

SCENARIO

# FIRST STEPS IN MYLEARNING

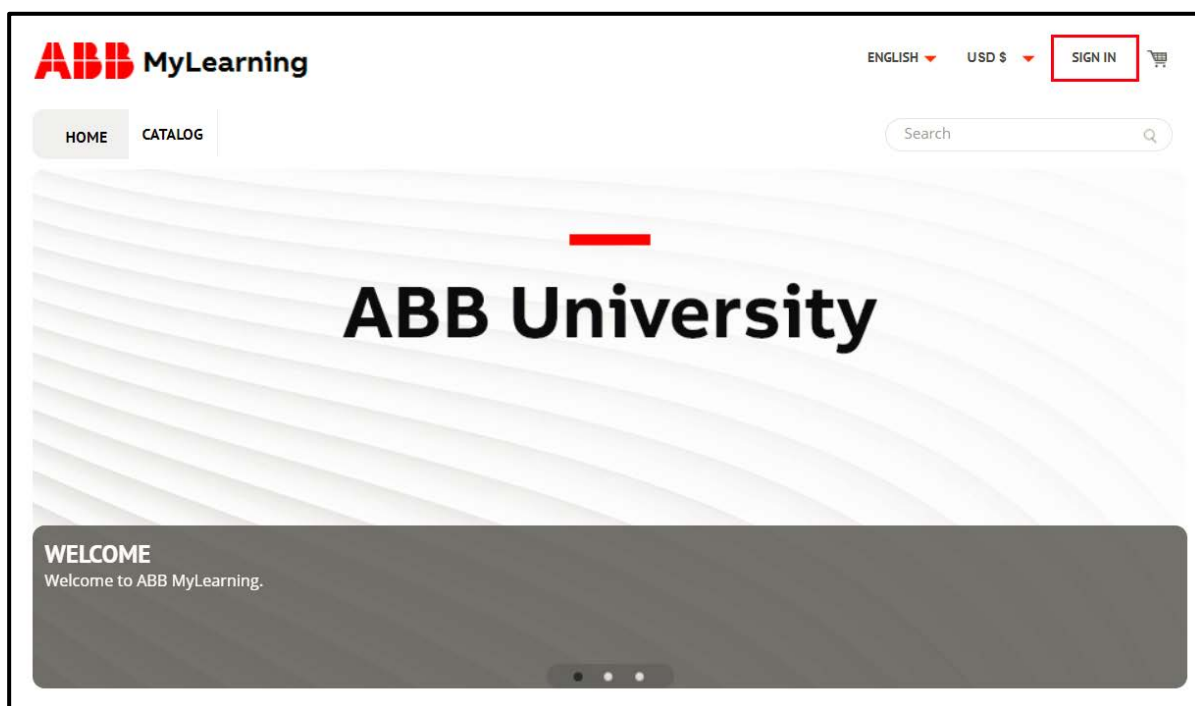
User gets to know how to log in to ABB MyLearning, how to navigate in the system, what are the basic roles, functionalities and rules, where to find basic necessary data, what are the basic possible activities in the system and also how to adjust account settings and get the support if necessary.

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## Logging in to MyLearning

1. Go to <https://mylearning.abb.com/> for global version or <https://mylearning-americas.abb.com/> for America region.
2. Click the **Sign In** button. You will be logged in automatically with SSO.



**NOTE:** In case of troubles with logging in to the system, follow the instructions included in the [LOGGING ISSUE & CONFIGURE BROWSER Job Aid](#) file available on ABB Library.

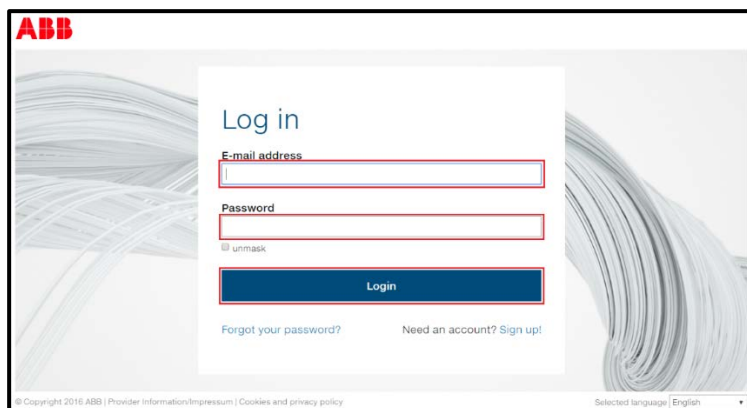
**NOTE:** SSO (Single Sign-On) – an authentication process that allows a User to access multiple application with one set of login.

**User is connected to ABB network and already has got MyABB account**

You have successfully logged into MyLearning.

**User is not connected to ABB network or does not have MyABB account**

You will be redirected to ABB log in page.

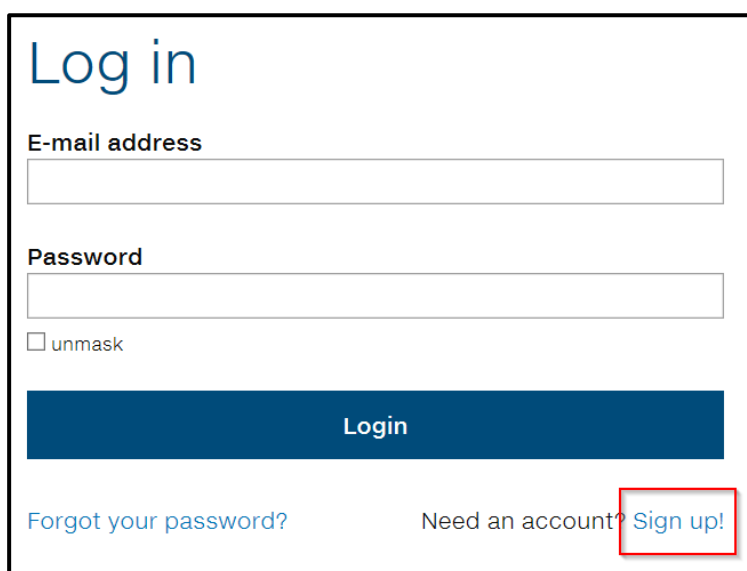


The screenshot shows the ABB login page. The 'Log in' title is at the top. Below it are two input fields: 'E-mail address' and 'Password'. The 'Password' field has an 'unmask' checkbox. A blue 'Login' button is below the fields. At the bottom, there are links for 'Forgot your password?' and 'Need an account? Sign up!'. The 'Sign up!' link is highlighted with a red box. The ABB logo is in the top left corner. At the bottom, there is a footer with copyright information and a language selector set to 'English'.

Provide your credentials in the marked fields and click **Login**.  
If you **do not have** MyABB account yet, please create one following the steps below.

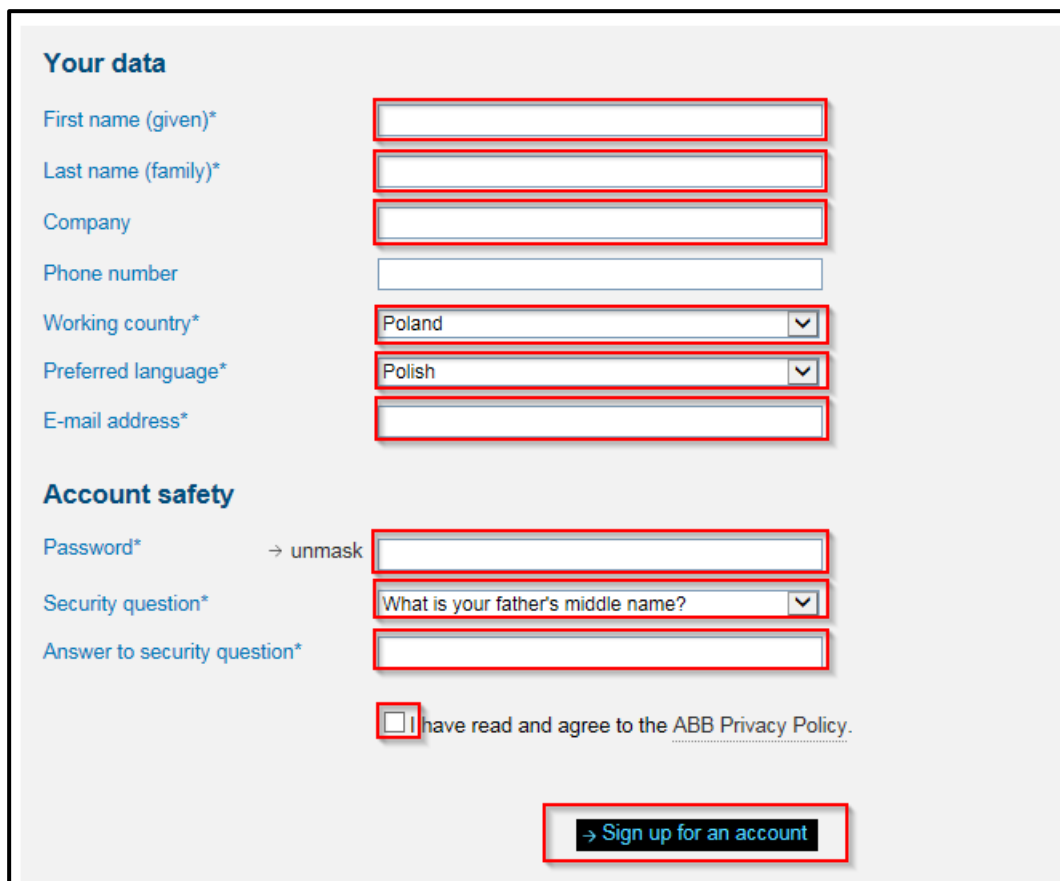
## MyABB account

1. In order to create an account, please click **Sign up!**



This is a detailed view of the login form. It includes the 'Log in' title, 'E-mail address' and 'Password' input fields, and an 'unmask' checkbox. A blue 'Login' button is centered below the fields. At the bottom, there are links for 'Forgot your password?' and 'Need an account? Sign up!'. The 'Sign up!' link is highlighted with a red box.

