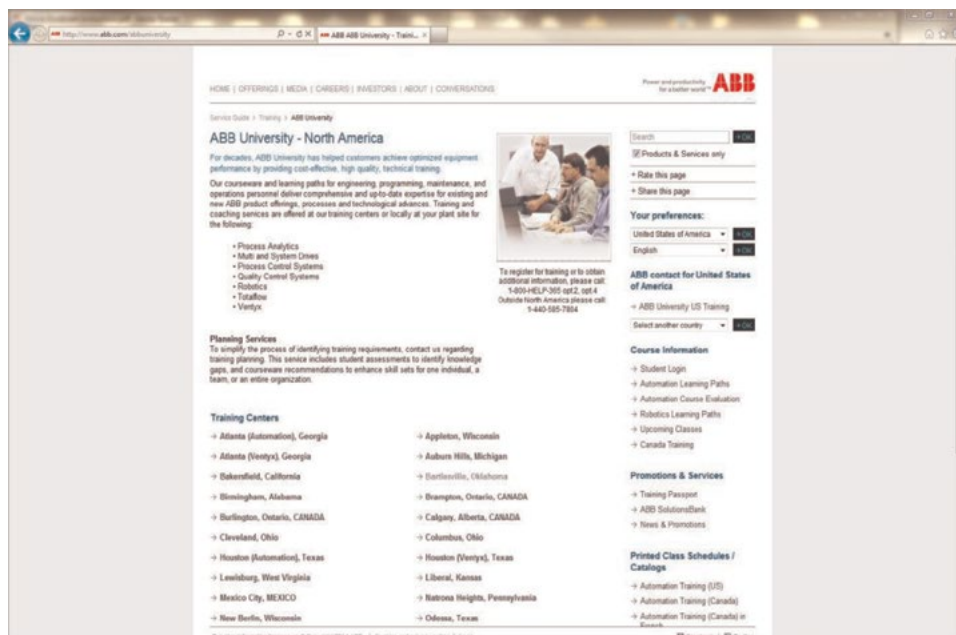


# Enrollment instructions

## How to enroll in Totalflow training courses

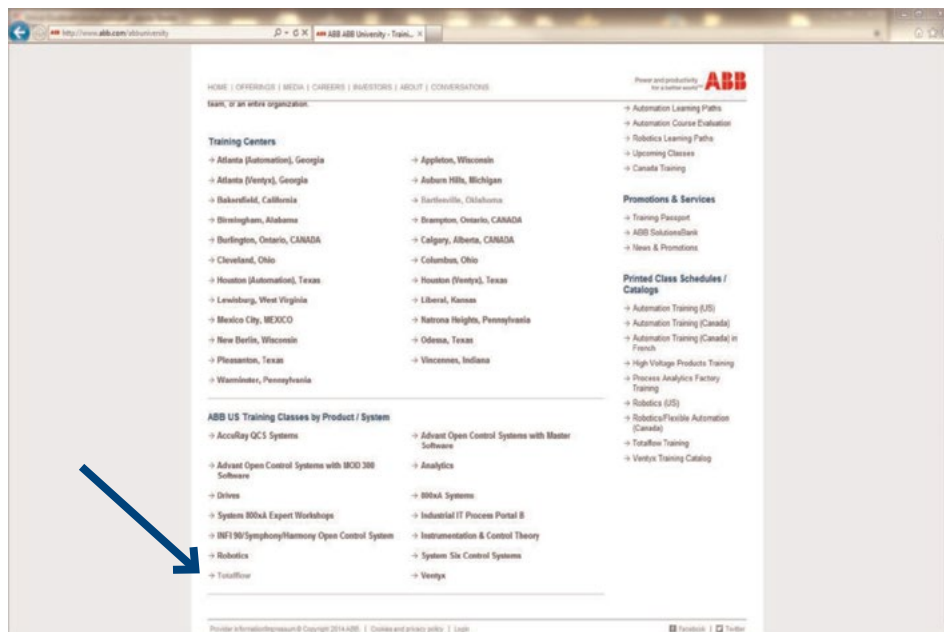
### Step 1

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



### Step 2

Scroll to the bottom and click "Totalflow".

