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| **PREM:** | **Certification Added to Profile** |
| **CLOUD:** | **Certification Added to Profile** |
| **Domain:** | **Compliance** |
| **Action Name:** | **Initial Combined Compliance Assignment email (Sent on Day 0)** |
| **Code:** |  |
| **Named Quires:** | **Learner with required certification** |

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| **Subject**: ACTION REQUIRED: Mandatory BCG Training - Deadline: @HeldCertification\_Target\_Date@ |
| Hi @HeldCertification\_Learner@,  As a member of the BCG community, you are expected to complete specific BCG required training modules that will familiarize you with core BCG principles and standards, and educate you on topics that are of high importance to BCG.  **[Click here](https://bcgsb.sabacloud.com/Saba/Web_spf/NA3T1SNB0195/common/myMandatoryListDeepLink)** to access all of the training assigned to you on BCG's learning platform - LAB.   What you need to know:   * The deadline to complete all modules is **@HeldCertification\_Target\_Date@** * Each course will take approximately 30 minutes to complete * Submit the electronic acknowledgement at the end of each course to ensure a successful completion   **Please note: Completion of and signed acknowledgement for each training assigned to you is mandatory. If you fail to complete the training in the time required, your e-mail will be suspended until the training and acknowledgements are completed.**  **Who you can ask questions:**   * If you do not have LAB access, please contact your local HR representative for further action * For technical issues accessing the modules, please contact the [Service Center](http://its.bcg.com:8082/#?%0Asid=194) for support * For all other questions about the modules contact [compliancetraining@bcg.com](mailto:compliancetraining@bcg.com)   Kind regards, BCG's Compliance Team  Best practices for accessing the training easily and without interruption are as follows:   * Complete the training online in LAB using Internet Explorer or Google Chrome as your browser * Ensure you have a strong internet connection and are connected to the BCG network, either directly in the office (preferred) or through the VPN |

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| **PREM:** |  |
| **CLOUD:** |  |
| **Domain:** | **Compliance** |
| **Action Name:** | **1st Reminder - Combined Compliance (Sent on Day 7)** |
| **Code:** |  |
| **Named Quires:** | **Learner with required certification** |

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| **Subject**: 1st Reminder BCG Mandatory Training Deadline: @HeldCertification\_Target\_Date@ |
| Hi @HeldCertification\_Learner@,  Our current records indicate that you have not completed all of the BCG required training modules assigned to you. The deadline of **@HeldCertification\_Target\_Date@** is quickly approaching.  **[Click here](https://bcgsb.sabacloud.com/Saba/Web_spf/NA3T1SNB0195/common/myMandatoryListDeepLink)** to access the modules assigned to you.  **If you fail to complete the trainings in the time required, your e-mail will be suspended until each training and acknowledgements are completed.**  What you need to know:   * The deadline to complete all modules is **@HeldCertification\_Target\_Date@** * Each course will take approximately 30 minutes to complete * Submit the electronic acknowledgement at the end of each course to ensure a successful completion   Who you can ask questions:   * If you do not have LAB access, please contact your local HR representative for further action * For technical issues accessing the modules, please contact the [Service Center](http://its.bcg.com:8082/#?%0Asid=194) for support * For all other questions about the modules contact [compliancetraining@bcg.com](mailto:compliancetraining@bcg.com)   Kind regards, BCG's Compliance Team  Best practices for accessing the training easily and without interruption are as follows:   * Complete the training online in LAB using Internet Explorer or Google Chrome as your browser * Ensure you have a strong internet connection and are connected to the BCG network, either directly in the office (preferred) or through the VPN * Close down other programs that are running to free up network bandwidth |

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| **PREM:** |  |
| **CLOUD:** |  |
| **Domain:** | **Compliance** |
| **Action Name:** | **2nd Reminder - Combined Compliance (Sent on Day 14)** |
| **Code:** |  |
| **Named Quires:** | **Learner with required certification** |

