

INSTRUCTION

# Basic Introduction to MyLearning

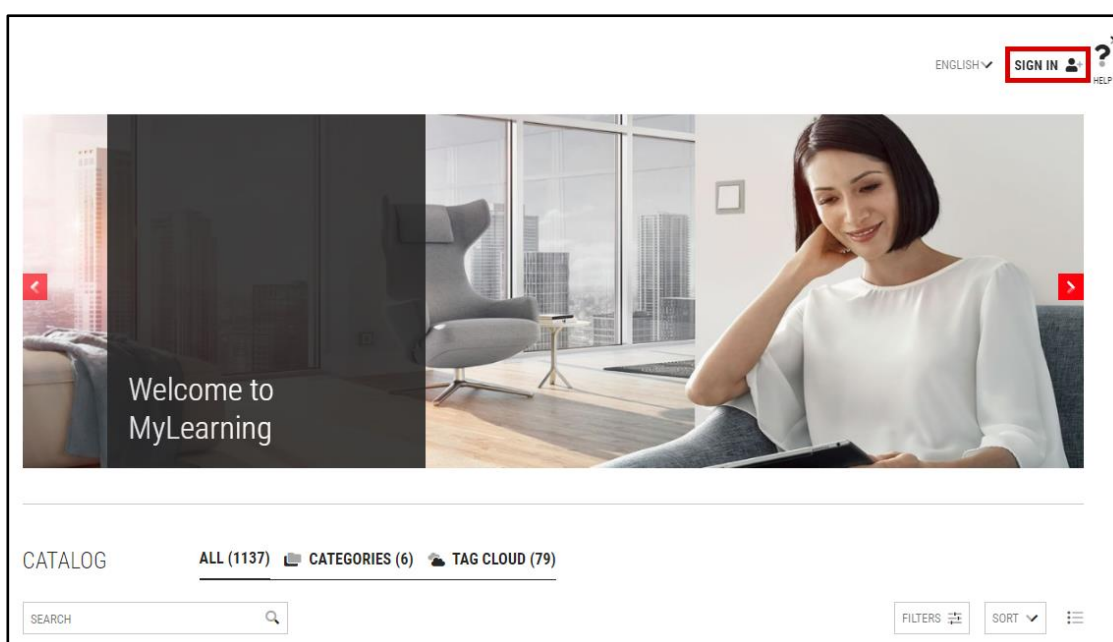
User learns how to sign in/out and is presented with the overview of MyLearning, depending on the assigned role.

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## Sign in 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.

If you are connected to the **ABB network** or are already logged in **MyABB account**, you will be logged in automatically with **SSO**.



<sup>1</sup> **NOTE:** SSO (Single Sign-On) – an authentication process that allows a user to access multiple application with one set of login.

If you are **not** connected to the **ABB network** or do not have **MyABB account**, you will be redirected to the **ABB Log In** page. In order to log in, provide your credentials in the marked fields and click **LOGIN**.

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## Log in

E-mail address\* ←

Password\* ←

[Forgot your password?](#)

**LOGIN**

Need an account? [Sign up](#)

3. If you **do not have** MyABB account, please create one following the steps **below**.

<sup>2</sup> **NOTE:** If any issues occur when logging in the system, reach out to [Support](#).

## How to set up MyABB account (for External Users)

1. In the ABB Log in page, click **Sign up**.

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## Log in

E-mail address\*

Password\*

[Forgot your password?](#)

**LOGIN**

Need an account? [Sign up](#) ←

2. Provide necessary information into marked fields and click **Sign up** in order to create a new account.

**Sign up**

With one ABB account, you can access all our online services.

First name\*      Last name\*

E-mail address\*

Password\*

Repeat password\*

**Business information**

Company / school / institution

Phone number

Country where you work  
United States of America

**Security**

Security question  
Which phone number do you most clearly remember from your childhood?

Answer to security question\*

CAPTCHA\*  
Please enter the text below  
fvqU  
Can't read? Try another.

