SCENARIO
LOGGING IN, OVERVIEW

User logs in, checks the tabs and account settings.

Log in and review the tabs


2. Click the Sign In button.

NOTE: In case of logging window does not appear, follow the instructions included in: KB13 - Login Issue - IE Configuration

3. If you are internal user or ABB Partner and already have an ABB account (your email address ends with ‘abb.com’) log in using SSO by clicking Company Login.

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

4. If you do not have an account, you should create it on MyABB Portal (https://myportal.abb.com).

User is connected to ABB network

You have successfully logged in to ExpertusONE.
User is not connected to ABB network

You will be redirected to ABB log in page.

Provide your credentials to marked fields and click Login.

You have successfully logged in to ExpertusONE.

LEARNER

As a Learner you will be able to display:

1. Home tab - this is ExpertusONE’s starting page. You will find here:
2. My Learning tab - this is the first page you will see after logging in. You will find here: My Enrollment panel with your Courses’ enrollments details; My Programs with the same informations for your Training Plans and Announcements; My Calendar and My Transcript panels.
3. **Catalog tab** - contain all the Courses and Training Plans available for you.

4. **Profile tab** - providing your account editable Details. You can check there your: Skills, Activities, Certificates, received Points and also look for other users' profiles in the Users panel.
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.
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.

ADMINISTRATOR

As an Administrator, you will be able to see all the Learner’s tabs, Reports tab and an extra Administer tab.
1. **Administer tab** - containing Learning, People, Survey, Assessment, Manage and Commerce sections, wherein you are able to create and manage particular content.

User panel and account settings

Alongside with the tabs, ExpertusONE users are also able to see the user panel at the right side on the top of the page. The system displays the 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.

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 all your recent orders and invoices for priced learnings.

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