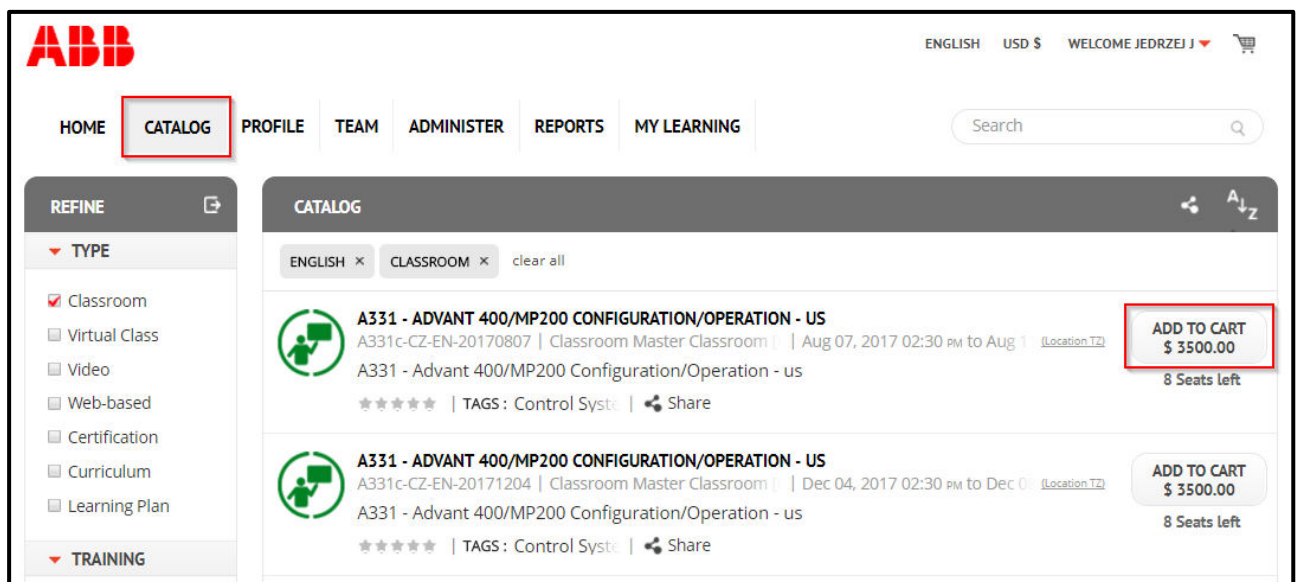ABB

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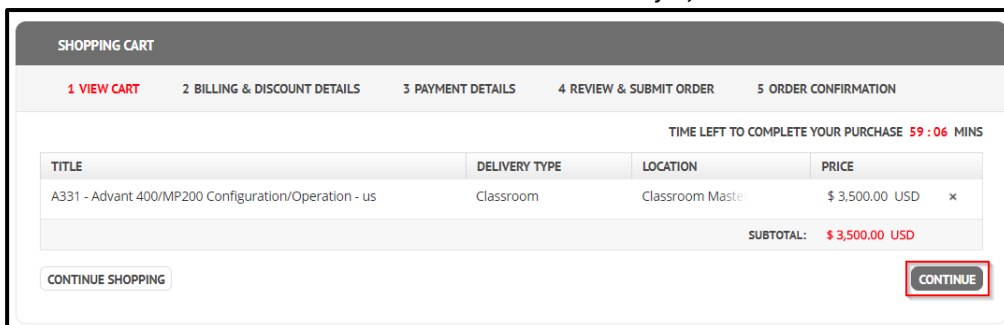
# Make an order for a Priced Class or Training Plan

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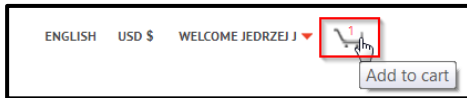


