

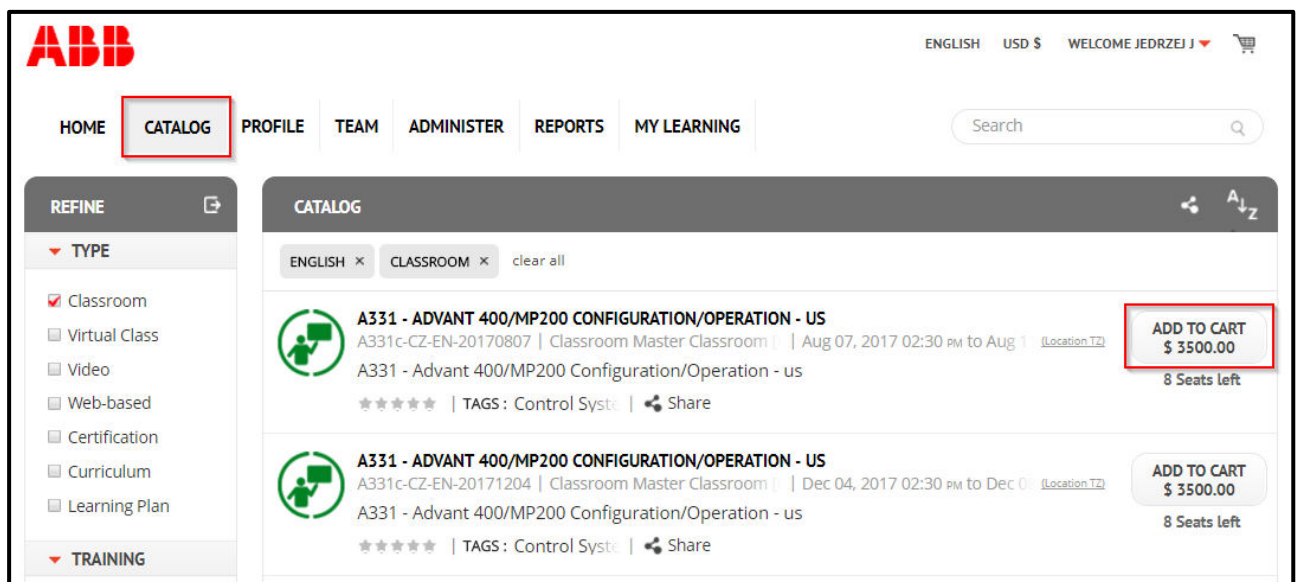
SCENARIO

# REGISTER FOR A PRICED CLASS OR TRAINING PLAN

User registers for a Priced Class or Training Plan, makes an order and checks the enrollment.

## Register for a Priced Class or Training Plan

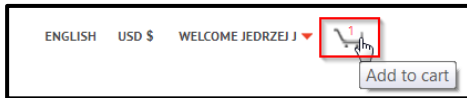
1. <https://mylearning-americas.abb.com/> for America region and log in to LMS by clicking the Company Login button or go to <https://mylearning.abb.com/> for the global version
2. After logging in click Catalog tab from the tabs at the top of the page.
3. Now you are able to see Classes and Training Plans available for you. Look for the one that you are interested in by using the refine filters from the panel on the left or typing in the name or code in the Search Bar at the top right corner of the page.  
Example - Search for Totalflow or by the specific class numbers which are Z900, Z901, Z910, Z920, or Z930
4. Choose the desired Class or Training Plan and click the Add to Cart button right next to it.



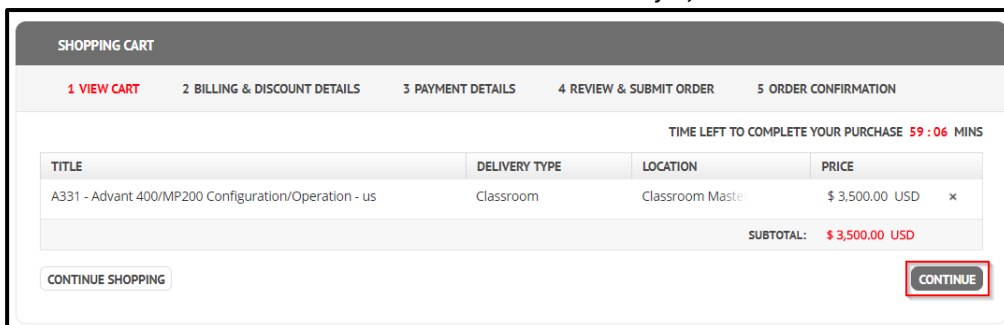
The screenshot displays the ABB LMS interface. At the top, the ABB logo is on the left, and user information (ENGLISH, USD \$, WELCOME JEDRZEJ J) and a shopping cart icon are on the right. A navigation bar includes tabs for HOME, CATALOG (highlighted with a red box), PROFILE, TEAM, ADMINISTER, REPORTS, and MY LEARNING. Below the navigation bar is a search bar. On the left, a 'REFINE' panel shows filters for TYPE (Classroom, Virtual Class, Video, Web-based, Certification, Curriculum, Learning Plan) and TRAINING. The main 'CATALOG' area shows two class listings for 'A331 - ADVANT 400/MP200 CONFIGURATION/OPERATION - US'. Each listing includes a green icon, course details, dates, location, a star rating, tags, and a share icon. The 'ADD TO CART \$ 3500.00' button for the first listing is highlighted with a red box. The second listing also has an 'ADD TO CART \$ 3500.00' button. Both listings indicate '8 Seats left'.

