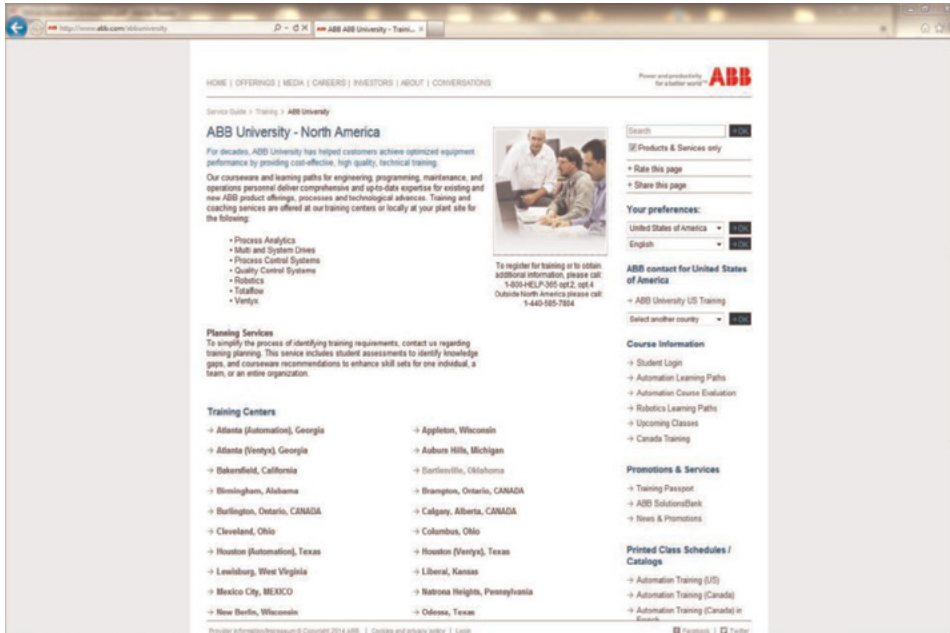


# Guide for new students How to enroll in training courses

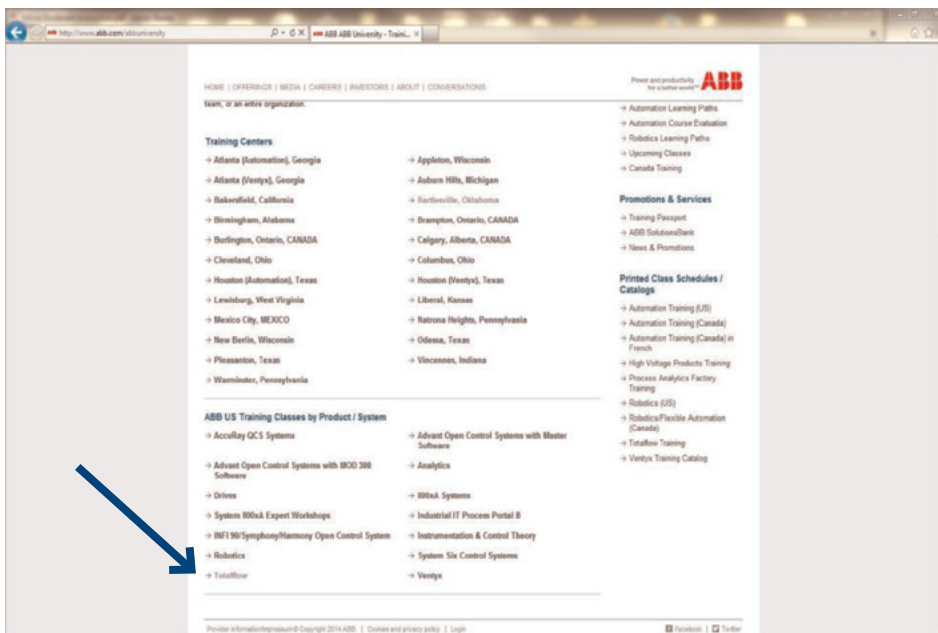
## Step 1

Go to [www.abb.com/abbuniversity](http://www.abb.com/abbuniversity).



## Step 2

Scroll to the bottom and click "Totalflow".

