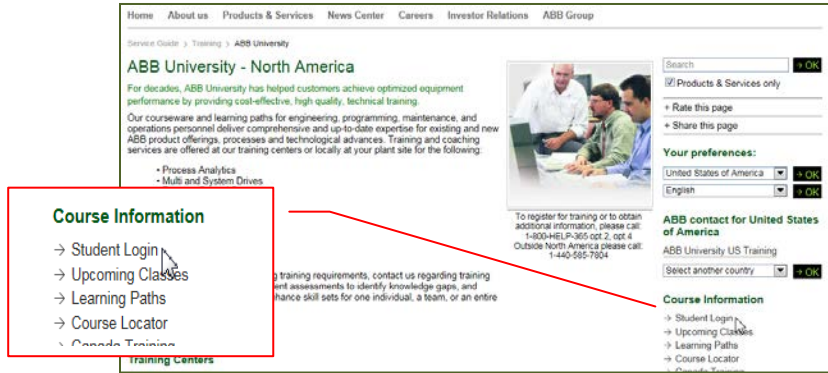
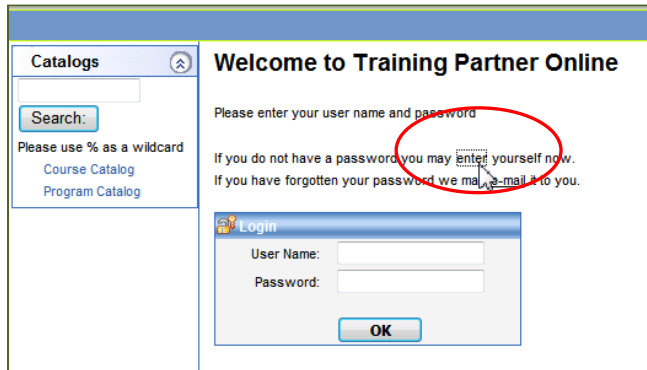


ABB University Online Enrollment

1. Click on the following hyperlink to register for ABB Totalflow training: [ABB University – North America](http://www.abb.com/AbbUniversity/).
If unable to use the link above, please copy and paste the following Internet address into the browser window: http://www.abb.com/AbbUniversity/
2. Students new to the ABB University web site will need to register first before the enrollment process can begin.
 - a. Under Course Information, click **Student Login**.



- a. Click **enter** to add a new student.



- b. Fill out the student information form. Required fields are identified with an asterisk (*). Click **OK** when finished.

The screenshot shows the 'Add new Student' form. The form includes a search bar and a 'Please enter your information. Your password will be E-Mailed to you.' instruction. The 'Student information' section contains the following fields: 'Male' and 'Female' radio buttons, '*First Name:', '*Last Name:', '*Company:' (with '(Official)' text), 'Job Title:', '*E-Mail:', 'Phone:', '*Country:' (dropdown menu), and a 'Comments' text area. An 'OK' button is at the bottom.

3. Password emails will come from the Training Partner support address: tp.support@in.abb.com, and the subject line will include **Training Partner Online Password**. If the user does not receive this email, please check the spam folder, the spam settings, and then verify the accuracy of your email address in Training Partner.
4. Return to the Student Login screen, and using the email address as the user name and the password received by email, login.
5. Courses may be located typing **TFL%** into the Catalog search feature. This will return a list of ABB Totalflow classes, both instructor-led and online (web-based) classes. Web-based classes are identified with a lower case (e).

Course Catalog

Please enter the title or code you wish to search for in the course catalog.

Search

Title/Code: TFL%

Filter by Delivery: Any/All

OK

If you did not find exactly what you were looking for, you can expand your search by using the % as a wild card. For example, %acs%600% will return ACS 600, ACS 6000 and so on.

