

Welcome to the Facebook field community!

We are excited to have you as part of our team. Our mission at Facebook is to give people the power to build community and bring the world closer together. People use Facebook to stay connected with friends and family, to discover what is going on in the world, and to share and express what matters to them. We can extend this mission through our devices by deepening social presence despite physical distance. Our sales organization helps realize this mission by helping to grow the global adoption of our product portfolio by delivering **customer-obsessed, channel-agnostic** shopping experiences.

We need to give consumers and retail sales associates (RSAs) all over the world the opportunity to connect with our products. To accomplish this, we need the help of amazing community members such as yourself.

We look forward to the partnership, and be sure to always stay connected to the community through Workplace. Thank you in advance for your hard work!

As part of your onboarding, this week will include a combination of self-guided training, live training calls, and certifications. To ensure you are fully prepared for the field, and that you have access to all systems, please complete the following checklist immediately:

SETTING UP YOUR ACCOUNTS

✓ **STEP 1: BDS EMAIL SET-UP**

*****YOU MUST COMPLETE THIS STEP BEFORE MOVING ON TO ANY OTHER STEP*****

- Instructions to set up your BDS Outlook Email were sent to the personal email you provided while onboarding; simply follow the link in your email to complete
 - For additional instructions or troubleshooting, please refer to the “New Hire Email Set-Up Instructions” PDF sent with this Welcome Letter

✓ **STEP 2: INSIGHT:CENTER (I:C) SET-UP**

- Instructions to complete your I:C set-up have been sent to your BDS Email
- You **MUST** complete your I:C set-up to access internal BDS Training content

✓ **STEP 3a: COMPLETE BEST BUY VENDOR IDENTITY (VID) ACCOUNT SET-UP**

- An invitation was sent to your BDS email to create your Best Buy VID account

✓ **STEP 3b: REQUEST ACCESS TO THE BEST BUY LEARNING NETWORK**

- For detailed instructions, please refer to Page 3 of this Welcome Letter

✓ **STEP 4: SUBMIT ACCOUNT CREATION FOR CONNECT2LEARN**

- Go to www.ConnectToLearnFB.com to create your account using your **BDS EMAIL**
 - Refer to the “Connect2Learn Account Set-Up and Required Courses” PDF for step-by-step instructions

SELF-GUIDED TRAINING COURSES

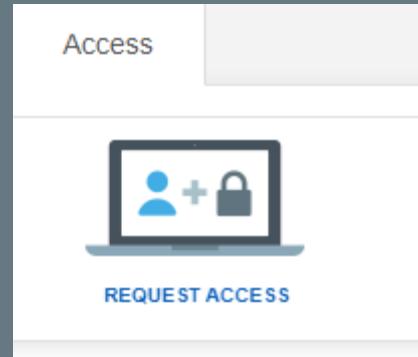
- **BDS ENGAGE CENTER COURSES** <https://engagecenter.bdsmktg.com/>
 - Credentials are the same as your I:C Account; use the Single Sign On option to gain access
 - Go to “My Courses”, then complete the 8 REQUIRED COURSES listed on Page 4 of this Welcome Letter
- **BEST BUY LEARNING NETWORK COURSES** <https://vendor.bbylearningnetwork.com/>
 - Log in using your Best Buy VID and password
 - Complete the 3 REQUIRED COURSES listed on Page 4 of this Welcome Letter
- **FACEBOOK CONNECT2LEARN** www.ConnectToLearnFB.com
 - Complete the 11 REQUIRED COURSES listed on Page 4 of this Welcome Letter

HOW TO ACCESS THE BEST BUY LEARNING NETWORK

- An invitation was sent to your BDS email to create your Best Buy VID account
- Once you create your Best Buy VID, go to this site <https://vendor.bbylearningnetwork.com/>
 - Here you will use your VID number and password to log in to request access to your required courses

