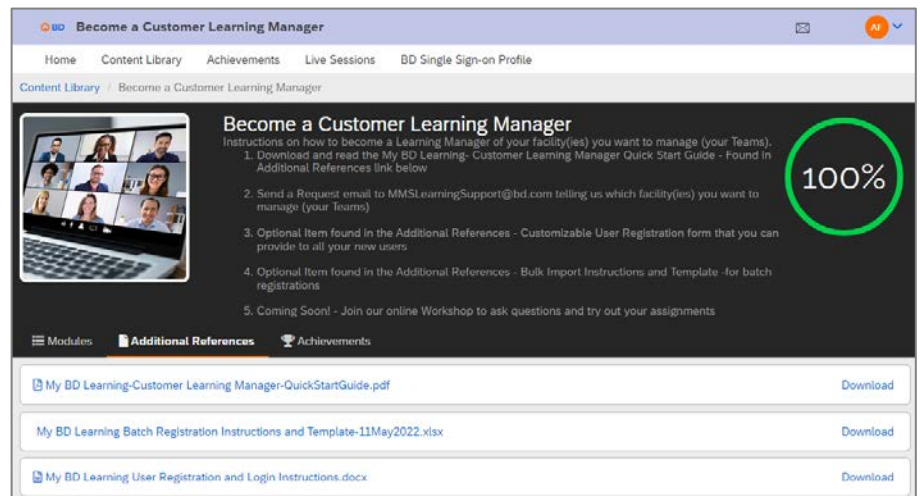


2. Download and read the **MyBDL Customer Learning Manager Quick Start Guide**, which can be located under the **Additional References** section in the course.

This Quick Start Guide contains detailed information on the most common workflows of a CLM.

The Additional References section also includes customizable **MyBDL User Registration and Login Instructions** that to allow CLMs to insert their facility's details.

There is also a **MyBDL User Bulk Import Batch Registration Instructions and Template** available for download.



3. Send an email request to MMSLearningSupport@bd.com to provide the MyBDL Support Team with your facility(ies) details to have your Admin account set up to manage the Team of users.

Requests to the MyBDL Support Team could take up to two (2) business days to complete.

Once your request is completed, you will be the Team Admin of your facility(ies) and your default dashboard will be the Admin view.

4. **Coming Soon!** Join BD's **MyBDL CLM Virtual Workshop** to ask questions and test assignments.