I have read and agree to ABB privacy policy

**SIGN UP**

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

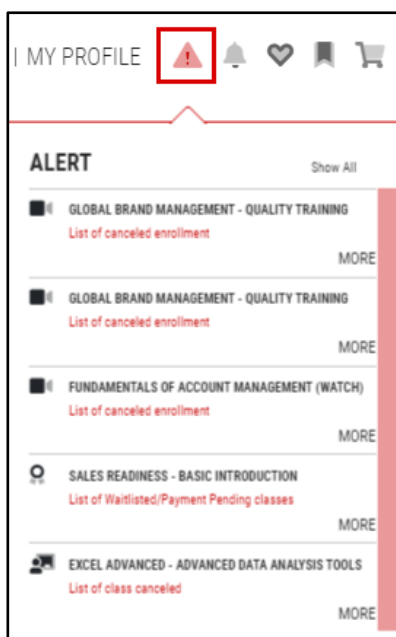
# MyLearning Overview

## Learner

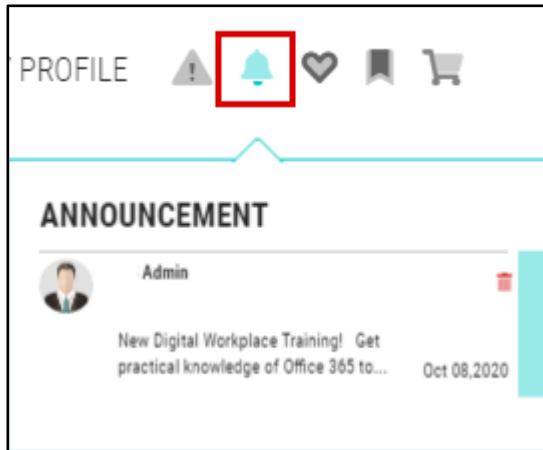
- As a **Learner** you will be able to access all the panels available for you from one page. To reach them click on the name of the panel located in the **Menu Bar** or **scroll down**.



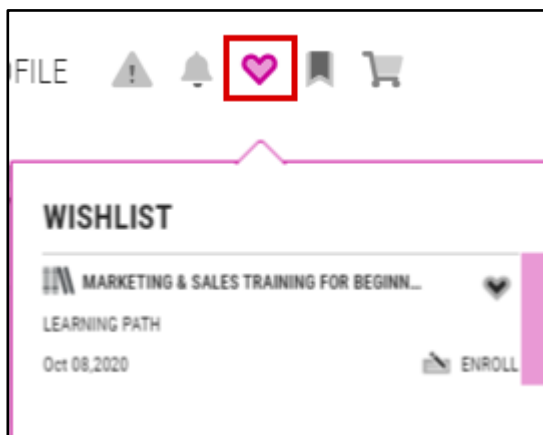
- My Learning** – You will find here all your Courses you have registered for in the last 12 months. This panel is divided into three sections: 'To Complete', 'Completed' and 'All'.
  - My Dashboard** – You will find here sections such as: Items Need Attention, Learning/Path/Certification, Bookmarks for Reference, Learning Statistics, Learning History, My Certificates.
  - Catalog** – You will find here all the available training to enroll in, as well as your Wishlist. Additionally, you can filter your training in 'Categories' and 'Tag Cloud' sections.
  - My Profile** – You will find here all the details of your account, as well as: set your Preferences for MyLearning, view your Order(s) details, add and edit Your Addresses.
- From the **Menu Bar** you can also:
    - Check the newest **Alerts**.



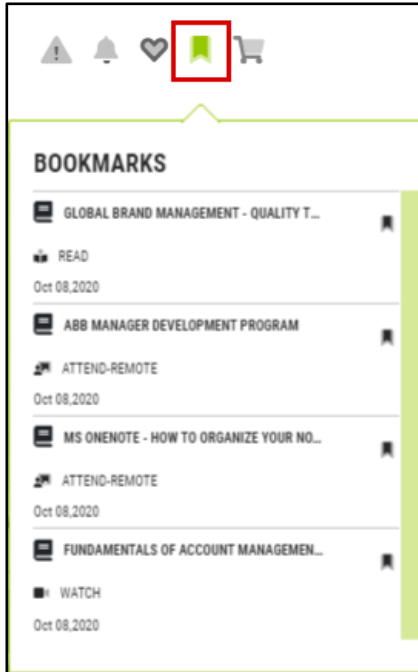
- Check the newest **Announcements**.