## Make an order for a Priced Class or Training Plan

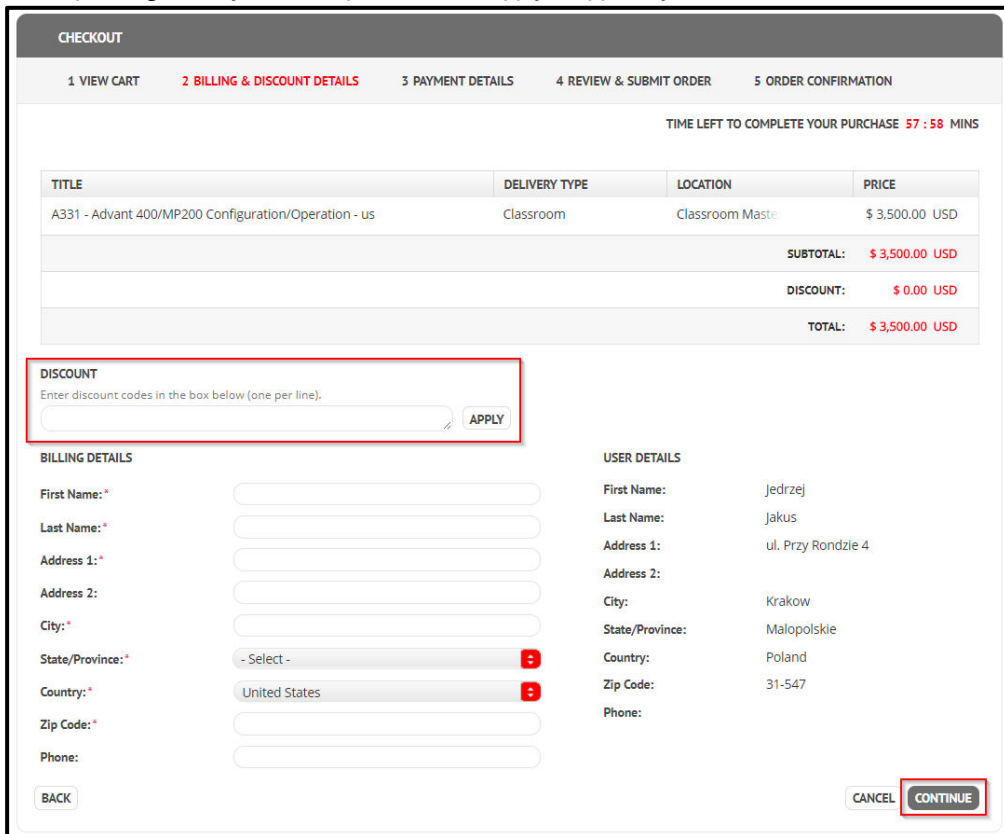
1. Go to your Cart by clicking the button at the very top of the page, located next to your username.



2. Check if the details in the first section View Cart are correct. If yes, click Continue button.



3. Now you should see Billing & Discount Details section. Please provide all necessary details for billing. In the Discount bar above Billing and User Details you can also use a discount code if you have one. If you have more than one, please remember about separating them by lines (one per line). Click Apply to approve your discount codes. Click Continue button when you are ready.



NOTE: Required fields are indicated with a red asterisk “ \* “.

- In the Payment Details section you can choose your Payment Method from 2 options: *Credit card* and *Purchase order*. After choosing the proper one, on the right side of Billing Details you should be able to see User Details. System will show you further details there and ask for provide more data (f.e. Card Number) if necessary.

PAYMENT METHOD PO number:

Credit card

Purchase order

NOTE: Some payment methods might be disabled for specific regions. Credit card is available only for americas.

NOTE: Po number is specific for each Country/Division. Managers are committed to ensure that PO number is correct in every order.

- Under Billing Details you should see Order Comments box. Please provide there any questions you would like to ask or any further details in reference to the order.

- Tick the I Agree to the Terms and Conditions checkbox and then click Continue button.