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| Subject: 2nd Reminder BCG Mandatory Training Deadline: @HeldCertification\_Target\_Date@ |
| Hi @HeldCertification\_Learner@,  Our current records indicate that you have not completed all of the BCG required training modules assigned to you. The deadline of **@HeldCertification\_Target\_Date@** is quickly approaching.  **[Click here](https://bcgsb.sabacloud.com/Saba/Web_spf/NA3T1SNB0195/common/myMandatoryListDeepLink)** to access the modules assigned to you.  **If you fail to complete the trainings in the time required, your e-mail will be suspended until each training and acknowledgement are completed.**  What you need to know:   * The deadline to complete all modules is **@HeldCertification\_Target\_Date@** * Each course will take approximately 30 minutes to complete * Submit the electronic acknowledgement at the end of each course to ensure a successful completion   Who you can ask questions:   * If you do not have LAB access, please contact your local HR representative for further action * For technical issues accessing the modules, please contact the [Service Center](http://its.bcg.com:8082/#?%0Asid=194) for support * For all other questions about the modules contact [compliancetraining@bcg.com](mailto:compliancetraining@bcg.com)   Kind regards, BCG's Compliance Team  Best practices for accessing the training easily and without interruption are as follows:   * Complete the training online in LAB using Internet Explorer or Google Chrome as your browser * Ensure you have a strong internet connection and are connected to the BCG network, either directly in the office (preferred) or through the VPN * Close down other programs that are running to free up network bandwidth |

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| **PREM:** |  |
| **CLOUD:** |  |
| **Domain:** | **Compliance** |
| **Action Name:** | **3rd Reminder - Combined Compliance (Sent on Day 24)** |
| **Code:** |  |
| **Named Quires:** | **Learner with required certification** |

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| **Subject**: 3rd Reminder BCG Mandatory Training Due Tomorrow - @HeldCertification\_Target\_Date@ |
| Hi @HeldCertification\_Learner@,  Our current records indicate that you have not completed all of the BCG required training modules assigned to you. The deadline of **@HeldCertification\_Target\_Date@** is tomorrow.  **[Click here](https://bcgsb.sabacloud.com/Saba/Web_spf/NA3T1SNB0195/common/myMandatoryListDeepLink)** to access the modules assigned to you.  **If you fail to complete the trainings in the time required, your e-mail will be suspended until each training and acknowledgements are completed.**  What you need to know:   * The deadline to complete all modules is **@HeldCertification\_Target\_Date@** * Each course will take approximately 30 minutes to complete * Submit the electronic acknowledgement at the end of each course to ensure a successful completion   Who you can ask questions:   * If you do not have LAB access, please contact your local HR representative for further action * For technical issues accessing the modules, please contact the [Service Center](http://its.bcg.com:8082/#?%0Asid=194) for support * For all other questions about the modules contact [compliancetraining@bcg.com](mailto:compliancetraining@bcg.com)   Kind regards, BCG's Compliance Team  Best practices for accessing the training easily and without interruption are as follows:   * Complete the training online in LAB using Internet Explorer or Google Chrome as your browser * Ensure you have a strong internet connection and are connected to the BCG network, either directly in the office (preferred) or through the VPN * Close down other programs that are running to free up network bandwidth |

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| **PREM:** |  |
| **CLOUD:** |  |
| **Domain:** | **Compliance** |
| **Action Name:** | **Deadline Passed - Combined Compliance Reminder (Sent on Day 25)** |
| **Code:** |  |
| **Named Quires:** | **Learner with required certification** |

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| Subject: DEADLINE PASSED Email Will Be Suspended in 10 Days |
| Hi @HeldCertification\_Learner@,  Our current records indicate that you have received multiple reminders, but have not completed the BCG required training modules that were due on **@HeldCertification\_Target\_Date@**.  [**Click here**](https://bcgsb.sabacloud.com/Saba/Web_spf/NA3T1SNB0195/common/myMandatoryListDeepLink) to access the modules assigned to you.  **If you fail to complete the trainings in the next 10 days, your e-mail will be suspended until each training and acknowledgements are completed.**  What you need to know:   * The deadline to complete all modules is **@HeldCertification\_Target\_Date@** * Each course will take approximately 30 minutes to complete * Submit the electronic acknowledgement at the end of each course to ensure a successful completion   Who you can ask questions:   * If you do not have LAB access, please contact your local HR representative for further action * For technical issues accessing the modules, please contact the [Service Center](http://its.bcg.com:8082/#?%0Asid=194) for support * For all other questions about the modules contact [compliancetraining@bcg.com](mailto:compliancetraining@bcg.com)   Kind regards, BCG's Compliance Team  Best practices for accessing the training easily and without interruption are as follows:   * Complete the training online in LAB using Internet Explorer or Google Chrome as your browser * Ensure you have a strong internet connection and are connected to the BCG network, either directly in the office (preferred) or through the VPN * Close down other programs that are running to free up network bandwidth |