2. Provide necessary information into marked fields and click **Sign up for an account**.



**Your data**

First name (given)\*

Last name (family)\*

Company

Phone number

Working country\*

Preferred language\*

E-mail address\*

**Account safety**

Password\*  → unmask

Security question\*

Answer to security question\*

I have read and agree to the [ABB Privacy Policy](#).

3. In order to activate your account, log in to your e-mail and click activation link.
4. Go back to MyLearning and try to **Sign In**. If you are already logged to MyABB, you will be logged in right away. If not – the system will redirect you to the ABB logging in page (from the picture under point no. 1).

## Home tab

In the **Home** tab, after logging in, you will find:

- Banner** section, presenting optimized for you banners in a sequence
- New Training** panel, listing newly created Courses and Training Plans
- Most Popular** panel, showing you which Courses and Training Plans are the most frequently recently

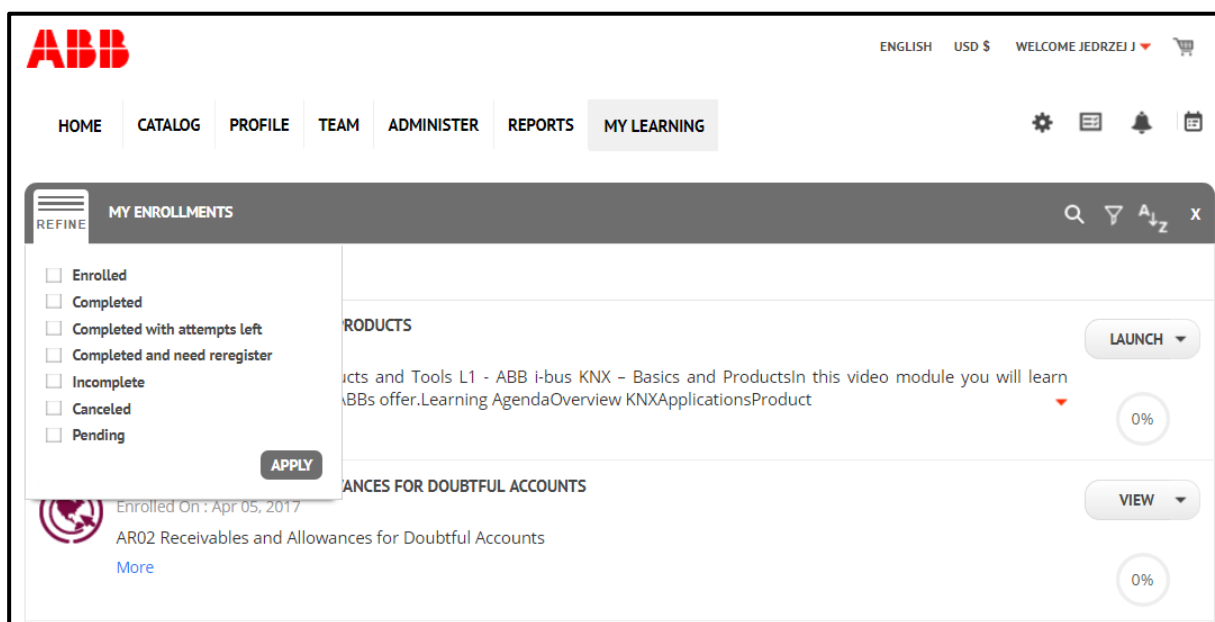
**NOTE:** After logging in to the system, you will be redirected to the MyLearning section automatically. Please do not worry if you cannot see the Home tab as the first tab displayed to you after logging it. It is expected behaviour of the system.

**NOTE:** The view in ABB MyLearning is always adjusted to the privileges and accesses that particular Users have in the system. The main difference here is the number of available tabs – the picture above shows the view for standard **Student**. Depending on the roles (e.g. Manager, Instructor, Administrator) in the system, the amount of tabs might fluctuate from **4-7 tabs maximally**.

## My Learning tab

In the **My Learning** tab, you will find following panels:

1. **My Enrollments** – displaying your Courses' enrollments details. My Enrollment panel allows you to display your trainings by **7 refining options**:
  - **Enrolled** – showing currently happening and still actual Courses
  - **Completed** – showing finished Courses
  - **Completed with attempts left** – showing the Courses that you did try to accomplish and did not pass but you still have more attempts to go
  - **Completed and need reregister** - expired compliance Course that User is required to re-register and complete to stay compliant
  - **Incomplete** – showing unfinished Courses
  - **Cancelled** – showing Courses cancelled by you, Instructor or Administrator
  - **Pending** – showing Courses with awaiting administration's acceptance to your order status



2. **My Programs** – displaying your Training Plan's enrollments details; My Programs panel contains **7 refining options**:
  - **Enrolled** – showing currently happening and still actual Training Plans
  - **Completed** – showing finished Training Plans
  - **Completed with attempts left** - showing the Training Plans that you did try to accomplish and did not pass but you still have more attempts to go
  - **Completed and need reregister** - expired compliance Training Plan and User is required to re register and complete to stay compliant
  - **Incomplete** – showing unfinished Training Plans
  - **Cancelled** – showing Training Plans cancelled by you, the session's Instructor or Administrator
  - **Pending** – showing Training Plans with awaiting administration's acceptance to your order status

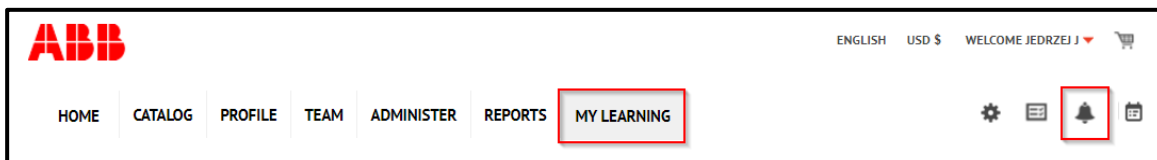
3. **My Classes** – contains only 2 refine options:

- **Scheduled** – showing the oncoming Classes’ session for you as an Instructor
- **Completed** – showing the already finalized Classes in which you participated in as an Instructor

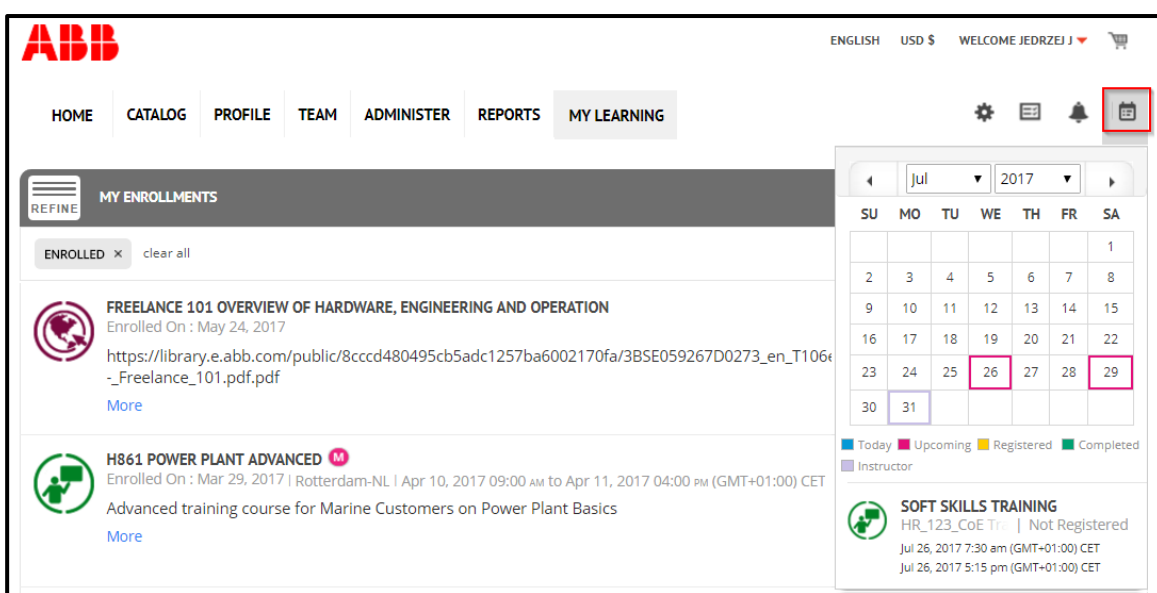
**NOTE:** An Instructor role is required in order to be able to see **My Classes** panel.