PAYMENT OPTION

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 46 : 49 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
A331 - Advant 400/MP200 Configuration/Operation - us	Classroom	Classroom Maste	\$ 3,500.00 USD
			<b>SUBTOTAL: \$ 3,500.00 USD</b>
			<b>DISCOUNT : \$ 0.00 USD</b>
			<b>TOTAL : \$ 3,500.00 USD</b>

▶ BILLING DETAILS

USER DETAILS

PAYMENT METHOD PO number:

Credit card

Purchase order

**Order Comments**

( Use this area for special instructions or questions regarding the order. )

I Agree to the Terms and Conditions. [VIEW](#)

NOTE: It is mandatory to add PO number to the order.

7. Now you are in Review section. Please check if all the data is correct. If yes, click Submit button.

**REVIEW ORDER**

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 41 : 31 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
A331 - Advant 400/MP200 Configuration/Operation - us	Classroom	Classroom Maste	\$ 3,500.00 USD
<b>SUBTOTAL:</b>			<b>\$ 3,500.00 USD</b>
<b>DISCOUNT :</b>			<b>\$ 0.00 USD</b>
<b>TOTAL :</b>			<b>\$ 3,500.00 USD</b>

**BILLING DETAILS**

**Name:** Jędrzej Jakus

**Address:** ul. Przy Rondzie 4  
Krakow  
Małopolskie  
Poland

**Zip Code:** 31547

**USER DETAILS**

**Name:** Jędrzej Jakus

**Address:** ul. Przy Rondzie 4  
Krakow  
Małopolskie  
Poland

**Zip Code:** 31-547

**PAYMENT DETAILS**

**Payment Method:** Purchase order

**PO number:** 3243

BACK
CANCEL
SUBMIT

8. The system will show you the last section with Order Confirmation.

**ORDER COMPLETE**

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

Your order is complete!

Thank you for your order. While logged in, you may continue shopping. [GO TO MY LEARNING.](#)

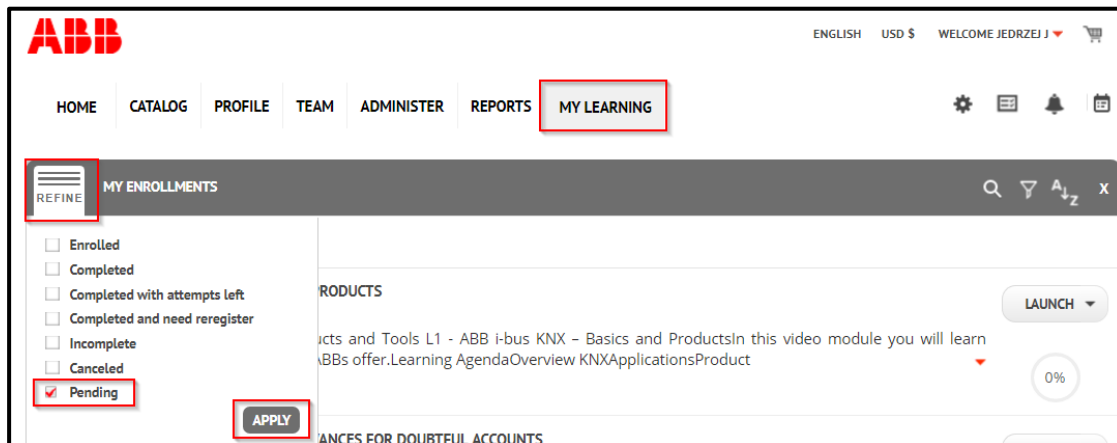
NOTE:

- You have 60 minutes for completing the order since entering to the Cart view.
- Do not click on back, refresh the page or open the window in a new tab.

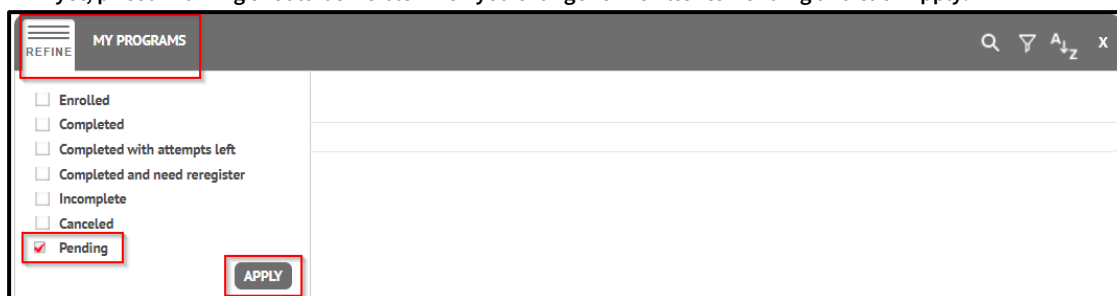
## Check the Enrollment

1. Go to My Learning tab.

- You can check your Class enrollment under My Enrollment section. If the purchase wasn't approved by the administration yet, priced Class should be visible when you change refine filter to Pending and click Apply.



- To check your Training Plan enrollment, go to My Programs section. If the purchase wasn't approved by the administration yet, priced Training should be visible when you change refine filter to Pending and click Apply.



NOTE: You will get notification e-mail when your order will be accepted or rejected.