ABB customers

ABB Drives training
How to register and apply for e-learning courses

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Instruction for participants to apply access e-learning courses

1. Each participant applies for login details via
   www.abb.com
   according to the instructions in the following slides

2. After getting the password with company-email ,
   participant can search from the course catalog for
   courses and select the one needed and then
   selects the "enroll to this online event" from the bottom of
   the course page.
   => applied online – status given in the course
   Must wait for administrator to approve.

3. Note, popup windows need to be allowed so that e-learning presentations and test questions can open

4. Recommended browser is IE browser

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Enrolling to e-learning courses via www
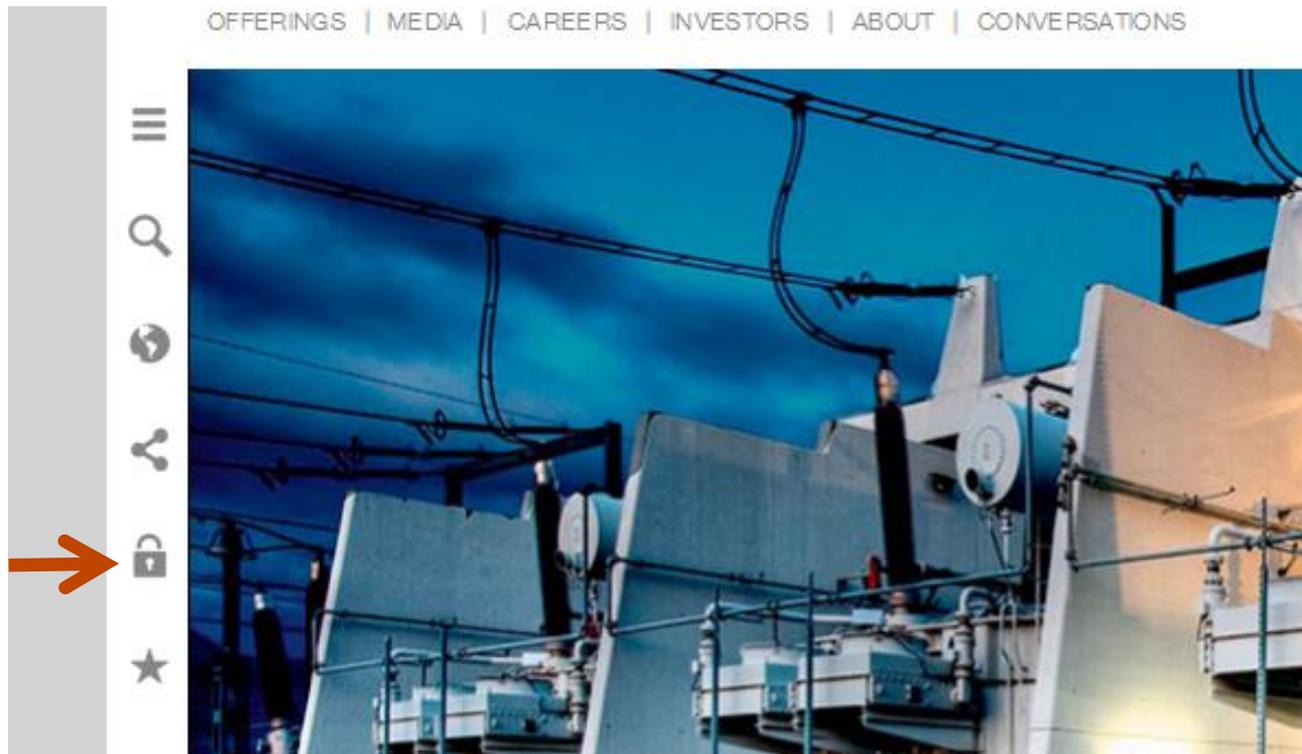
- Go to abb.com main page and click the "lock"

- Please note that these instruction are for people who do not have an ABB email address

ABB drives
Enrolling to e-learning courses

- Sign up for My ABB

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Enrolling to e-learning courses via www

Log in to My ABB

You can sign up for a My ABB account which can be used to access some of our online service
Fields marked with * are mandatory.

Your data

First name (given)*	Onni
Last name (family)*	Opiskelija
Company	Private
Phone number	
Working country*	Finland
Preferred language*	English
E-mail address*	onni.opiskelija@saunassa.com

Account safety

Password*	→ mask	test:
Security question*		What is your father's middle name?
Answer to security question*		onni

☐ I have read and agree to the ABB Privacy Policy.

→ Sign up for an account

▪ Give the required information and your email (in your company)

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Enrolling to e-learning courses via www

- Activate your account as instructed in the email which you receive

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- Go to Training partner

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- Go to Training partner

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- Go to Main Training Portal

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Enrolling to an e-learning courses via www

- Then search the course from course catalog

- From the course page select "Enroll to this online event"

- Applied online status received

- Administrator needs to approve

To enroll to this course:
1. Log in here
2. Click the "Enroll To This Online Event" link.

After the administrator accepts the enrollment, the course will appear in your "unfinished units" section on the "My training" page and you can start to study. Users with an ABB email are confirmed immediately and can access the course directly.

Actions
Enroll to this online event

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Enrolling to e-learning courses via www

- After approval the course will show in your "Learning Events Containing Unfinished Units"

- Completed courses can later on be reviewed from Learning History

How to print the course certificate

- The participant can print themselves the certificates:

- 1. After the course is completed
  - select reports

Learning History (Transcript)	☐ 📁 LV Drives
Reports	📁 Online reports - DRV
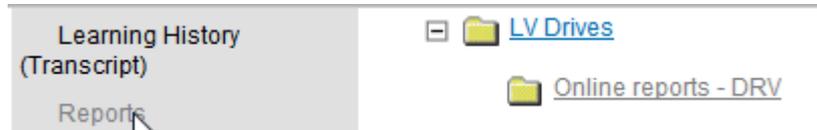
- 2. Select the folder LV drives and select folder Online reports

  Reports

- 3. Double click   Course completion certificate - LV drives e-learning

- 4. Select the time span from which to print course certificates and click OK. The certificate appears as a pdf – file which can be printed.

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