4. In the My Learning tab, you can find additionally:

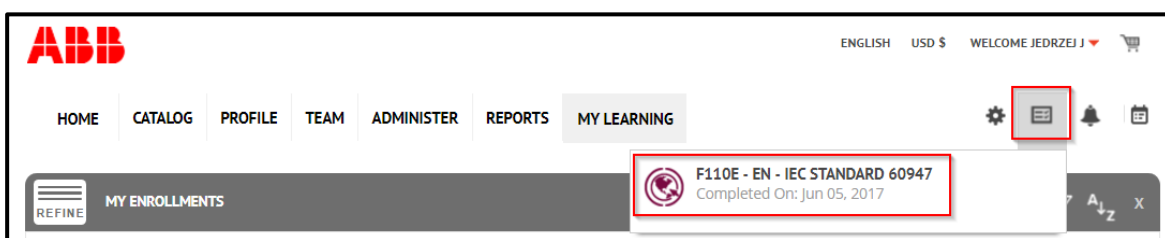
- a. **Announcements** – displaying recently created and important administration announcements



- b. **My Calendar** – displaying your Calendar events in monthly view



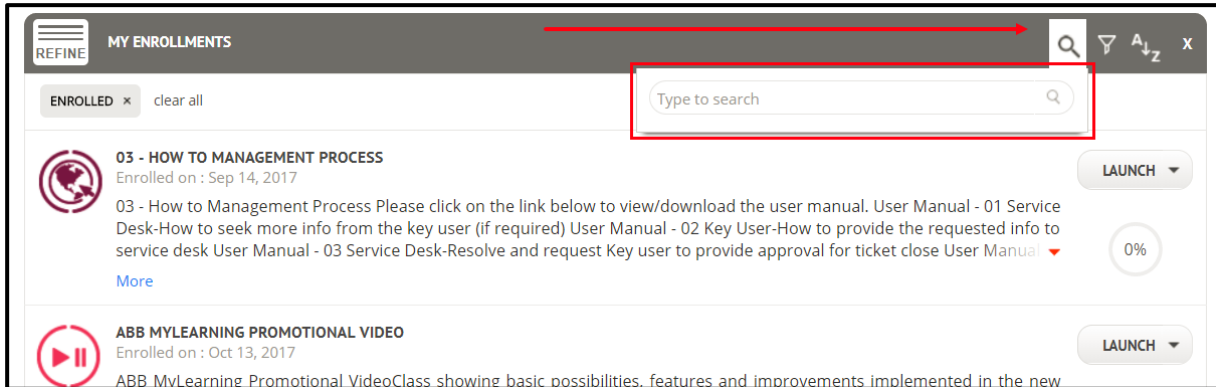
- c. **My Transcript** – displaying recently received ABB Certifications sealing particular Course or Training Plan completion



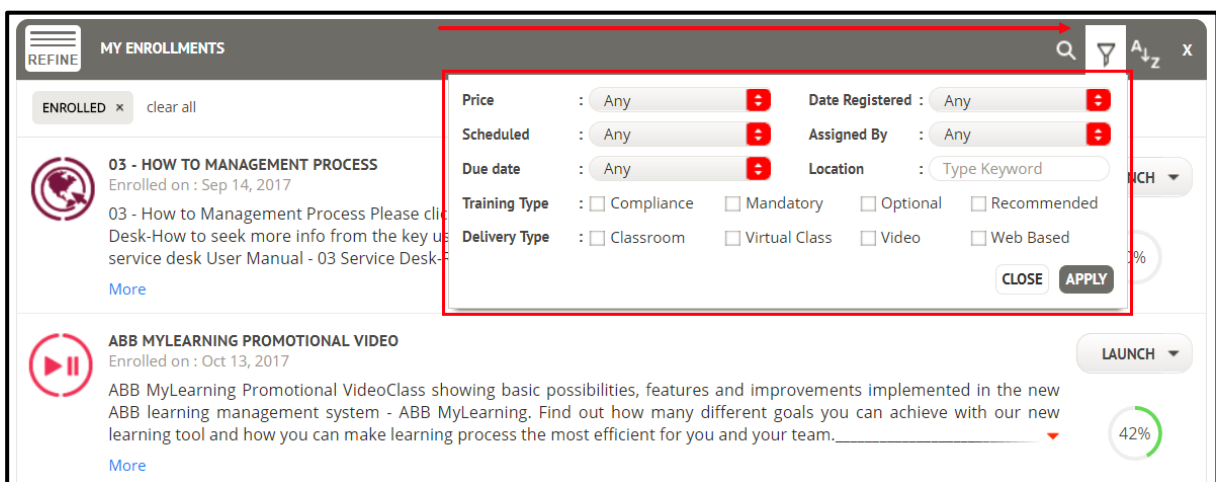
**NOTE:** It might take couple seconds for the system to load your Certificates if you have many

5. Each panel contains the same functionalities:

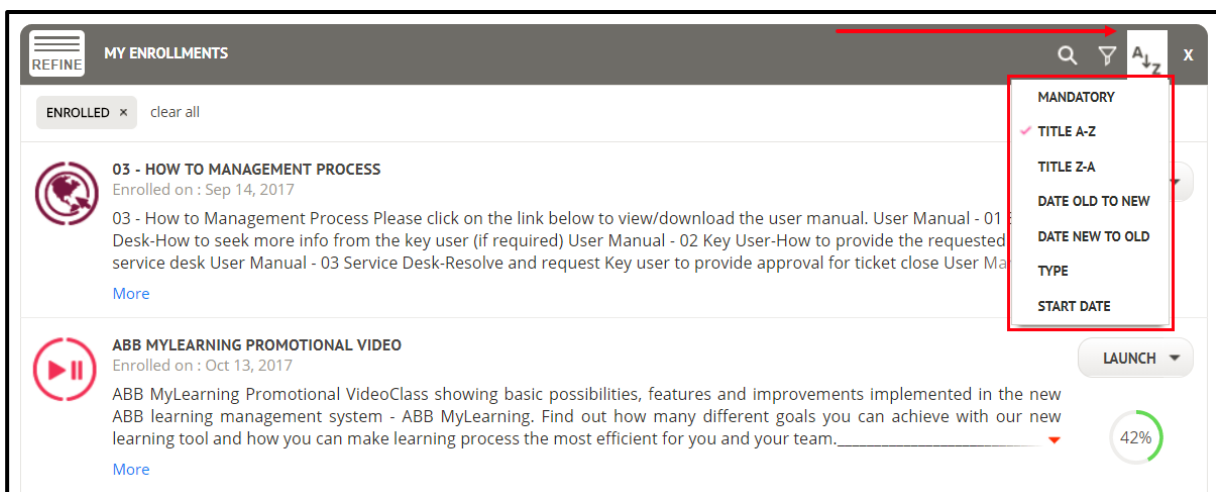
- **Search** – accessible by clicking the **Magnifier** icon. Lets you to type in the name of desired Learning and look for it directly in particular panel.



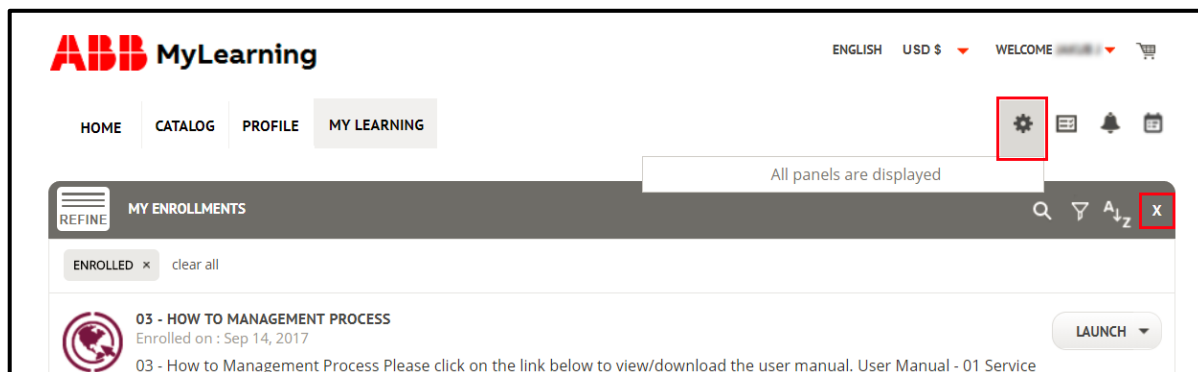
- Filters** – accessible by clicking the **Funnel** icon. Lets you to refine the results in relevant panel with additional filters such as Training and Delivery Types, Date Registered, Assigned By, Location, Due date, Scheduled and Price values.



- Sorting** – lets you to sort the results **by 7 different rules**.