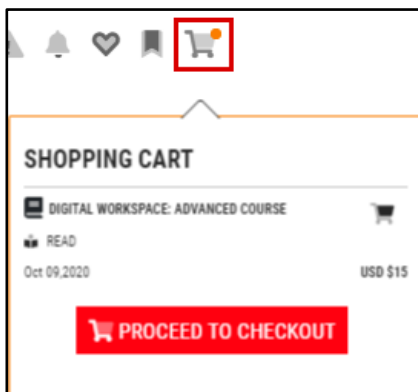
c. Access your latest **Wishlisted training**.



d. Access your latest Bookmarked training/content.



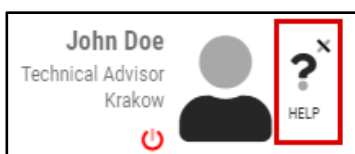
e. Access **Shopping Cart** page.



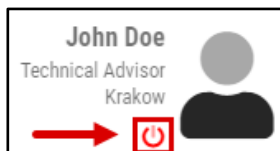
f. Access your **Profile details** by clicking on the User information.



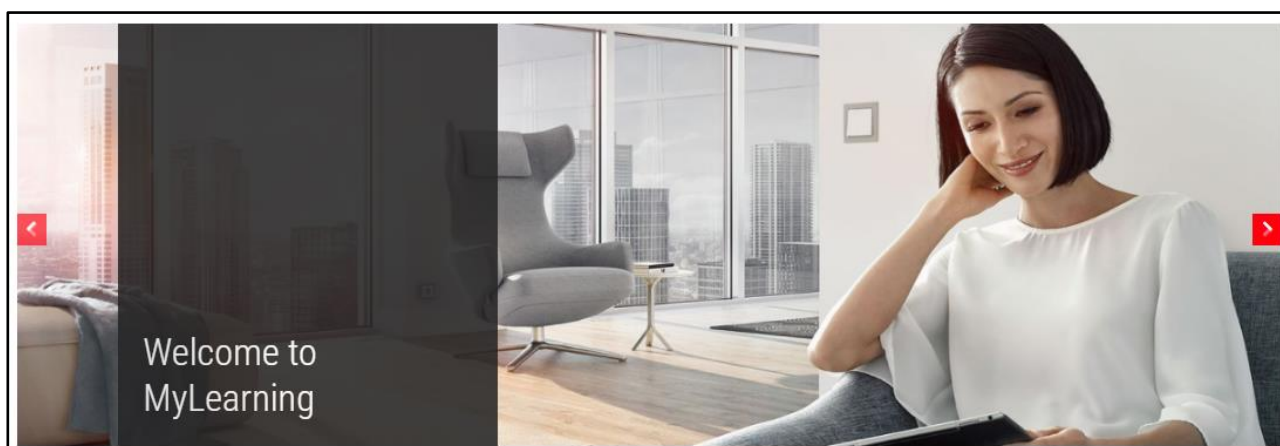
g. Use **Help** functionality.



h. **Sign out.**

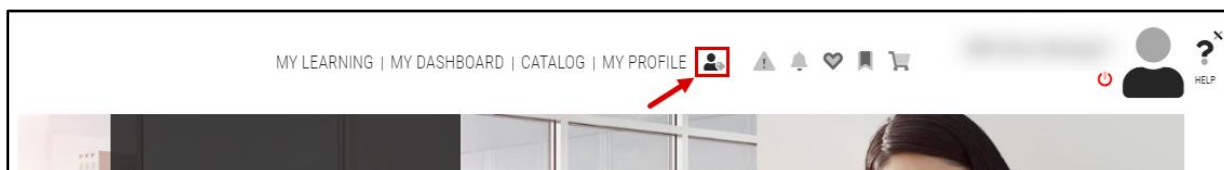


3. Additionally, you will see the **Banner** section on top of the page after you sign in. It presents important information about the system or trainings.

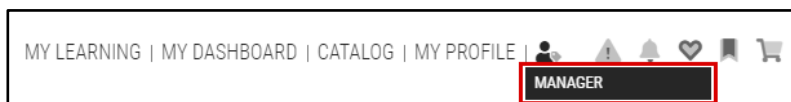


## Manager

As a Manager, you will be able to additionally display the **User Role icon** on the Learner's page.