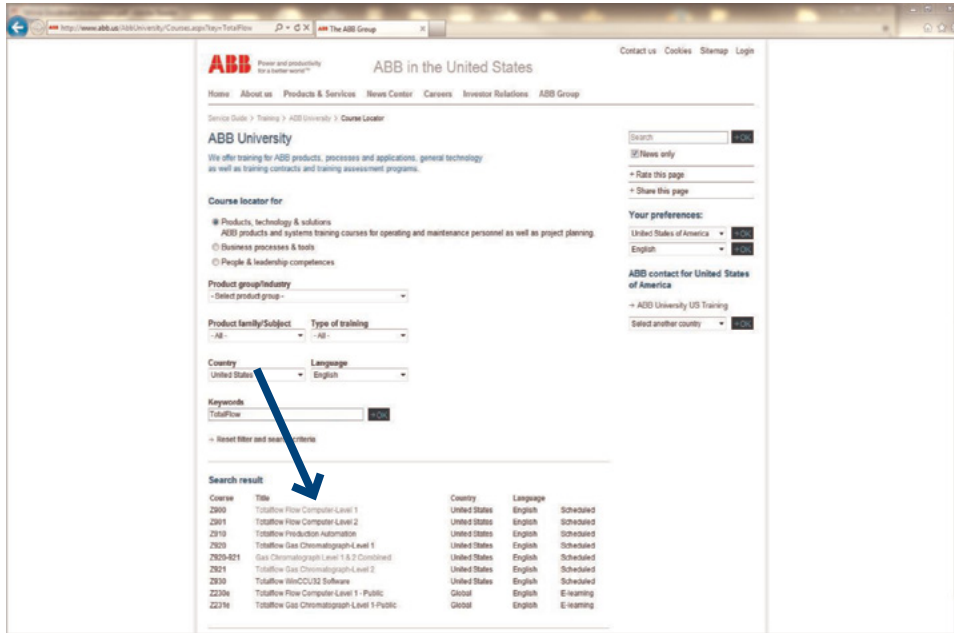


# Guide for new students

## How to enroll in training courses

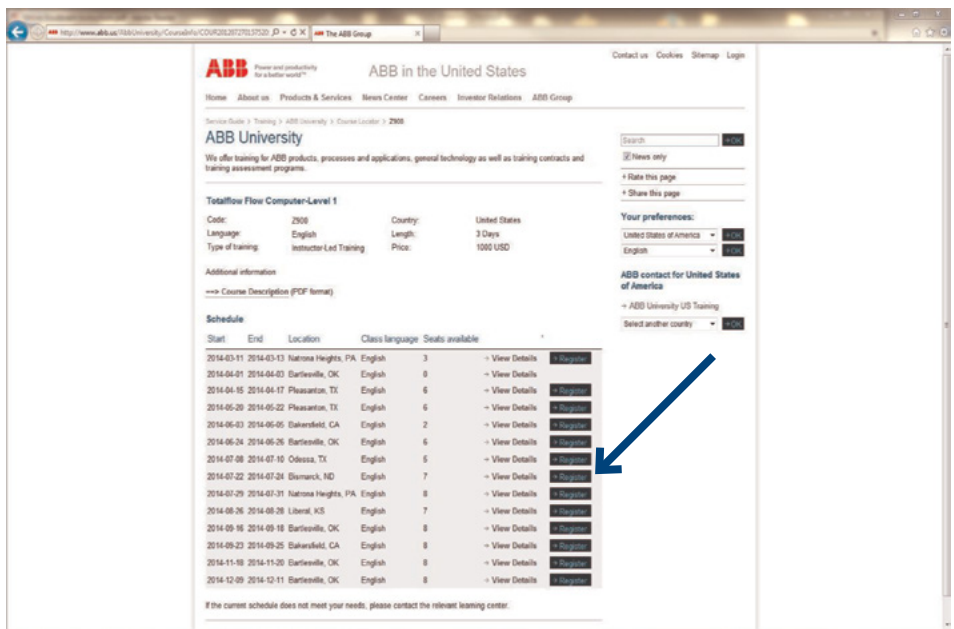
### Step 3

Click the course you are interested in attending.



### Step 4

Click "Register" next to the class you have chosen.