6. You can also hide or show back again particular panels by clicking the **X-mark** and **Sprocket Wheel** icons.



## Catalog tab overview:

After logging in, you should be able to see all Classes and Training Plans available for you in the Catalog. You are able to:




1. **Sort the results** – using **Sort by** function from the right top of the Catalog panel. You can sort by: **Title**, **Newly Listed**, **Start Date** and **Mandatory** options.
2. **Use refine filters** – located on the left side of this page. It helps with looking for the desired learnings more efficiently.
3. **Share the view or Class/Training Plan** – allows you to share the particular Class/Training Plan (**Share** button located next to it) or the whole view of refined results (**Share** button located at the top of the Catalog panel) with others via email or embedded link.
4. **Check particular Class/Training Plan details** – allows you to check the details of particular learning by **clicking on its title**. You are able to peep at the Training Plan, Course, Class and Session details (in Training Plan's view - by clicking little arrows next to particular elements).
5. **Register for a Class/Training Plan**

As you can see there are different icons which represents type of the Class or Training Plan.

Classes

-  Web-based
-  Classroom
-  Video
-  Virtual Class

Training Plans

-  Certification
-  Curriculum
-  Learning Plan

## Profile tab overview

1. **Profile tab** – providing your profile partially editable data. You are able to check and manage there your:
  - a. **Details** – mainly add a photo or short personal description
  - b. **Certificates** – containing all the gathered Certificates for accomplishing different trainings in the system
  - c. **Skills and Certificates** – allowing you to add your Skills or external Certificates (find more details in the [My Certificates section below](#))
  - d. Recent **Activities** in the system – you can review your latest activities in the system and also hide particular ones if necessary
  - e. Received **Points** and **Badges** – showing you how many points and what badges you did gather for different activities in the system

The screenshot shows the 'PROFILE' tab in the ABB MyLearning system. The interface is divided into several sections:

- Navigation:** HOME, CATALOG, PROFILE (selected), MY LEARNING. A search bar is located at the top right.
- DETAILS (a):** Displays a user profile with a placeholder for a photo, a name, and a job title 'External Reference job'. It also shows '172 POINTS' and '3 BADGES'.
- SKILLS AND CERTIFICATE (c):** Shows a skill 'MS ARTICULATE' with a progress indicator of '10/10'.
- MY ACTIVITY (d):** A list of recent activities:
  - CYBER SECURITY FOR NEW USERS VIDEO (Class Completed, 1 day ago)
  - CYBER SECURITY FOR NEW USERS VIDEO (Class Registered, 1 day ago)
  - "P225E RELION® 610 SERIES AND ITS 5 ""BESTSELLERS"" - EN" (Class cancelled, 2 days ago)
  - ONIT ELM INTRODUCTORY COURSE: 14 - RELATED MATTERS (Class Completed)
- MY CERTIFICATES (b):** A list of completed certificates:
  - CYBER SECURITY FOR NEW USERS VIDEO (Completed on: Jan 03, 2018)
  - ABB MYLEARNING INTRODUCTION FOR MANAGERS (Completed on: Nov 22, 2017)
  - WEBEX FOR TRAINING ADMINISTRATORS (Completed on: Nov 10, 2017)
  - MYLEARNING INTRODUCTION - MANAGER FUNCTIONALITIES & (Completed on: Nov 03, 2017)
  - V866 - INFORMATION SECURITY AWARENESS TRAINING FOR EN (Completed on: Jun 27, 2017)
- POINTS (e):** A summary of points and badges:
 

68 REGISTRATION		60 COMPLETION	
0 VOTES	44 SHARES	0 COMMENT	
BADGES			

## My Certificates

### Check My Certificates

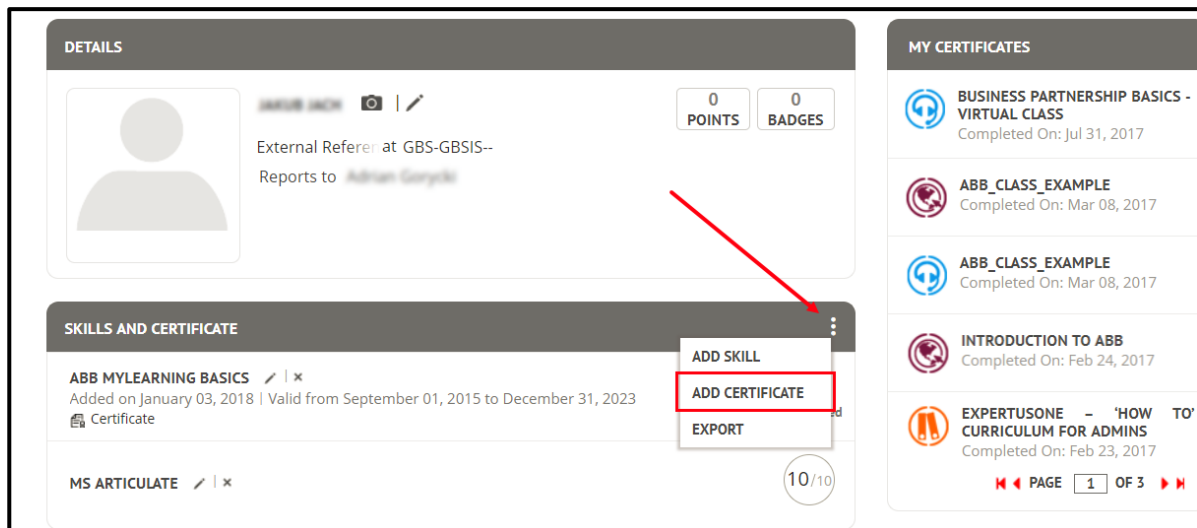
1. Go to **Profile** tab from the tabs at the top of the page.
2. Now you are able to see your profile details. **My Certificates** panel contains your already gathered Certificates. It should be accessible on the right side of this page, under the Users panel.

The screenshot shows the 'PROFILE' tab selected in the top navigation. The main content area is divided into several sections:

- DETAILS:** Includes a profile picture placeholder, 'External Reference job', 'Reports to Adrian Goryski', '174 POINTS', and '3 BADGES'.
- SKILLS AND CERTIFICATE:** Shows 'MS ARTICULATE' with a '10/10' skill level. A red arrow points from this section to the 'MY CERTIFICATES' panel.
- MY ACTIVITY:** Lists recent activities such as 'CYBER SECURITY FOR NEW USERS VIDEO' (Class Completed, 2 minutes ago), 'CYBER SECURITY FOR NEW USERS VIDEO' (Class Registered, 3 minutes ago), '"P225E RELION® 610 SERIES AND ITS 5 "BESTSELLERS"' - EN' (Class cancelled, 21 hours ago), and 'ONIT ELM INTRODUCTORY COURSE: 14 - RELATED MATTERS' (Class Completed).
- MY CERTIFICATES (Right Panel):** A list of completed certificates:
  - CYBER SECURITY FOR NEW USERS VIDEO (Completed on: Jan 03, 2018)
  - ABB MYLEARNING INTRODUCTION FOR MANAGERS (Completed on: Nov 22, 2017)
  - WEBEX FOR TRAINING ADMINISTRATORS (Completed on: Nov 10, 2017)
  - MYLEARNING INTRODUCTION - MANAGER FUNCTIONALITIES & (Completed on: Nov 03, 2017)
  - V866 - INFORMATION SECURITY AWARENESS TRAINING FOR EN (Completed on: Jun 27, 2017)
- POINTS:** A summary table showing 70 REGISTRATION, 60 COMPLETION, 0 VOTES, 44 SHARES, and 0 COMMENT. Below this are icons for 'BADGES'.

**NOTE:** Skill level is based on your own evaluation.

**NOTE:** You are also able to include the external Certificates in your account. You can do it by clicking the **More** icon from **Skills and Certificate** panel and choosing the **Add Certificate** option. (THIS FUNCTIONALITY IS NOT AVAILABLE YET AND WILL BE RELEASED LATER THIS YEAR)

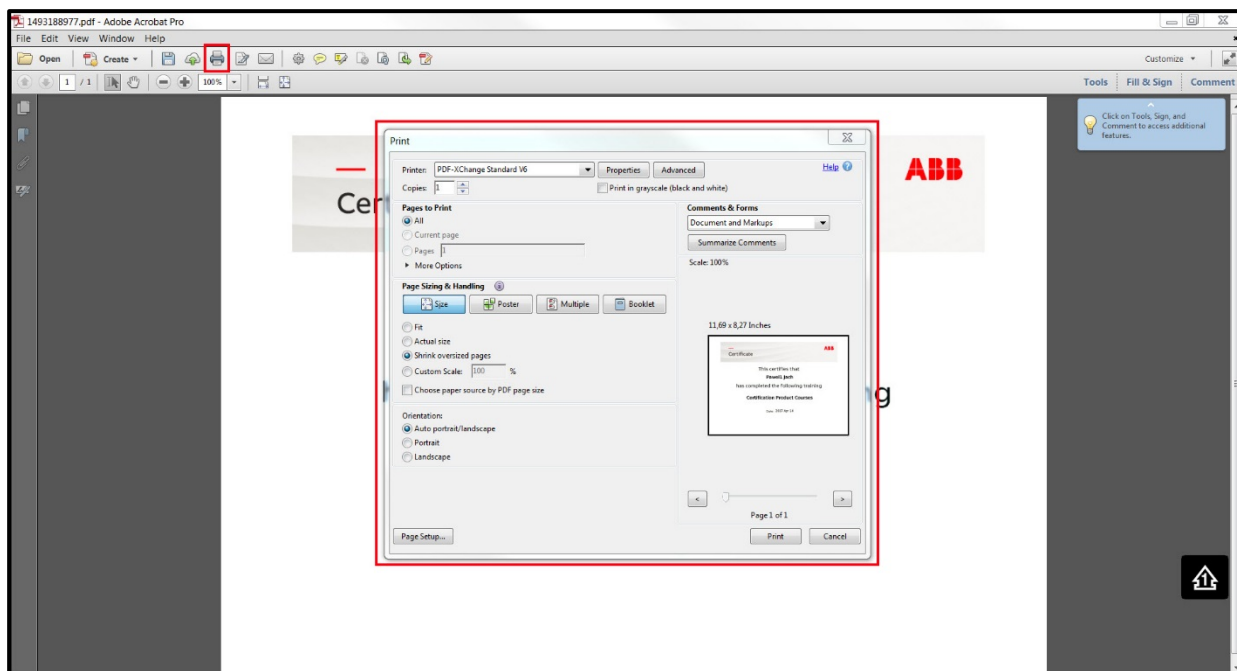


### Print your Certificate

1. Choose the desired certificate from **My Certificates** panel.
2. After the certificate will show up in your browser, click the **Convert to PDF** button located in the upper right corner and save the file on your computer.



