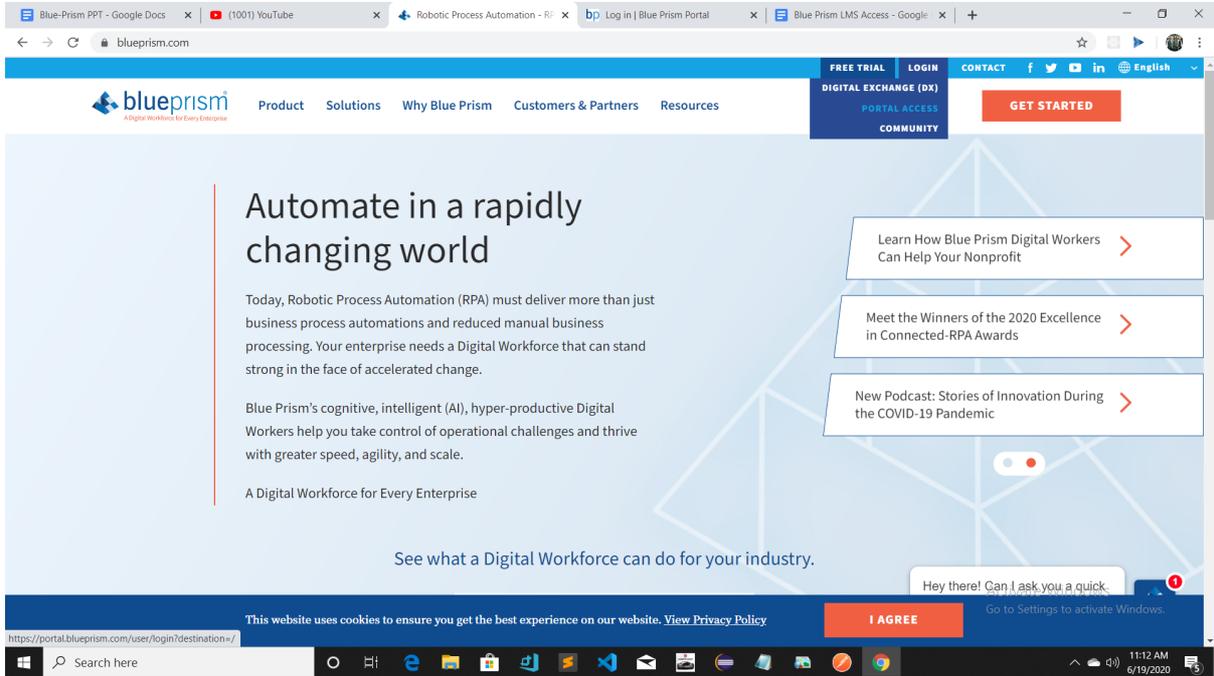


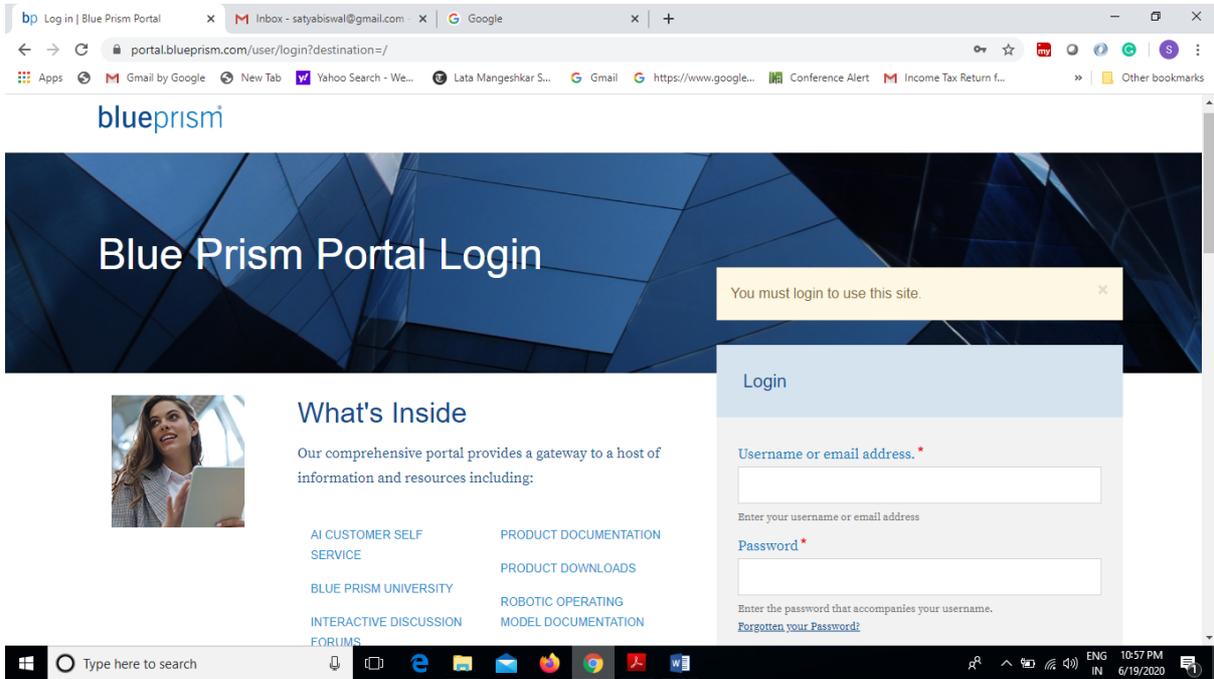
# Blue Prism University Access Manual

**Step1-Go to [www.blueprism.com](http://www.blueprism.com). Click on LOGIN ----> Portal Access**



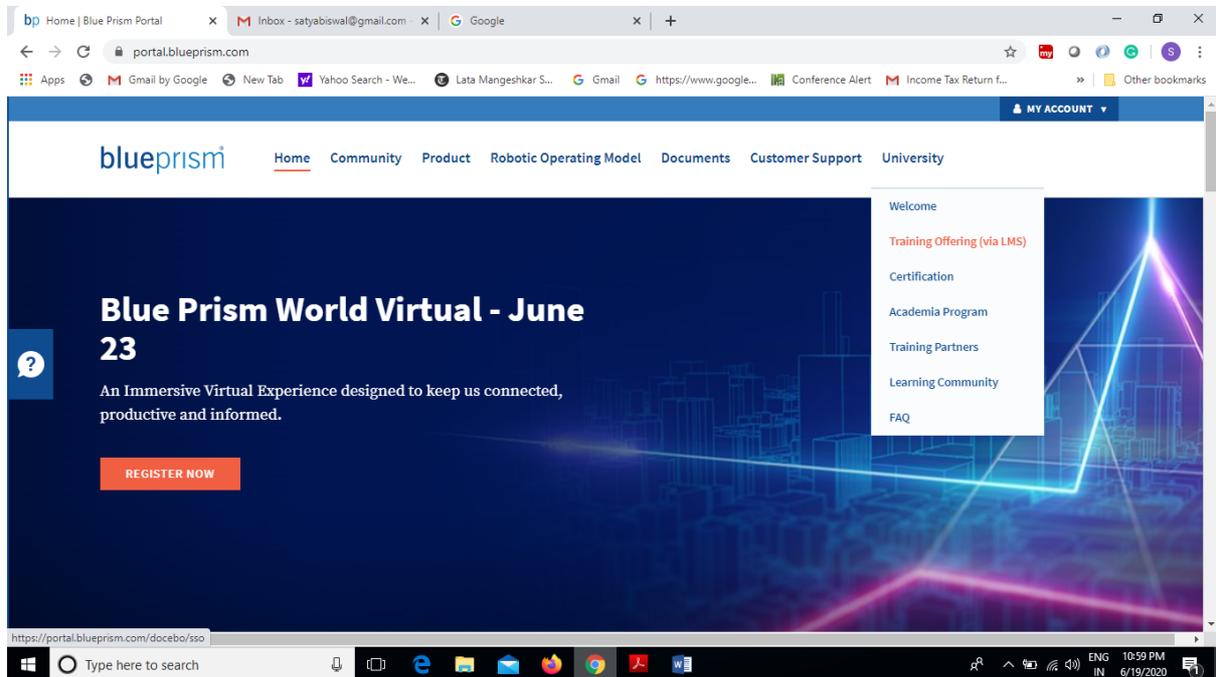
The screenshot shows the Blue Prism website homepage. The navigation bar includes links for Product, Solutions, Why Blue Prism, Customers & Partners, and Resources. A 'FREE TRIAL' button is visible, along with a 'LOGIN' button and a 'DIGITAL EXCHANGE (DX) PORTAL ACCESS COMMUNITY' button. A prominent 'GET STARTED' button is also present. The main content area features the headline 'Automate in a rapidly changing world' and a sub-headline 'A Digital Workforce for Every Enterprise'. Three call-to-action boxes are displayed: 'Learn How Blue Prism Digital Workers Can Help Your Nonprofit', 'Meet the Winners of the 2020 Excellence in Connected-RPA Awards', and 'New Podcast: Stories of Innovation During the COVID-19 Pandemic'. A 'See what a Digital Workforce can do for your industry.' link is at the bottom of the main content area. A cookie consent banner is visible at the bottom of the page.