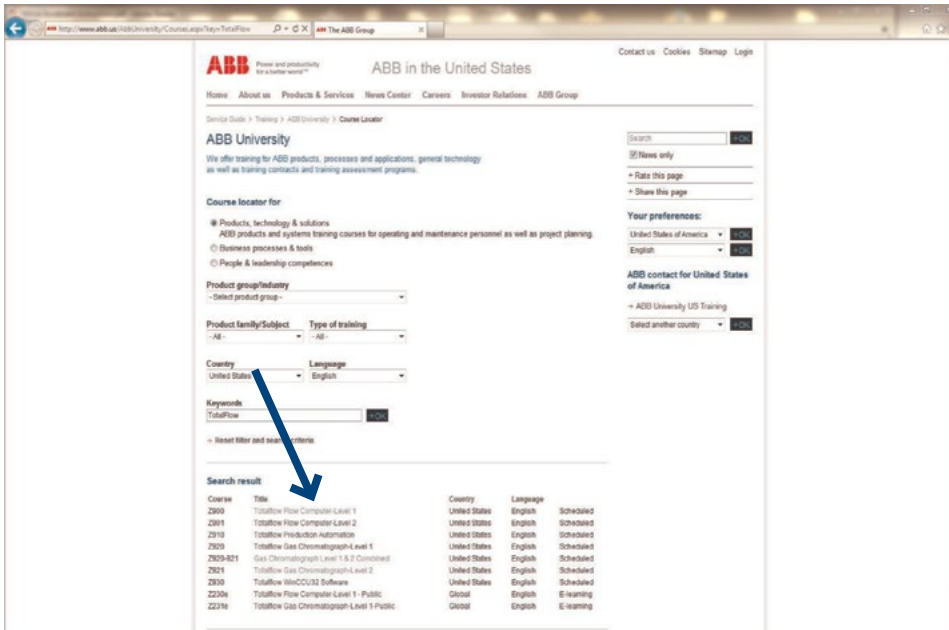


# Guide for new students

## How to enroll in training courses

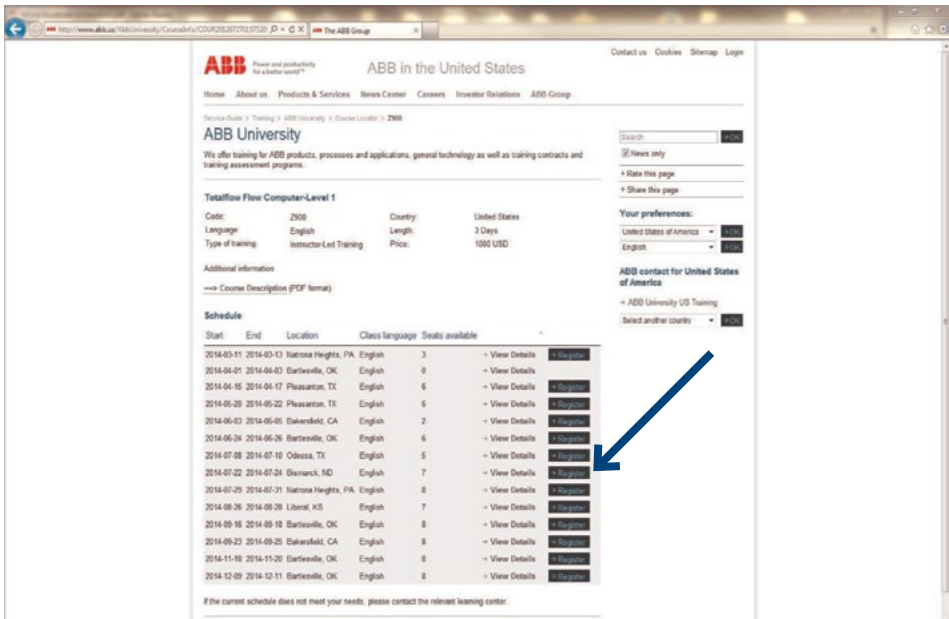
### Step 3

Click the course you are interested in attending.



### Step 4

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



## Step 5

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

ABB Power and productivity for a better world™

Home About ABB Products and services News center Careers Investor center

Mobile version Cookies Sitemap Login

### 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\*

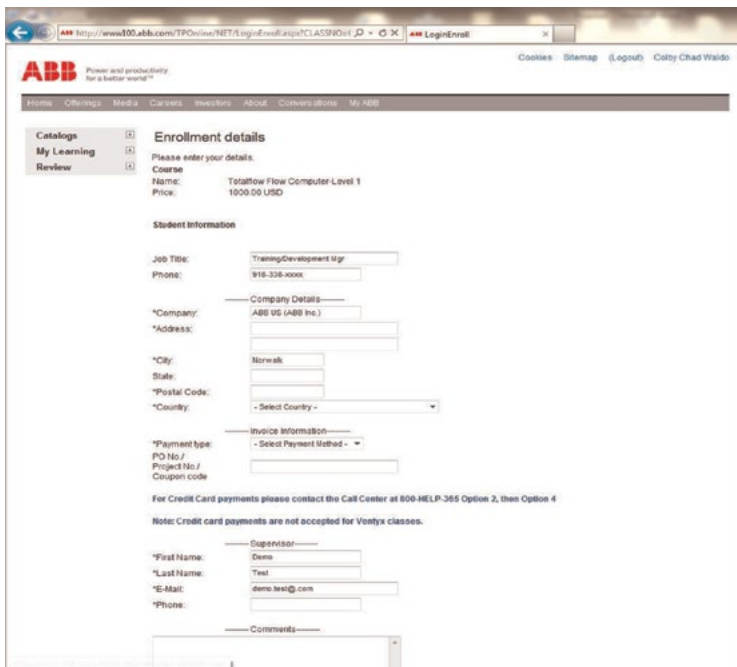
I have read and agree to the ABB Privacy Policy