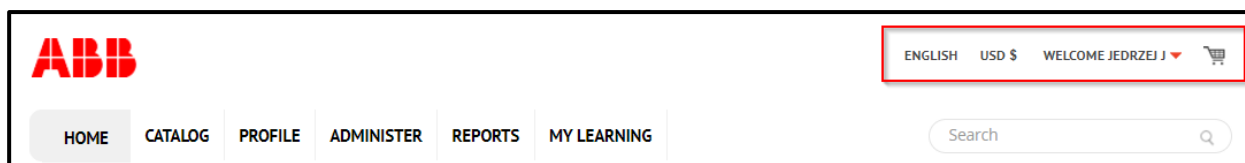
3. Now you are able to access the PDF file saved on your computer. Simply open it and then choose the **Print** icon. Adjust the desired printing settings and print your certificate.



**NOTE:** Your certificate's layout is oriented **horizontally** by default.

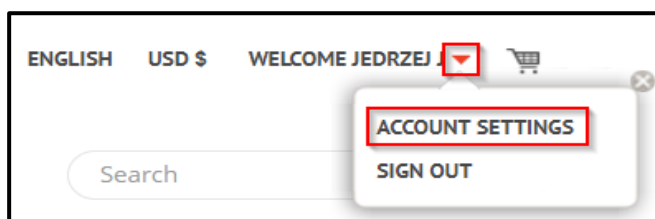
## User panel and account settings

Alongside with the tabs, MyLearning Users are also able to see the User panel at the right side on the top of the page. The system displays there current language version and preferred currency.



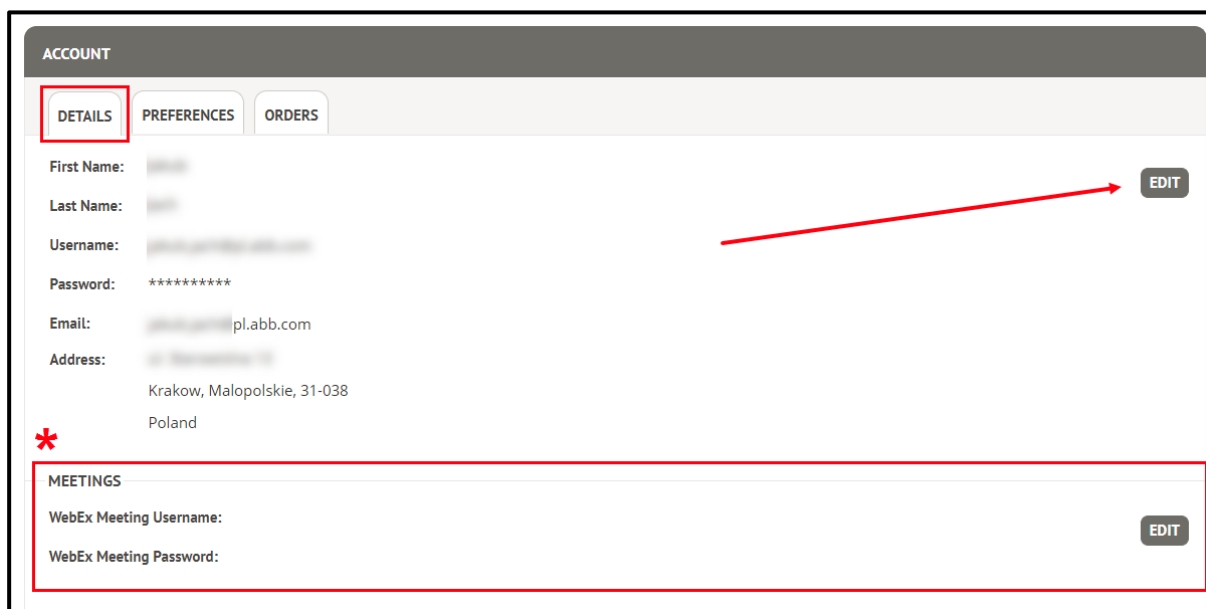
From this panel you are able to:

1. **Access your Shopping Cart** – by clicking the **Add to Cart** button (shopping cart experience is fully described in the [REGISTER FOR A PRICED CLASS OR TRAINING PLAN](#) Job Aid).
2. **Access your Account Settings** – by clicking the **Account Settings** button from the drop-down menu next to your name.



In your Account panel you can find **3 tabs**:

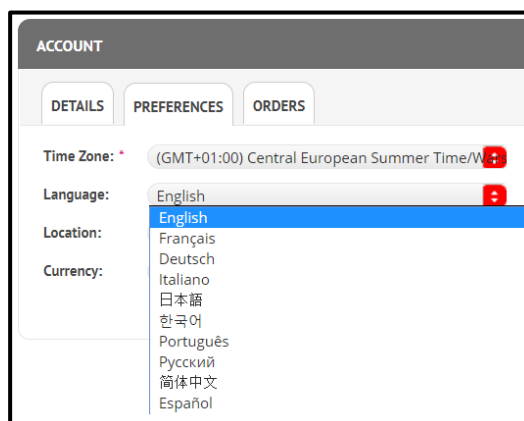
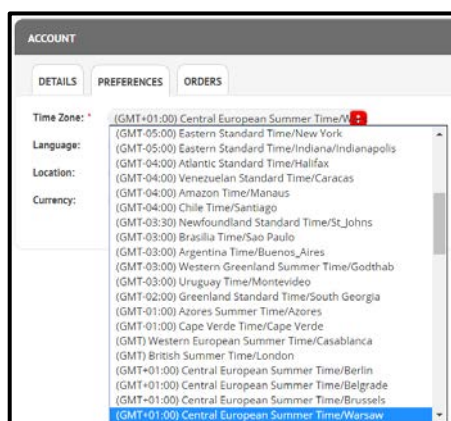
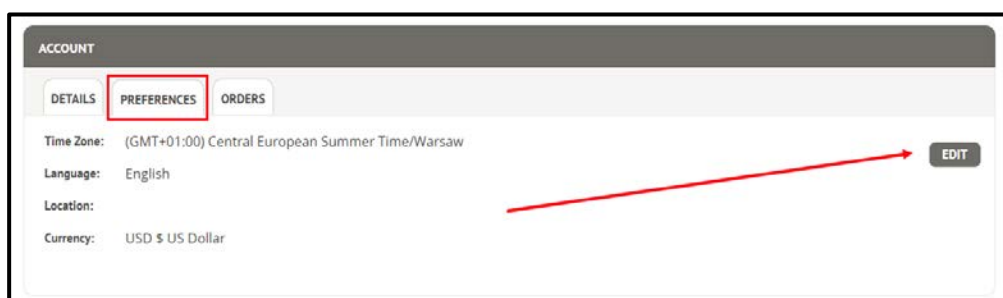
- a. **Details** – editable. You are able to change your personal data details by clicking the **Edit** button.



**NOTE:** It is not allowed to change the email address in the system.

**NOTE:** The section indicated with a **red asterisk** is visible only if you have an Instructor role in MyLearning.

- b. **Preferences** – editable. You are able to set your Time Zone, Language, Location and Currency preferences from this view by clicking the **Edit** button.



- c. **Orders** – non editable. You can view and print all your recent orders and invoices for priced learnings.