**Step-2 Login with your Blue Prism's login credential (User Name & Password)**

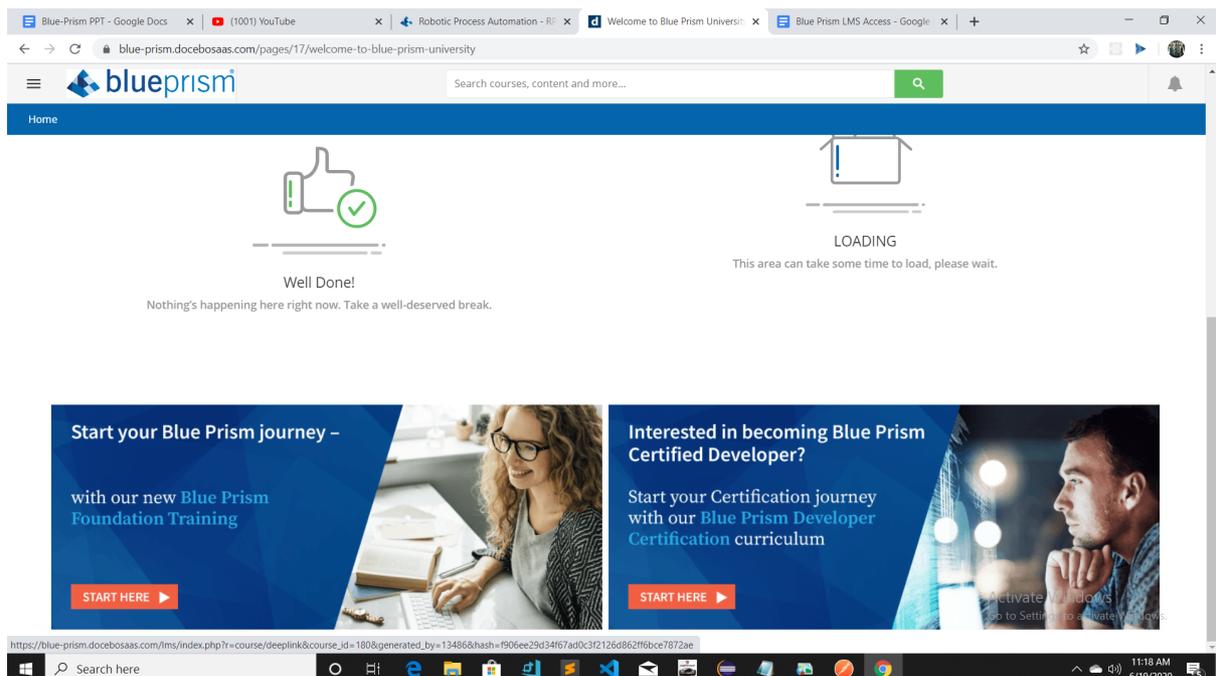


The screenshot shows the Blue Prism Portal Login page. The page features a large blue header with the text 'Blue Prism Portal Login'. A yellow notification box at the top right states 'You must login to use this site.' Below the header, there is a 'Login' form with two input fields: 'Username or email address.\*' and 'Password\*'. A 'Forgot your Password?' link is located below the password field. To the left of the login form, there is a section titled 'What's Inside' with a sub-headline 'Our comprehensive portal provides a gateway to a host of information and resources including:'. Below this, there are two columns of links: 'AI CUSTOMER SELF SERVICE', 'BLUE PRISM UNIVERSITY', 'INTERACTIVE DISCUSSION FORUMS', 'PRODUCT DOCUMENTATION', 'PRODUCT DOWNLOADS', 'ROBOTIC OPERATING MODEL DOCUMENTATION'. The Windows taskbar is visible at the bottom of the page.