*****YOU MUST REQUEST ACCESS*****

1. Type in “BDS Marketing” in the Brand Field”
2. Ensure “Dashboard” is selected
3. TYPE “Request access to my courses” for the Reason Field
4. For the Contact Information Field: TYPE your @BDSMktg.com Email Address
5. SELECT SUBMIT
6. You will then need to wait for a response from the BBY Learning Network (LN Vendor Hub Access Request Processed) letting you know that access was granted before you can re-log back into the Learning Network to take your courses



Request Brand Access

The following form will allow you to request permissions for the selected brand. To begin, select the brand and check the area(s) to which you require access. If you already have access to the brand, you may also use this form to request additional permissions. Ensure that you accurately fill in the reason and contact information. You will receive access when it has been approved by the VSA for the selected brand.

* Brand:

Search... Current

* I require access to:

Dashboard
 Content Manager
 Skills Manager
 Banner Manager
 Q&A
 Completions Report
 Training Report
 Assessment Manager
 VSA

* Reason:

* Contact Information:

Cancel Submit

Engage Center Courses

Course Name	Course Length
I:C Mobile App 3.0	0:22:00
Best Buy Immersion	0:24:00
Dayforce Payroll Direct Deposit	0:05:00
Dayforce Payroll Year-End Forms	0:05:00
Gimmie a Break _ Employee Courses	0:15:00
Infection Protection	0:25:00
Workplace Safety	0:30:00
Facebook Brand Influencer – Certification Quiz	0:15:00

Best Buy Learning Network Courses

Course Name	Course Length
COVID-19 Safety Training (Vendor Hub Course)	0:15:00
In-Store Consultations - Sales (Vendor Hub Course)	0:10:00
The Curbside and In-Store Consultations Operating Model (Vendor Hub Course)	0:10:00

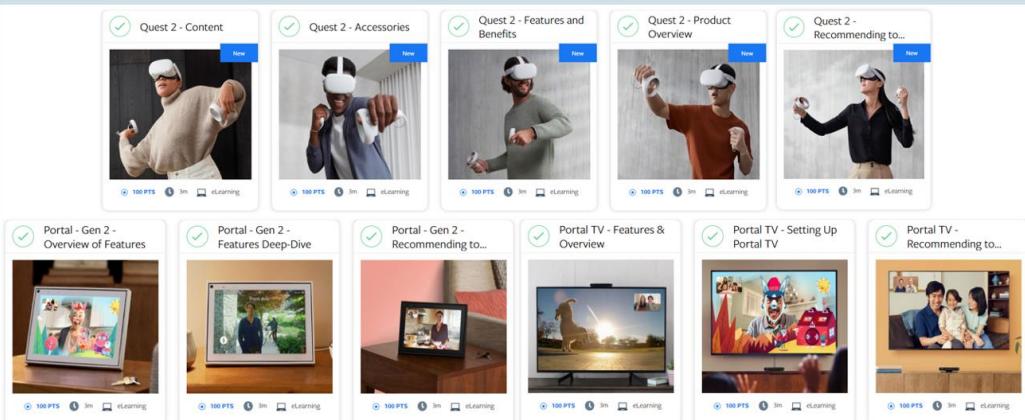
Connect2Learn Required Courses

To access the course catalog, simply select the Graduation Cap icon




Required Courses:

- Simply scroll through the catalog to begin taking the **11 REQUIRED** courses shown below
- You may also use the filter option to search for each product category:
 - Oculus Quest 2, Portal 2, Portal TV



**Completing additional courses outside of the above required are considered optional and do not qualify towards regular working hours*

ACCOMPANYING DOCUMENTS

- [**New Hire Email Set Up Instructions**](#)
- [**Engage Center Field Rep Guide**](#)
- [**Engage Center Login Issues**](#)
- [**How to use the Engage Center Mobile App_v2**](#)
- [**Facebook BDS - Connect2Learn Account Set Up and Required Courses**](#)
- [**BDS Field Safe At Work Handbook 2020_v2**](#)