ACCOUNT

DETAILS PREFERENCES **ORDERS**

ORDER NO	ITEMS	ORDER DATE	PRICE	DISCOUNT	TAX	TOTAL	INVOICE
418	1	Jul, 27 2017	€ 1273.89 EUR	€ 0.00 EUR	€ 0.00 EUR	€ 1273.89 EUR	VIEW INVOICE
417	1	Jul, 27 2017	€ 1273.89 EUR	€ 0.00 EUR	€ 0.00 EUR	€ 1273.89 EUR	VIEW INVOICE
416	1	Jul, 27 2017	€ 150.00 EUR	€ 0.00 EUR	€ 0.00 EUR	€ 150.00 EUR	VIEW INVOICE
415	1	Jul, 27 2017	€ 878.54 EUR	€ 0.00 EUR	€ 0.00 EUR	€ 878.54 EUR	VIEW INVOICE
414	1	Jul, 27 2017	€ 439.27 EUR	€ 0.00 EUR	€ 0.00 EUR	€ 439.27 EUR	VIEW INVOICE
413	6	Jul, 27 2017	€ 3726.31 EUR	€ 0.00 EUR	€ 0.00 EUR	€ 3726.31 EUR	VIEW INVOICE
408	1	Jul, 19 2017	\$ 284.56 USD	\$ 0.00 USD	\$ 0.00 USD	\$ 284.56 USD	VIEW INVOICE
-	1	Jul, 20 2017	0.00 USD	0.00 USD	0.00 USD	0.00 USD	VIEW INVOICE
-	1	Jul, 27 2017	0.00 USD	0.00 USD	0.00 USD	0.00 USD	VIEW INVOICE
-	1	Jul, 18 2017	0.00 USD	0.00 USD	0.00 USD	0.00 USD	VIEW INVOICE

« PAGE 1 OF 4 »

3. **Sign out** – by clicking the **Sign Out** button from the drop-down menu next to your name.

ENGLISH USD \$ WELCOME

ACCOUNT SETTINGS

**SIGN OUT**

Search

**NEW TRAINING**

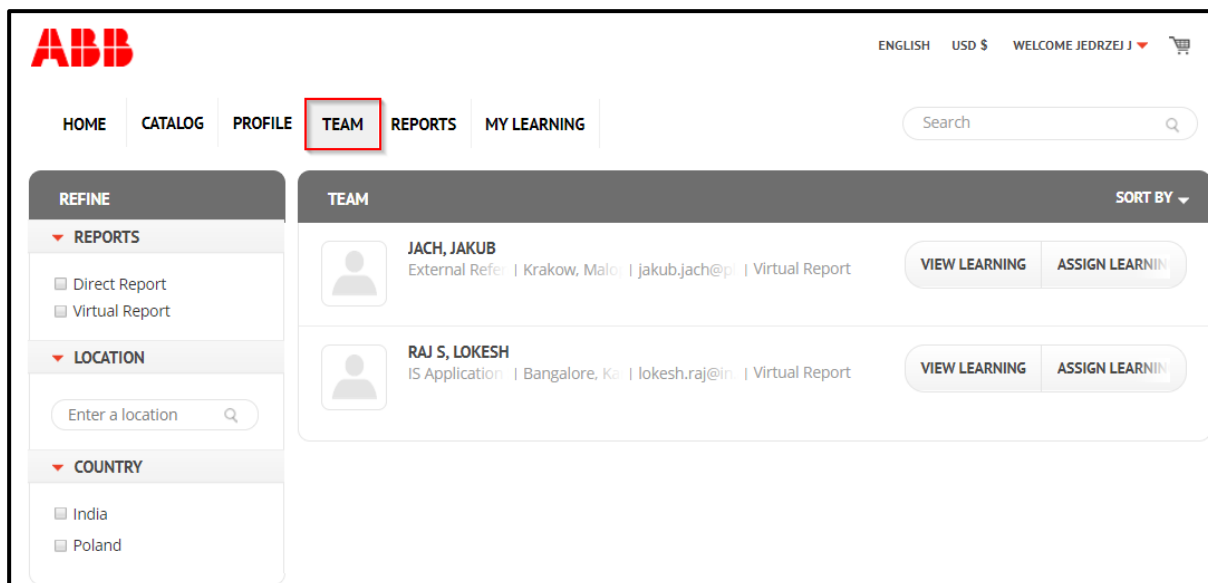
**ESTS ELECTRICAL WORKER CANADA**

The Canadian Automation Service Organization (CAASO) is pleased to provide to our

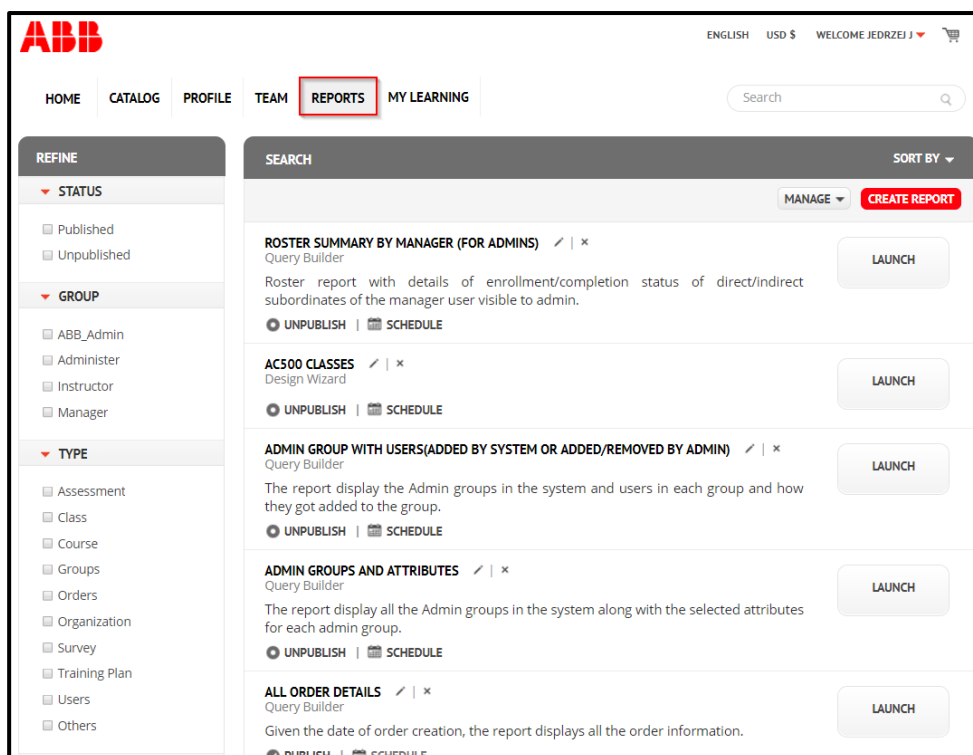
## MANAGER

As a **Manager** you will be able to display additionally to the Learner's view:

1. **Team tab** – it allows Managers to check their **Direct** and **Virtual Reports** details: view and manage the learning or assign the completely new learning.



2. **Reports tab** – allows you to run and create your own reports adjusted to the selected requirements.



**NOTE:** You can find more detailed explanation covering Manager's privileges in the system [here](#) and [here](#).

## INSTRUCTOR

As an **Instructor** you will be able to display additionally to the Learner's view:

1. You will find an extra **My Classes** panel in the **My Learning** tab.

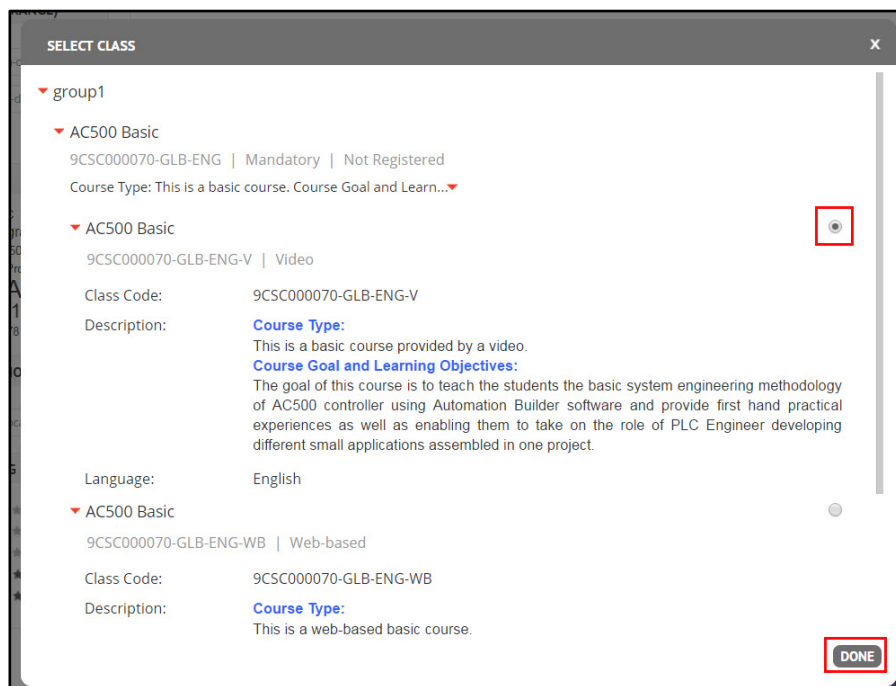
**NOTE:** You can find more detailed explanation covering Instructor's privileges in the system [here](#), [here](#) and [here](#).

## Register for a Class or Training Plan

### Non-priced Class / Training Plan

1. Look for the learning that you are interested in by using the **refine filters** or typing in the name or code of the Class/Training Plan in the **searching bar**.
2. In order to **register for a Class**, choose the desired one and simply click **Register** right next to it.