Name	Code	Length	Delivery Method
TFL01 - Basic Flow Computer Unit (FCU) - us	TFL01	3 Days	Instructor-Led Training
TFL01e - Basic Flow Computer Unit (FCU) - us	TFL01e		Web-Based Training
TFL02 - WinCCU32 Basic Central Collection Unit (CCU) - us	TFL02	3 Days	Instructor-Led Training
TFL11 - Advanced XSeries - us	TFL11	3 Days	Instructor-Led Training
TFL13 - NGC8200 Chromatograph Operation - us	TFL13	3 Days	Instructor-Led Training
TFL13-17 - Custom Basic and Advanced NGC8200 Chromatograph - us	TFL13-17	4 Days	Instructor-Led Training
TFL13e - NGC8200 Chromatograph Operation - us	TFL13e		Web-Based Training
TFL16 - Production Automation - us	TFL16	3 Days	Instructor-Led Training
TFL17 - Advanced NGC8200 Chromatograph - us	TFL17	3 Days	Instructor-Led Training

6. To view class details, click on the class name. Web-based classes do not offer class dates; instructor-led classes offer available dates for enrollment.
 - a. To enroll in *Web-based* training, click **Enroll To This Online Event** under Actions.

TFL01e - Basic Flow Computer Unit (FCU) - us

General | Agenda | Prerequisites | Schedule

Details

Name: TFL01e - Basic Flow Computer Unit (FCU) - us
 Code: TFL01e
 Length:
 Delivery: Web-Based Training
 Price: 0.00 USD

Description

Actions

Enroll To This Online Event

- b. To enroll in *instructor-led* training, select the date and location preferred. Please note the number of available seats. Class sizes are limited to eight students. As shown in the example below, the first class listed has only two remaining seats available. To select the class, click the corresponding **Apply** link to the right.

TFL01 - Basic Flow Computer Unit (FCU) - us

General | Agenda | Prerequisites | Schedule

Upcoming Schedule

List View | Calendar View

Dates	Location	Free Seats	
2011/10/25-2011/10/27	Bartlesville, OK	2	Apply
2011/11/29-2011/12/01	Bartlesville, OK	8	Apply
2012/01/10-2012/01/12	Bartlesville, OK	8	Apply
2012/02/07-2012/02/09	Natrona Heights, PA	8	Apply
2012/02/21-2012/02/23	Liberal, KS	8	Apply
2012/03/20-2012/03/22	Houston, TX	8	Apply
2012/04/03-2012/04/05	Midland, TX	8	Apply

7. See Step 7a for web-based training or Step 7b for instructor-led training.

- a. When enrolling in web-based training, no other information is required; however, class lessons may not be viewed until the registrar has confirmed the request. ABB Totalflow classes are only available to customers and end users of ABB Totalflow products. Upon approval, an email will be sent to the student's email and lesson units will be visible to the learner at that time.

TFL01e - Basic Flow Computer Unit (FCU) - us (10/12/2011)

You have successfully applied for this event and received the status listed below.

Information

Learner: Baker, Jeanie
 Course: TFL01e - Basic Flow Computer Unit (FCU) - us
 Date: 10/12/2011
 Status: Applied Online
 Applied: 10/12/2011 - 2:45 AM

Note: This enrollment is not confirmed. Units will become visible once this enrollment is confirmed

[Cancel Enrollment](#)

- b. If instructor-led training is selected, additional information for billing is required. All required fields are identified with an asterisk (*).

Course

Name: Basic Flow Computer Unit (FCU)
 Price: 1000.00 USD

Student Information

Job Title: _____
 Phone: _____
 ----- Company Details -----
 *Company: _____
 *Address: _____
 *City: _____
 State/Province: _____
 *Postal Code: _____
 *Country: - Select Country - _____
 ----- Invoice Information -----
 *Payment type: - Select Payment Method - _____
 PO No./ _____
 Project No./ _____
 Coupon code _____
 For Credit Card payments please contact the Call Center at 800-HELP-365 Option 2, then Option 4

- Select Payment Method -
 - Select Payment Method -
 Check
 Coupon
 Department
 Grant
 Purchase Order

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

- **Purchase Order** should be selected for customers who have pre-established credit accounts. If your company requires a PO number for payment, it 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.
- **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 below).

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

ABB, Inc.
Attn: Training Coordinator
7051 Industrial Blvd.
Bartlesville, OK 74006

- **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 at class time.

Students enrolling in instructor-led classes will receive an email confirming the application to attend the class. This does not constitute a confirmation. Final Confirmation will be emailed once credit and attendance are approved by the registrar.

Students enrolling in online learning classes will receive an email confirming that they may begin the class after the registrar has processed the enrollment. Confirmation emails will come from Jeanie.baker@us.abb.com.

ADDITIONAL NOTES:

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 up to 3 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.