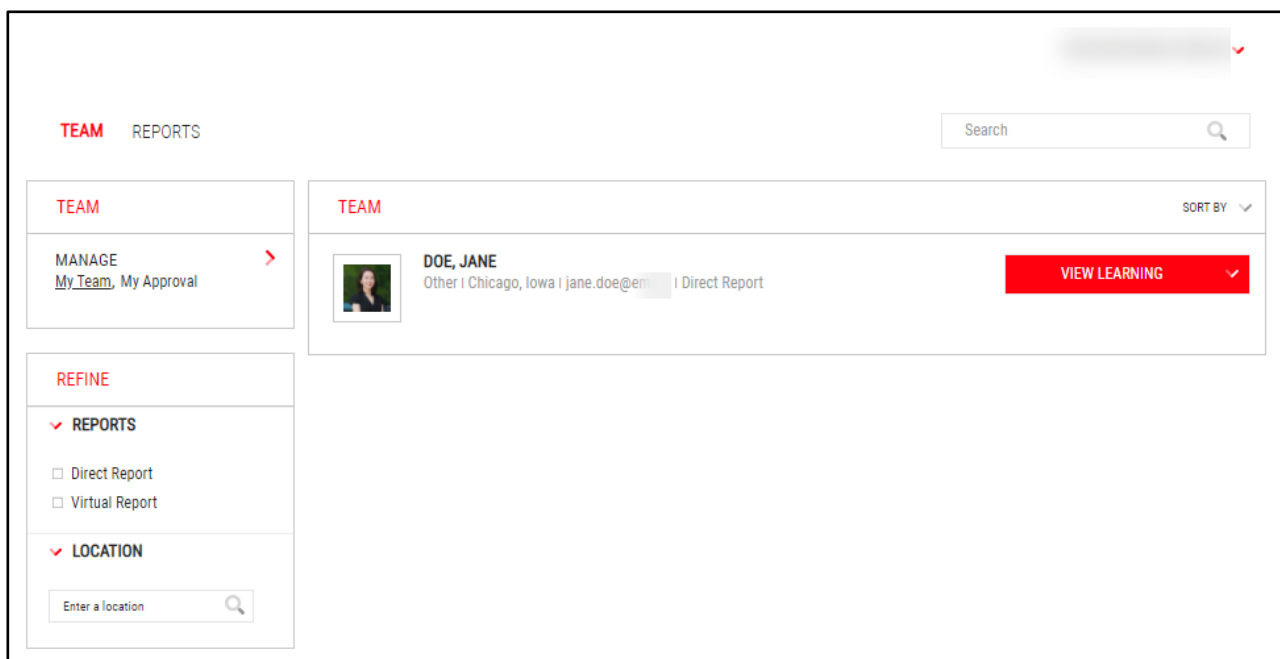
1. Click on the icon and select '**Manager**' from the dropdown.



2. You will be redirected to the **Manager's site** for MyLearning, where you can find:

- a. **Team tab** - it allows Managers to check their **Direct** and **Virtual Reports** details: view and manage the learning or assign the completely new learning.
- b. **Reports tab** - allows you to run and create your own reports adjusted to the selected requirements.

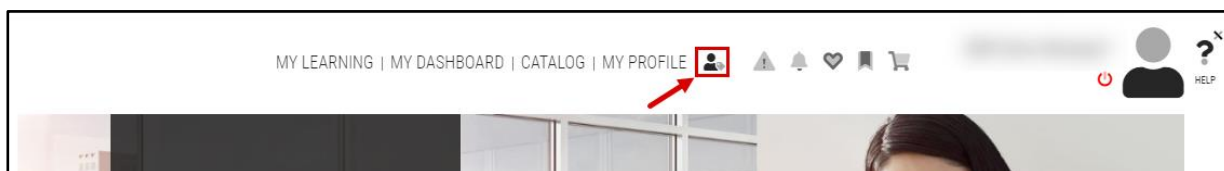




<sup>3</sup> **NOTE:** You can find more detailed explanation covering Manager’s privileges in the system [here](#) and [here](#).

## Instructor

As an Instructor, you will be able to additionally display **User Role icon** on the Learner’s page.