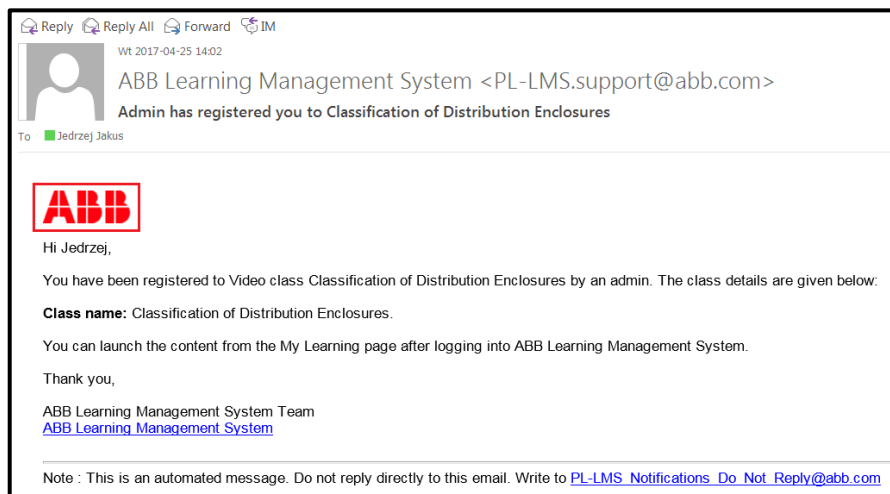
3. In order to **register for a Training Plan** choose the desired one and click the **Register** button:
  - a. If the Courses attached to the Training Plan do not have multiple Classes available, the registration is finished.
  - b. If any of the attached Courses contain multiple Classes, choose the desired ones from the **Select Class** pop-up window. Click **Done** when you are ready. Now you are registered for the Training Plan.



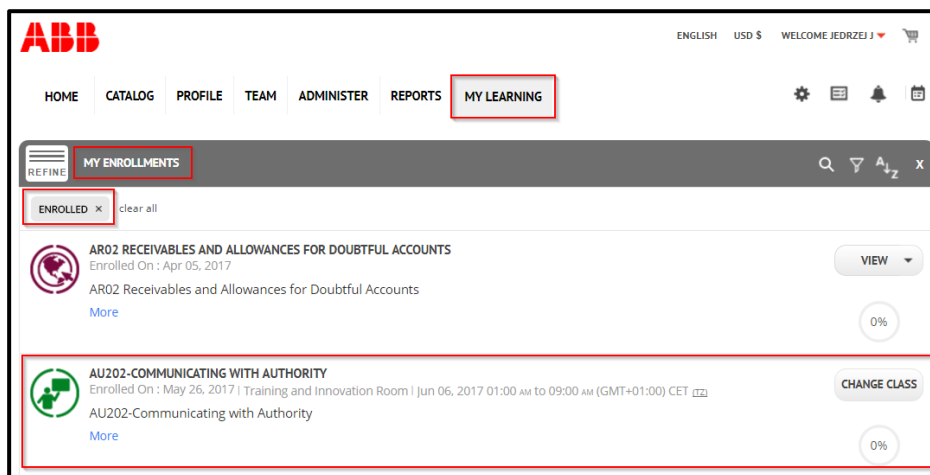
**NOTE:**

- The particular Training Plan has to have any Classes available for you in order to register for it.
- Always check all the details before your registration. Note that in some cases the Class details (i.e. language) might be different from Course details etc. so it is recommended to check the whole learning unit on each level before you register for it.
- You can register for a Class waitlist the same way as a normal Class. The only difference will be that the Class has been scheduled in the very far future.
- After your enrollment (regardless who you were enrolled by) you will receive a proper notification on your email address from ABB Learning Management System support sealing that the process has been completed successfully.

## Check the enrollment



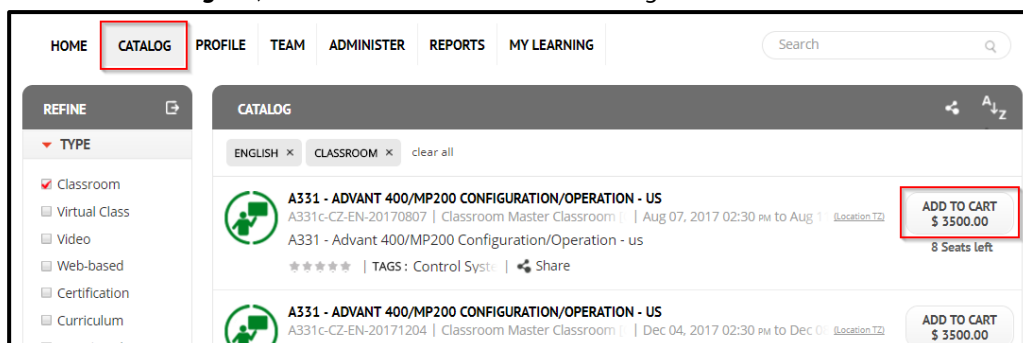
1. Go to **My Learning** tab.
2. You can check your Class enrollment under **My Enrollment** section.



3. To check your Training Plan enrollment, go to **My Programs** section.

## Priced Class / Training Plan

1. In the **Catalog** tab, choose the desired Class or Training Plan and click the **Add to Cart** button right next to it.



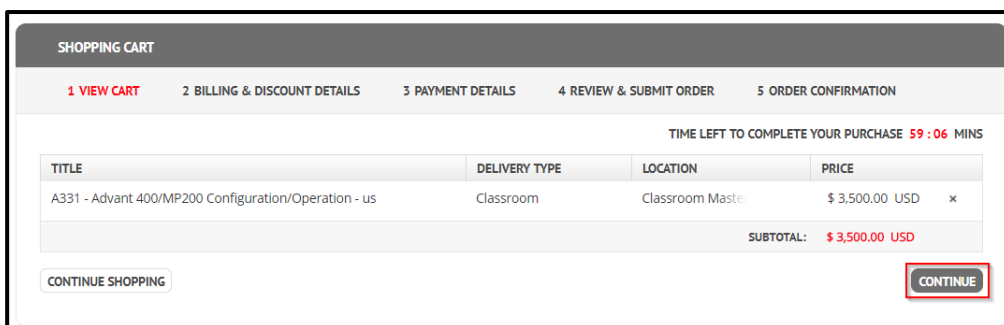
**NOTE:** Add to Cart option is enabled only when the Course has an upcoming/available Classes.

Now it is necessary to **create an order** for that priced Class or Training Plan.

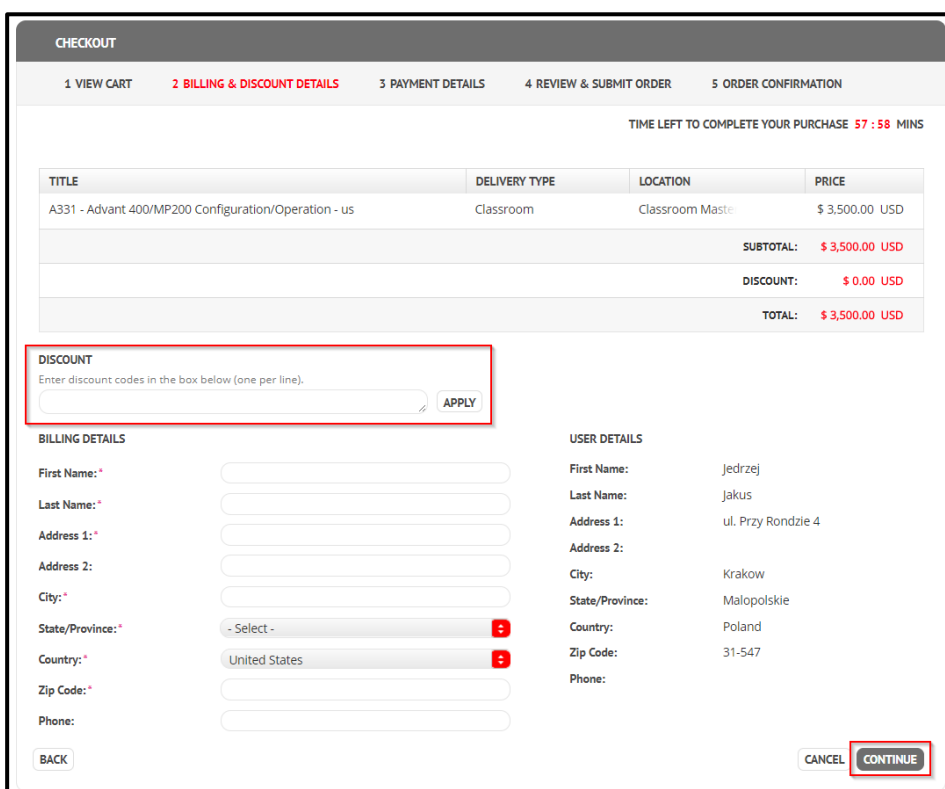
1. Go to your **Cart** by clicking the button at the very top of the page, located next to your username.



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 the 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.