# Guide for new students

## How to enroll in training courses

### Step 5

Log into your My ABB account or click "Sign up!" to create one.

ABB Power and productivity for a better world™

Mobile version Cookies Sitemap Login

Home About ABB Products and services News center Careers Investor center

### Log in to My ABB

E-mail address

Password

→ Forgot your password?

#### Why you need a My ABB Account

You can sign up for a My ABB account which can be used to access some of our online services

→ More about My ABB...

### Step 6

If you are creating an account, fill out the information and click Sign up for an account. An email will be sent to you. You will need to click the link inside the email to activate your account. Return to the login screen and type in your email address and password.

## Log in to My ABB

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

### 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\*

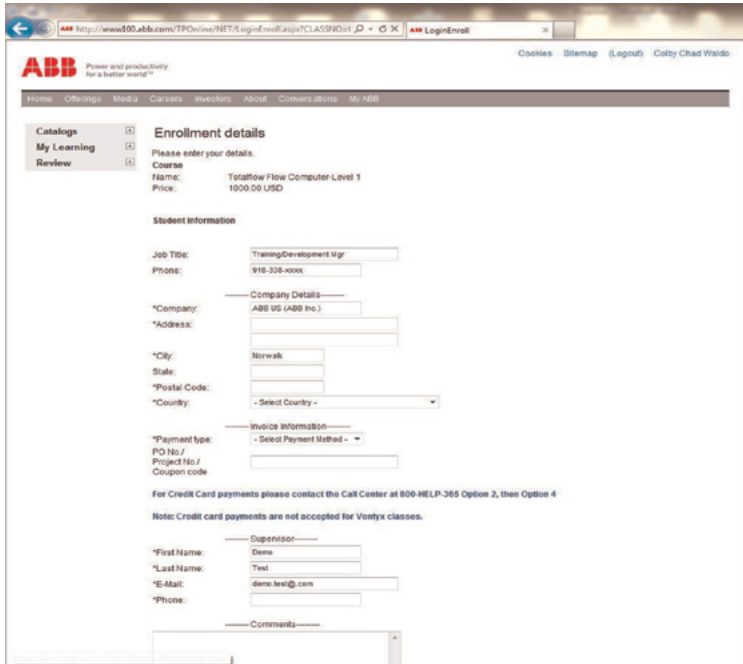
I have read and agree to the ABB Privacy Policy

# Guide for new students

## How to enroll in training courses

### Step 7

Fill out the Enrollment details and Payment type, then click OK.

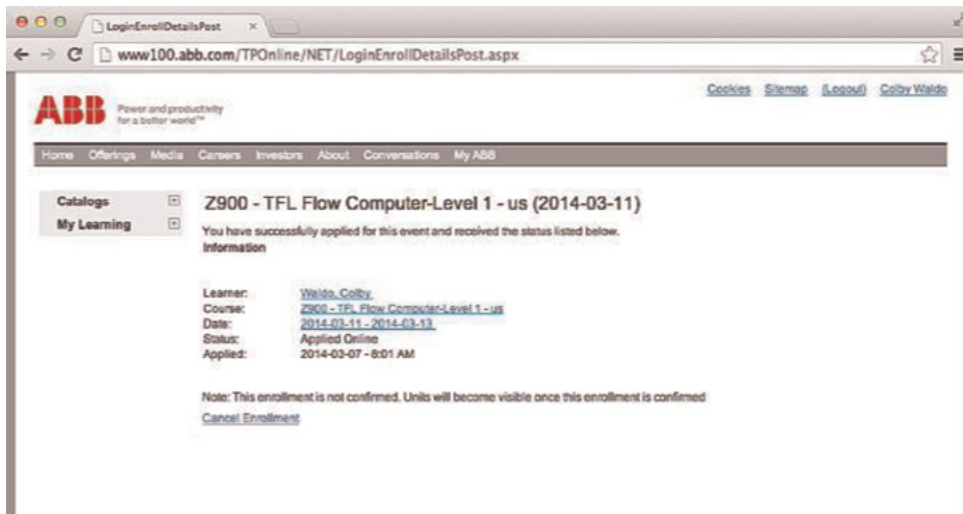


The screenshot shows the 'Enrollment details' form on the ABB website. The form is titled 'Enrollment details' and includes a sidebar with 'Catalogs', 'My Learning', and 'Review'. The main content area contains the following sections:

- Course:** Name: Totalflow Flow Computer-Level 1, Price: 1000.00 USD
- Student Information:** Job Title: Training/Development Mgr, Phone: 910-338-xxxx
- Company Details:** \*Company: ABB US (ABB Inc.), \*Address: [Redacted], \*City: Newark, \*State: [Redacted], \*Postal Code: [Redacted], \*Country: - Select Country -
- Invoice Information:** \*Payment type: - Select Payment Method -, PO No. / Project No. / Coupon code: [Redacted]
- Supervisor:** \*First Name: Deme, \*Last Name: Test, \*E-Mail: deme.test@com, \*Phone: [Redacted]
- Comments:** [Redacted]

Additional text on the page includes: 'For Credit Card payments please contact the Call Center at 800-HELP-365 Option 2, then Option 4' and 'Note: Credit card payments are not accepted for Ventryx classes.'

You have now successfully enrolled in the training class. This does not constitute a confirmation. Final confirmation will be emailed from [abbuniversity@us.abb.com](mailto:abbuniversity@us.abb.com), once credit and attendance are approved by the registrar.



The screenshot shows the 'LoginEnrollDetailsPost' page on the ABB website. The page title is 'Z900 - TFL Flow Computer-Level 1 - us (2014-03-11)'. The main content area contains the following information:

- Information:** You have successfully applied for this event and received the status listed below.
- Learner:** Waldo, Colby
- Course:** Z900 - TFL Flow Computer-Level 1 - us
- Date:** 2014-03-11 - 2014-03-11
- Status:** Applied Online
- Applied:** 2014-03-07 - 8:01 AM

Additional text on the page includes: 'Note: This enrollment is not confirmed. Units will become visible once this enrollment is confirmed' and a link to 'Cancel Enrollment'.

# Guide for new students

## How to enroll in training courses

### Payment type notes

With regard to the selection of a payment method, students may pay with a **Credit Card**, **Purchase Order**, or **Check**. You must select a payment method. Please choose from the following options:

#### – Credit Card

Currently, ABB is not allowing enrollees to enter credit card information into the system. However, those wanting to pay with a credit card should select **Purchase Order** and re-enter their phone number in the PO No./Project No./Coupon Code space followed by CC. Once the application is completed, you may call 800-442- 3097, option 3, and provide the credit card information over the phone or we will call you to get the credit card information. Credit cards will be debited no earlier than class time.

#### – Purchase Order

Purchase Order should be selected for customers who have pre-established credit accounts. If your company requires a PO number for payment, the number should be entered in the PO No./Project No./Coupon Code space. If no PO is required, you will still need to type something in the field. It may NOT be left blank (We recommend typing the name of the billing contact).

#### – Check

Check should be selected for customers who have NO pre-established credit. ABB Totalflow can either accept a check in advance or credit card for payment in advance (see Credit Card above).

Students preferring to pay by check in advance will need to mail the check to:

**ABB Inc.**

**Attn: Training Coordinator**  
**7051 Industrial Boulevard**  
**Bartlesville, OK 74006**

Students enrolling in online learning classes will receive an email confirming that they may begin the class after the registrar has processed the enrollment.

### Additional Note

Currently, administrators or supervisors preferring to enroll other employees will need access to the student's email to receive the login password. When completing the enrollment application, a second email may be included by entering a semi-colon (;) between email addresses. Both addresses will receive emails. Emails are sent using a batch function and may take several hours to be sent. If you do not receive the initial application email confirming your application to the class, please check your spam folder and settings. Application/Confirmation/Reminder Emails will come from the USAIAD Training center address: USAIAD.Training@us.abb.com and the subject line may contain Web Enrolled, ABB University Confirmation, or Reminder Letter. Adding \*.abb.com to your safe sender list will ensure you receive all training emails.

For additional information, please contact:

**ABB Inc.**

**Oil & Gas Solutions**

7051 Industrial Boulevard  
Bartlesville, OK 74006

Tel: +1 918 338 4888

Fax: +1 918 338 4699

Email: totalflow.training@us.abb.com

**[www.abb.com/abbuniversity](http://www.abb.com/abbuniversity)**