# Guide for new students

## How to enroll in training courses

### Step 7

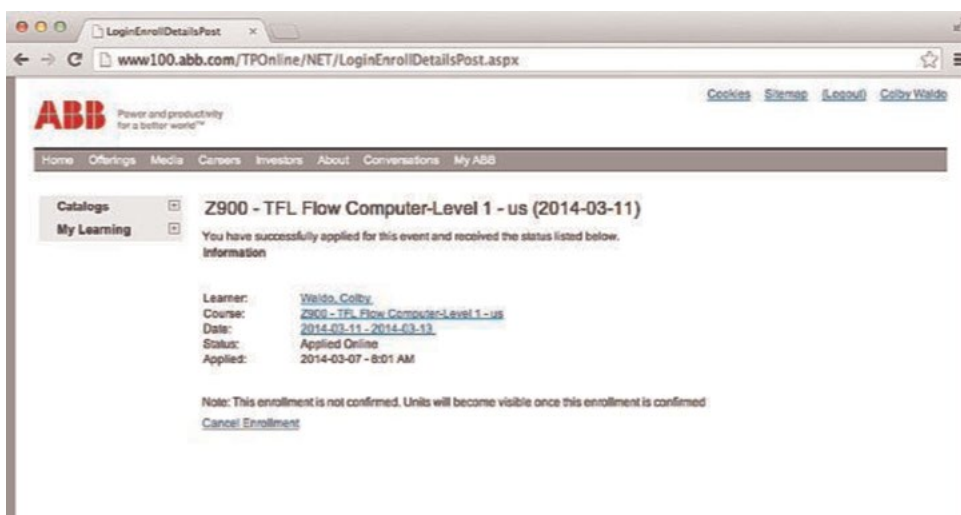
Fill out the Enrollment details and Payment type, then click "OK".



The screenshot shows the ABB enrollment form. The course selected is "Totalflow Flow Computer Level 1" with a price of 1000.00 USD. The form includes sections for Student Information (Job Title, Phone), Company Details (Company, Address, City, State, Postal Code, Country), and Invoice Information (Payment type, PO No./Project No./Coupon code). A note states that credit card payments are not accepted for Vestyx classes. There are also fields for Supervisor (First Name, Last Name, E-Mail, Phone) and a Comments section.

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 ABB enrollment confirmation page. The course title is "Z900 - TFL Flow Computer-Level 1 - us (2014-03-11)". The message states: "You have successfully applied for this event and received the status listed below." The enrollment details are as follows:

Learner:	Waldo, Colby
Course:	Z900 - TFL Flow Computer-Level 1 - us
Date:	2014-03-11 - 2014-03-13
Status:	Applied Online
Applied:	2014-03-07 - 8:01 AM

A note states: "Note: This enrollment is not confirmed. Units will become visible once this enrollment is confirmed." There is a link for "Cancel Enrollment".

## 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.**  
**Upstream Oil & Gas**  
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)**

# Contact us

## **ABB Inc.**

### **Upstream Oil & Gas Process Automation**

Toll-free: + 1 800 442 3097

Quotes: [totalflow.inquiry@us.abb.com](mailto:totalflow.inquiry@us.abb.com)

Orders: [totalflow.order@us.abb.com](mailto:totalflow.order@us.abb.com)

Training: [totalflow.training@us.abb.com](mailto:totalflow.training@us.abb.com)

Support: [totalflowsupport@us.abb.com](mailto:totalflowsupport@us.abb.com)

### **Upstream Oil & Gas Main Office**

7051 Industrial Boulevard

Bartlesville, OK 74006

Ph: +1 918 338 4888

### **Upstream Oil & Gas California Office**

4300 Stine Road, Suite 405-407

Bakersfield, CA 93313

Ph: +1 661 833 2030

### **Upstream Oil & Gas Kansas Office**

2705 Centennial Boulevard

Liberal, KS 67901

Ph: +1 620 626 4350

### **Upstream Oil & Gas Texas Offices**

3700 West Sam Houston

Parkway South, Suite 600

Houston, TX 77042

Ph: +1 713 587 8000

3900 South County Road 1290

Odessa, TX 79765

Ph: +1 432 563 5144

150 Eagle Ford Road

Pleasanton, TX 78064

Ph: +1 830 569 8062

[www.abb.com/upstream](http://www.abb.com/upstream)

## Note

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