1. Click on the icon and select **‘Instructor’** from the dropdown.



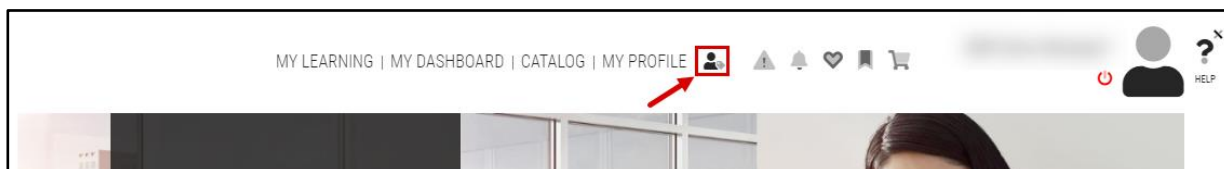
2. You will be redirected to the **Instructor’s site** for MyLearning, where you can find tab.
  - a. **My Classes tab** - it allows you to manage the Classes to which you were assigned as Instructor.
  - b. **Reports tab** - allows you to run and create your own reports adjusted to the selected requirements.



<sup>4</sup> **NOTE:** You can find more detailed explanation covering Instructor's privileges in the system [here](#), [here](#) and [here](#).

## Administrator

As an Administrator, additionally you will be able to display the **User Role icon** on the Learner's page.



1. Click on the icon and select '**Administer**' from the dropdown.



2. You will be redirected to the **Administrator's site** for MyLearning, where you can find '**Administer**' tab containing Learning, People, Survey, Assessment, Manage, Interactions Studio and Commerce sections, where you are able to create and manage particular content.

The screenshot shows the 'ADMINISTER' page for 'REPORTS'. The left sidebar contains a navigation menu with categories: ADMINISTRATION (LEARNING, PEOPLE, SURVEY, ASSESSMENT, MANAGE, INTERACTION STUDIO, COMMERCE), and a 'REFINE' section with a 'TYPE' filter. The main content area is titled 'LEARNING' and features a search bar and a 'SORT BY' dropdown. Below this are tabs for 'COURSES AND CLASSES', 'TRAINING PLAN', 'SETTING', and 'GENERATE DEEPLINK', along with 'MANAGE' and 'CREATE COURSE' buttons. The course list includes:

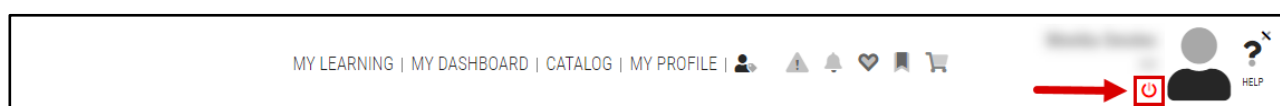
- ADVANCED PRESENTATION SKILLS** (9CSC220002-GLB-EN-V1 | English) - PUBLISHED
- ADVANCED SITE MANAGEMENT COMPETENCIES & CASE STUDIES** (9CSC000002-GLB-EN-V2 | English) - PUBLISHED
- CREATIVE THINKING IN PROBLEM SOLVING** (9CSC0035402-EN-EN-V1 | English) - UNPUBLISH
- CUSTOMER SATISFACTION FOR PROJECT MANAGERS** (9CSC228702-US-EN-V3 | English) - UNPUBLISH

<sup>5</sup> **NOTE:** Find out how to request the Administrator role in MyLearning [here](#).

## Sign out

### Learner's Page

1. Click the **Sign Out** button located next to your User icon in the Menu Bar.



2. You have successfully signed out.

### Administrator's/Manager's/Instructor's Page

1. Click the arrow button located next to your name in the right upper corner of the page.



2. Click Sign Out.



3. You have successfully signed out.

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<b>2017-07-27</b> V1.0	<ul style="list-style-type: none"><li>• Job aid created</li></ul>
<b>2020-10-14</b> V2.0	<ul style="list-style-type: none"><li>• Signing in procedure updated</li><li>• Support link updated with 'MyLearning Helper'</li><li>• Creating an ABB account procedure added</li><li>• Information about the view for all roles in MyLearning changed</li><li>• Section 'Sign out' added</li><li>• Section about changing profile details deleted</li><li>• Title changed to ' Basic Introduction to MyLearning'</li></ul>