2.  Check if the details in the first section View Cart are correct. If yes, click Continue button.



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.
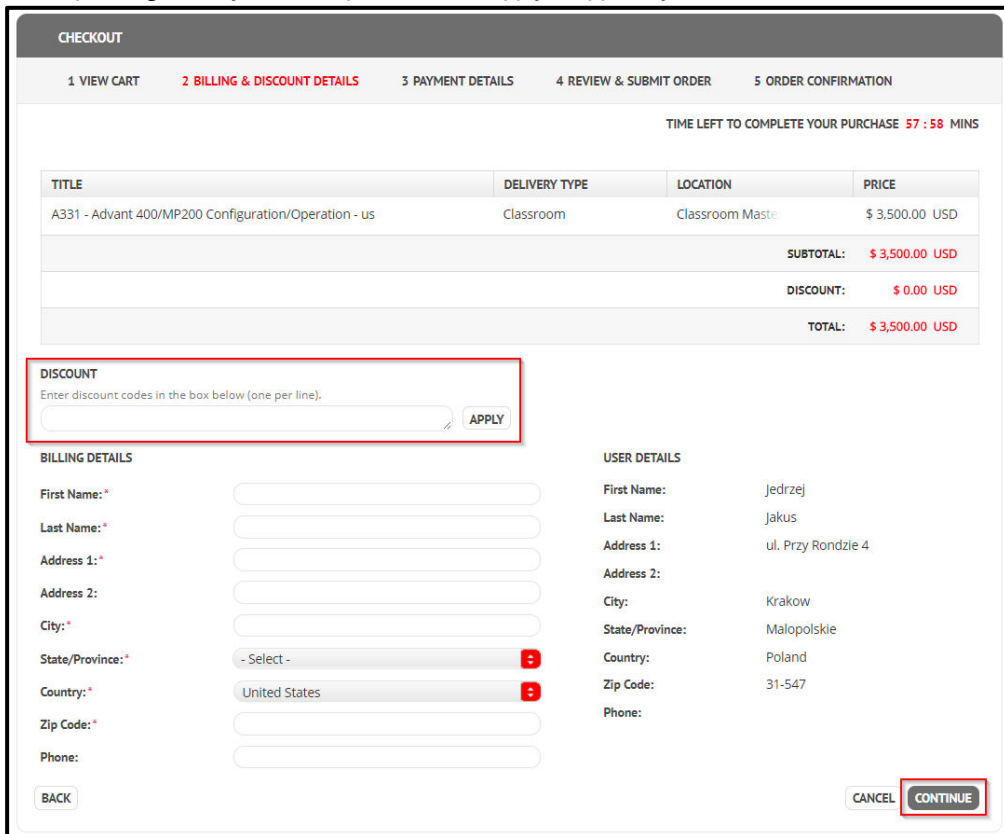


NOTE:    Required fields are indicated with a red asterisk " * ".

4. 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

○ Credit card

◉ Purchase order

PO number: _____

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.

5. 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.

6. 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 |
| | | SUBTOTAL: | $ 3,500.00 USD |
| | | DISCOUNT : | $ 0.00 USD |
| | | TOTAL : | $ 3,500.00 USD |

▸ BILLING DETAILS                    USER DETAILS

PAYMENT METHOD

○ Credit card

◉ Purchase order

PO number: _____

Order Comments

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

☐ I Agree to the Terms and Conditions.  VIEW

BACK                                CANCEL  CONTINUE

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.



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



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.

2. 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.
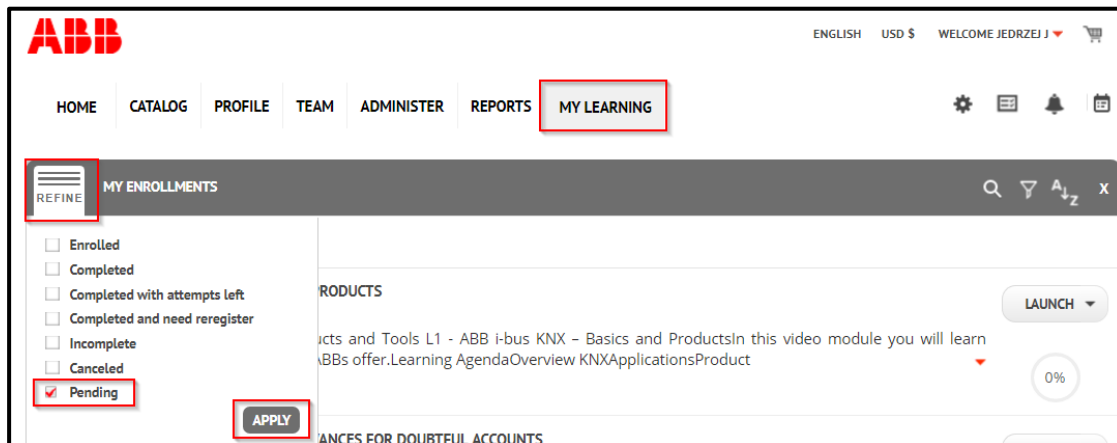




3. To check your Training Plan enrollment, go to My Programs section. If the purchase wasn't approved by the administration yet, priced Training should be visible when you change refine filter to Pending and click Apply.
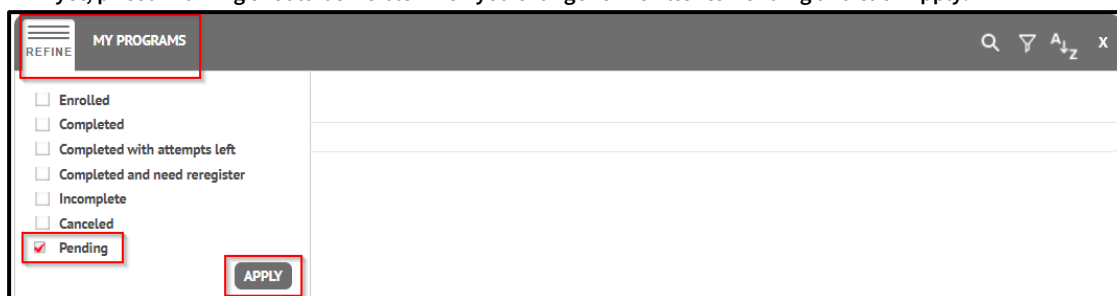


NOTE: You will get notification e-mail when your order will be accepted or rejected.