



IBD Training Academy Portal

Frequently asked questions

Welcome to the IBD Training Academy, which is organised and funded by Galapagos. We hope that the information provided below will help to answer any questions you may have about the online learning portal. If you have a question that has not been answered below, please email IBDTrainingAcademy@glpg.com.

How do I access the portal?

Following the launch meeting in March 2022, participants will each **receive a link and a PIN** in separate emails that provide access to the online learning portal where the programme content will be hosted over the coming year. We recommend that you save this link to your favourites, and keep the PIN to hand so you are able to access the portal easily. These pages are locked so that only active participants of the programme may access the content. Please do not share your link or PIN with anybody else.

What should I do if I have not received a link and PIN to access the portal?

The first activity on the online learning portal will be available on the 15 April 2022, you will receive an e-mail notifying you when this is live. If you have not received two emails containing a link and PIN to access the portal by this date, please check your junk folder. If you still cannot find these, please contact us at IBDTrainingAcademy@glpg.com and we will provide you with a new one.

Why can I not see all the programme content?

Programme content will be released on to the online learning portal in stages. We recommend familiarising yourself with the portal and **logging in regularly** to receive updated information on sessions throughout the coming year, including dates, times, topics and details of guest speakers, and to find out more about future modules and activities.

Am I automatically registered for each session?

Participants will not be registered or assigned to sessions automatically, except for the mentorship sessions. Please **sign up to each event** and add these to your calendar individually. For activities that have multiple possible dates, there will be limited availability for each. We kindly ask that you only sign up to one date.

What should I do if I cannot attend a session?

Please note, an attendance rate of 80% for the programme is required for certification. Some sessions will be recorded and uploaded to the IBD Training academy portal for **on-demand viewing**. However, not all sessions will be recorded, including the Centre of Excellence meetings, mentorship sessions and some case study workshops. We strongly encourage participants to **attend the live sessions where possible**, as these will be of value for both

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networking and practical experience. If you cannot attend one of these, please email the organisation 24–48 hours in advance at IBDTrainingAcademy@glpg.com.

How do I add a session to my calendar?

To add a session to your calendar, please **follow the link provided** under the module learning activity on the IBD Training Academy portal. You can only add sessions to your calendar when the content for an upcoming module becomes available; please log on regularly to check for updates.

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