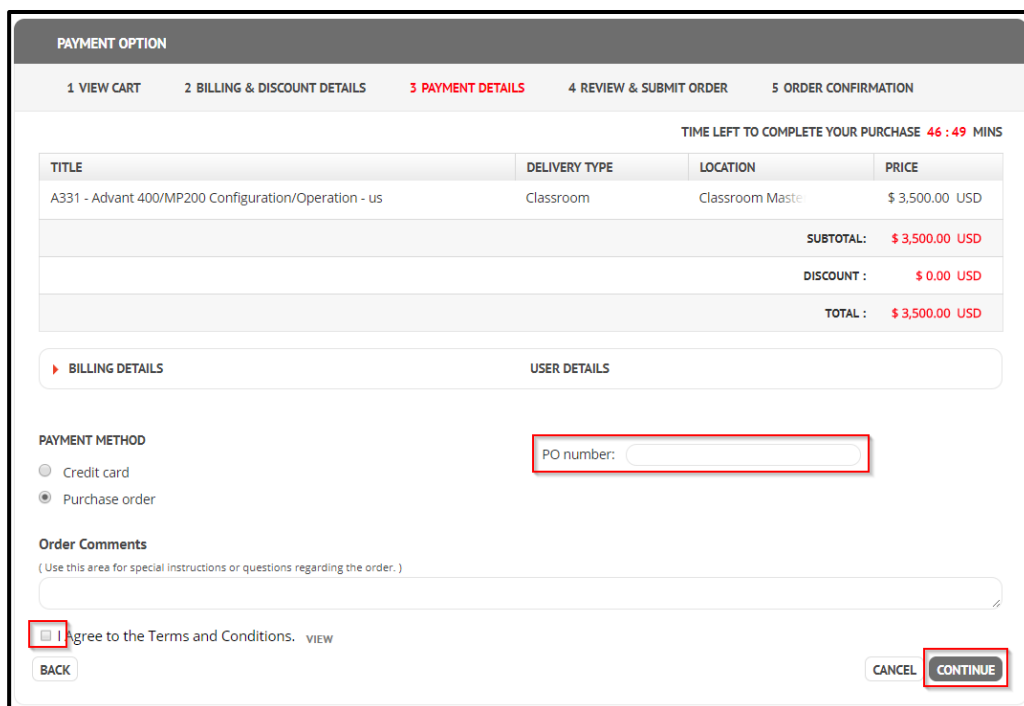


**NOTE:** Some payment methods might be disabled for specific regions. Credit card is available only for Americas.

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

**NOTE:** Process to obtain PO number is different for each country/division. MyLearning Support is not aware of internal business processes. Managers are committed to ensure that PO number is correct in each 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.



- 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: Jedrzej Jakus

Address: ul. Przy Rondzie 4  
Krakow  
Malopolskie  
Poland

Zip Code: 31547

**USER DETAILS**

Name: jedrzej jakus

Address: ul. Przy Rondzie 4  
Krakow  
Malopolskie  
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.

**NOTE:** Do not click on back, refresh the page or open the window in a new tab options available in your browser.

### Check the Enrollment

1. Go to **My Learning** tab.
2. You can check your Class enrollment under **My Enrollment** section. If the purchase has not been approved by the administration yet, priced Class should be visible after applying the **Pending** filter.

HOME   CATALOG   PROFILE   TEAM   ADMINISTER   REPORTS   MY LEARNING

REFINE

MY ENROLLMENTS

- Enrolled
- Completed
- Completed with attempts left
- Completed and need reregister
- Incomplete
- Canceled
- Pending

APPLY

**PRODUCTS**

cts and Tools L1 - ABB I-bus KNX - Basics and ProductsIn this video module you will learn  
IBBs offer.Learning AgendaOverview KNXApplicationsProduct

LAUNCH   0%



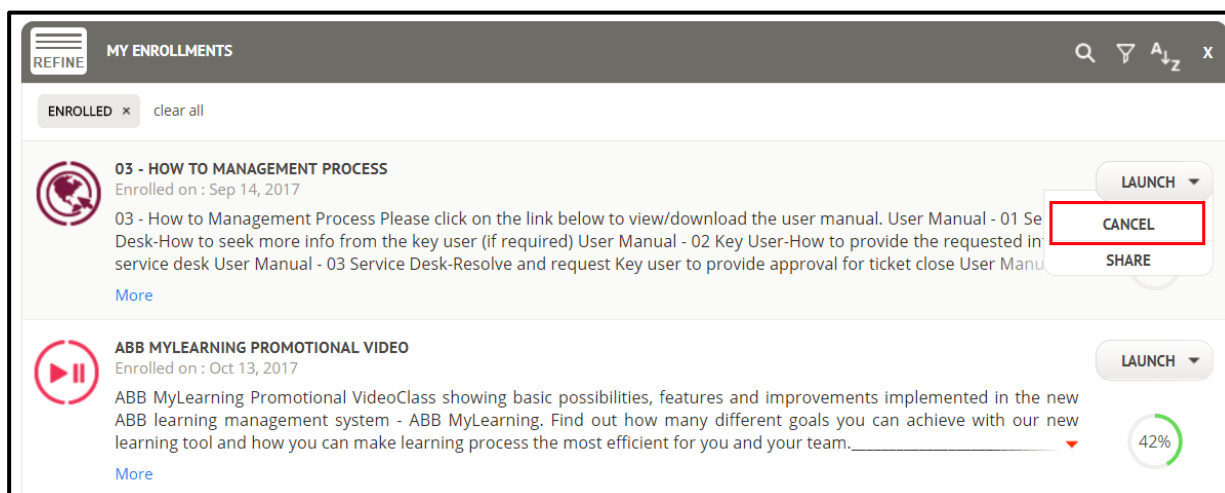
- To check your Training Plan enrollment, go to **My Programs** section. If the purchase has not been approved by the administration yet, priced Training should be visible when you change refine filter to **Pending** and click **Apply**.



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

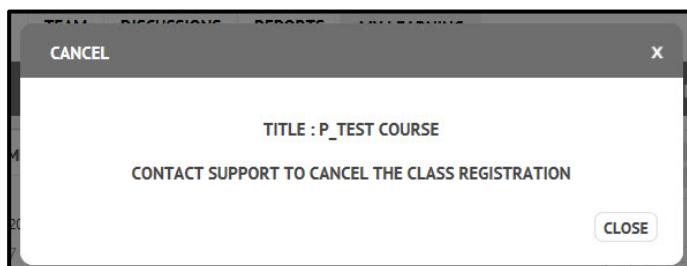
### Canceling an Enrollment

- Go to **My Learning** tab.
- Look for the desired Class or Training Plan which you want to cancel.
- Click the little arrow next to the **Launch** button (**Share** for the already started Training Plans) and then pick the **Cancel** option.

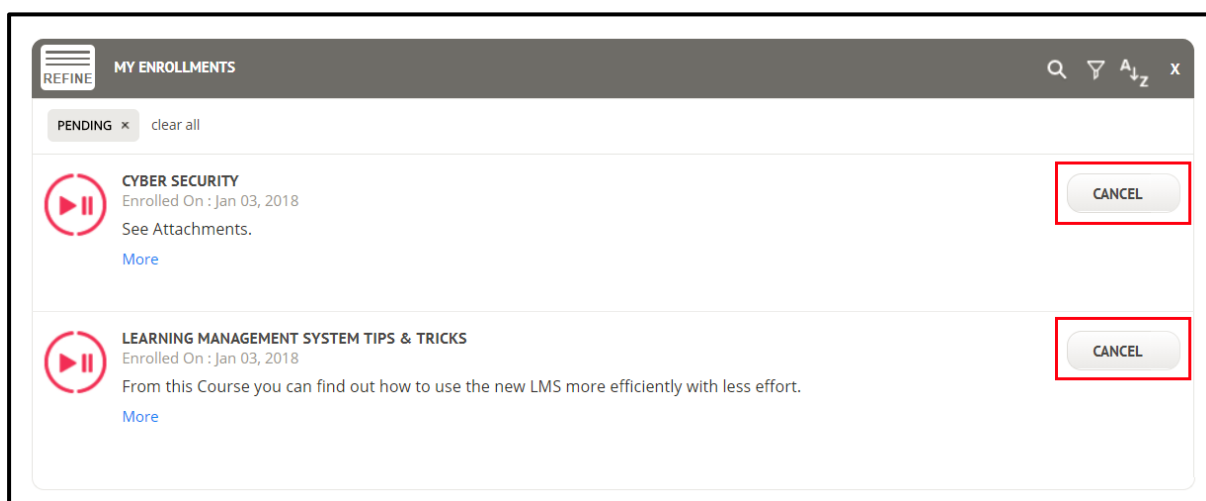


- If you are able to cancel the desired Class or Training Plan, the cancelation is finished. In some specific situations the support help might be necessary to complete this process. You can contact the Support Team via [MyIS](#).

**NOTE:** You are not able to cancel learnings that are set as **Compliance** for you or were bought by you. Please contact MyLearning Support via [MyIS](#) in order to cancel it.



**NOTE:** In order to cancel the priced Class or Training Plan's orders from Pending tab, the administration's assistance is needed. Please contact MyLearning Support via [MyIS](#).



## Additional informations & Support

- In case of any issues please contact MyLearning Support Team via [MyIS](#). If you are an external User, you can contact MyLearning Support via [PL-MyLearningappsupport@abb.com](mailto:PL-MyLearningappsupport@abb.com) email address.
- Here you can find answers for the most common questions about new MyLearning tool from training sessions and User acceptance tests: [Questions&Answers](#)
- Please find full support materials list [here](#).
- Find out how to reach for MyLearning support [here](#) and [here](#).