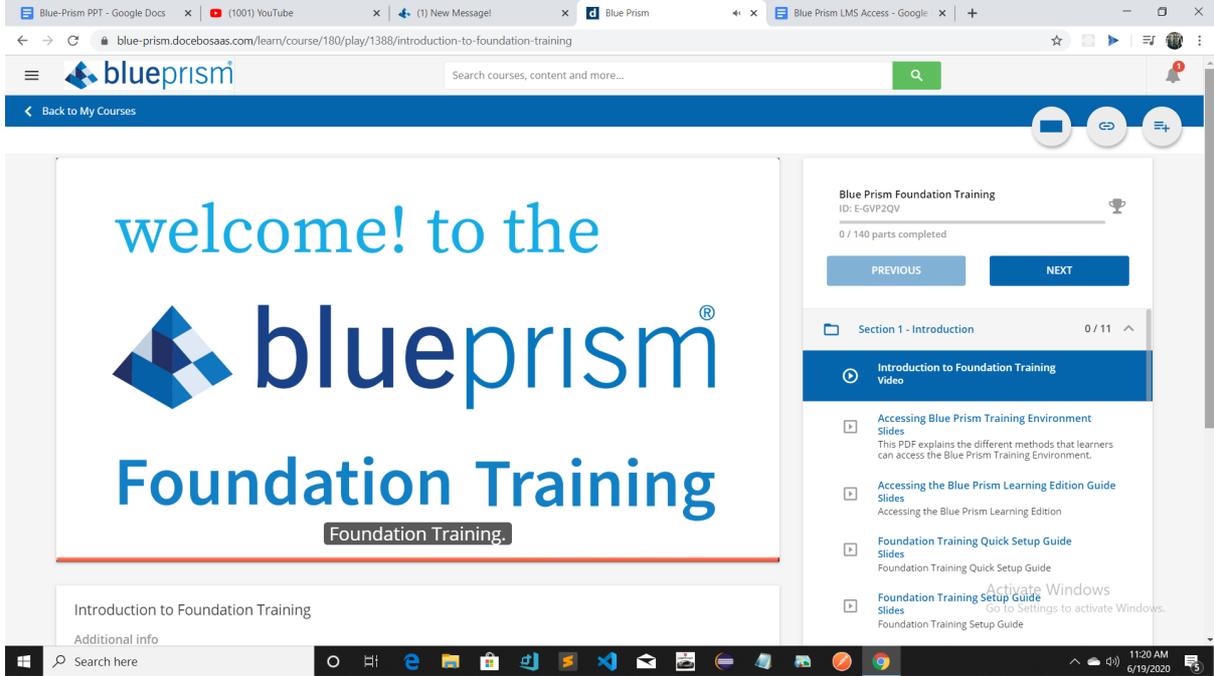
## Step2-Click on Training offering (via LMS)



## Step3-Scroll Down, "Start your Blue Prism Journey"-Blue prism foundation training. Click on Start HERE.



**Step4:**



The screenshot shows a web browser window displaying the Blue Prism Foundation Training course page. The browser's address bar shows the URL: [blue-prism.docebos.com/learn/course/180/play/1388/introduction-to-foundation-training](https://blue-prism.docebos.com/learn/course/180/play/1388/introduction-to-foundation-training). The page header includes the Blue Prism logo and a search bar. The main content area features a large welcome message: "welcome! to the blueprism® Foundation Training." Below this, there is a section titled "Introduction to Foundation Training" with a sub-section "Additional info". The right sidebar displays course details: "Blue Prism Foundation Training" with ID "E-GVPZQV" and "0 / 140 parts completed". It includes "PREVIOUS" and "NEXT" buttons. Below this, the "Section 1 - Introduction" (0 / 11) is expanded, showing a list of training materials: "Introduction to Foundation Training Video", "Accessing Blue Prism Training Environment Slides", "Accessing the Blue Prism Learning Edition Guide Slides", "Foundation Training Quick Setup Guide Slides", and "Foundation Training Setup Guide Slides". The Windows taskbar at the bottom shows the time as 11:20 AM on 6/19/2020.

## Step-5

After completing all 12 sections, you will see the screen as 140/140 parts completed. Below that you will see option as Download your Certificate

The screenshot shows a web browser displaying the Blue Prism Foundation Training course completion page. The page features a large orange trophy icon in the center, with the text "Course completed on 28/02/2020" and "Blue Prism Foundation Training" below it. On the right side, there is a progress bar showing "140 / 140 parts completed" and a green button labeled "DOWNLOAD YOUR CERTIFICATE". Below the progress bar, there is a list of sections with their respective completion counts:

Section	Completion
Section 1 - Introduction	10 / 10
Section 2 - Process Studio	12 / 12
Section 3 - Introduction to Process Flow	11 / 11
Section 4 - Introduction to Inputs and Outputs	15 / 15

Step-6: Click on Download the Certificate link to get your certificate

The screenshot shows a PDF document titled "CERTIFICATE OF PARTICIPATION" in a blue header. The main text reads:

**Certificate of Participation**  
is hereby granted to  
**Satya Ranjan Biswal**  
in recognition of successful participation in  
**Blue Prism Foundation Training**  
Date of Completion: **28/02/2020**

The document is displayed in Adobe Acrobat Reader DC, with a sidebar on the right showing the "Export PDF" menu. The menu options include "Convert PDF Files to Word or Excel Online", "Select PDF File" (180\_11\_1574-licen.pdf), "Convert to" (Microsoft Word (.docx)), and "Document Language" (English (U.S.)).