

FIRST STEPS IN MYLEARNING

User gets to know how to log in to ABB MyLearning, how to navigate in the system, what are the basic roles, functionalities and rules, where to find basic necessary data, what are the basic possible activities in the system and also how to adjust account settings and get the support if necessary.

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What is MyLearning?

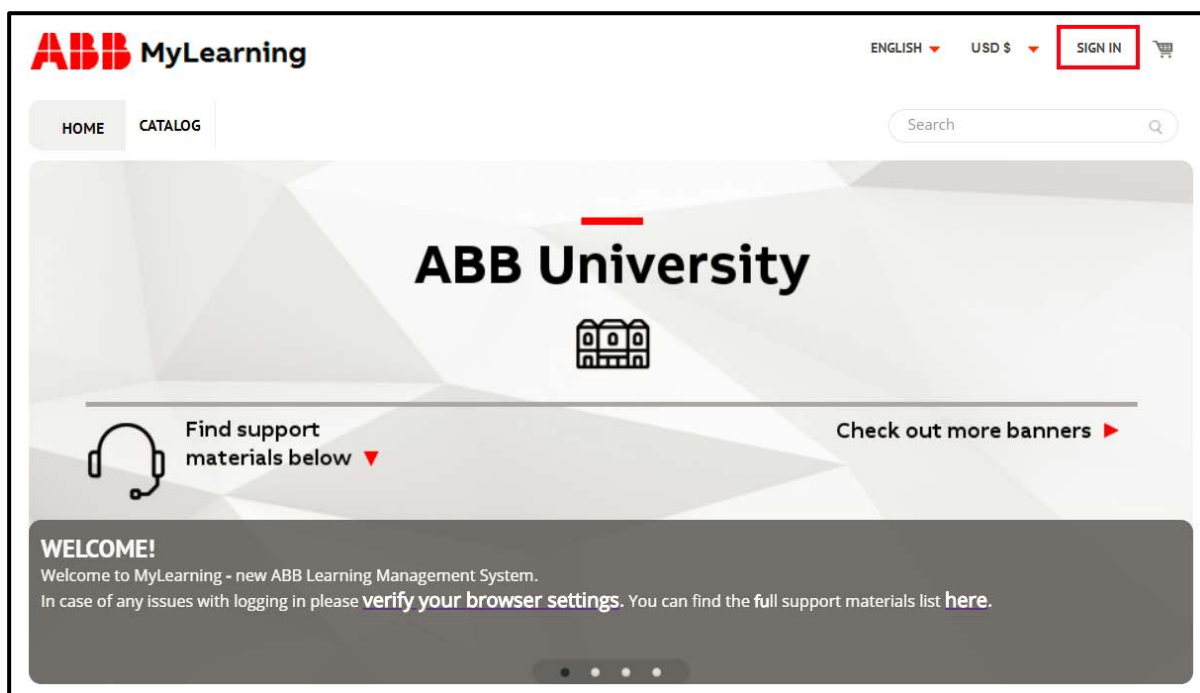
ABB MyLearning is the completely new, global Learning Management System developed for ABB employees & customers utility. The tool replaced old Training Partner along with similar systems that had been used locally by some of ABB departments before.

MyLearning helps ABB to deliver a superior LMS experience that enables adoption, speeds compliance and significantly improves training effectiveness. The platform supports knowledge transferring process, organizing & scheduling live or F2F training sessions and also tracking & verifying Student's progress in training material. In addition to the full range of standard LMS functionalities - as a cloud solution, our tool offers online & offline access, regardless of you are using desktop or mobile devices. Find out more about MyLearning [here](#).

Check out our mobile app available for [Android](#) & [iOS](#) devices.

Logging in to MyLearning for Internal and External Users

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. You will be logged in automatically with SSO.



NOTE: In case of troubles with logging in to the system, follow the instructions included in the [LOGGING ISSUE & CONFIGURE BROWSER Job Aid](#) file available in ABB Library.

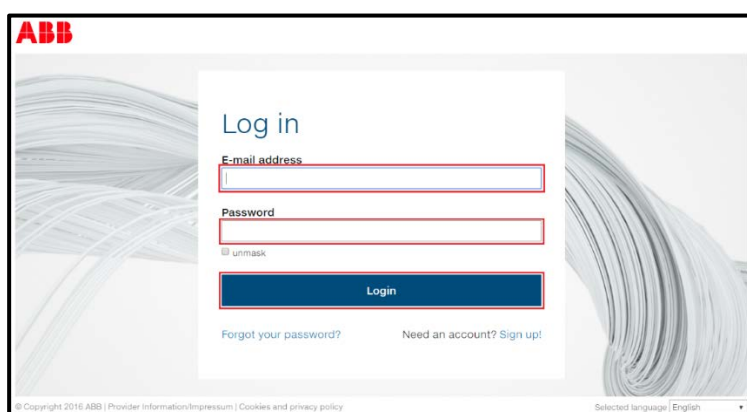
NOTE: **SSO (Single Sign-On)** – an authentication process that allows a User to access multiple application with one set of login.

User is connected to ABB network and already has got MyABB account

You have successfully logged into MyLearning.

User is not connected to ABB network or does not have MyABB account

You will be redirected to ABB log in page.

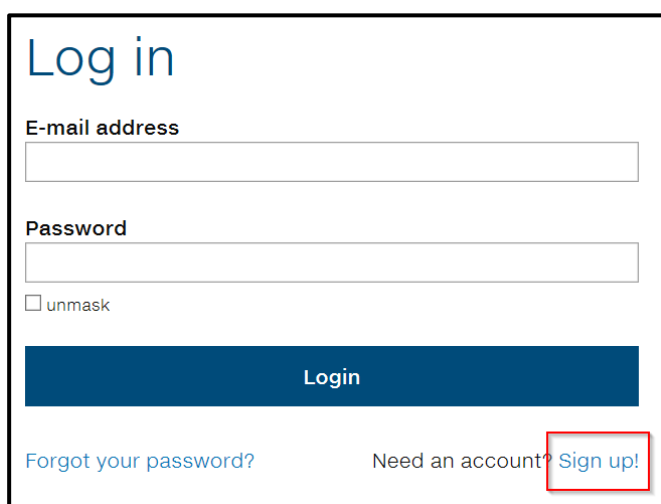


Provide your credentials in the marked fields and click **Login**.

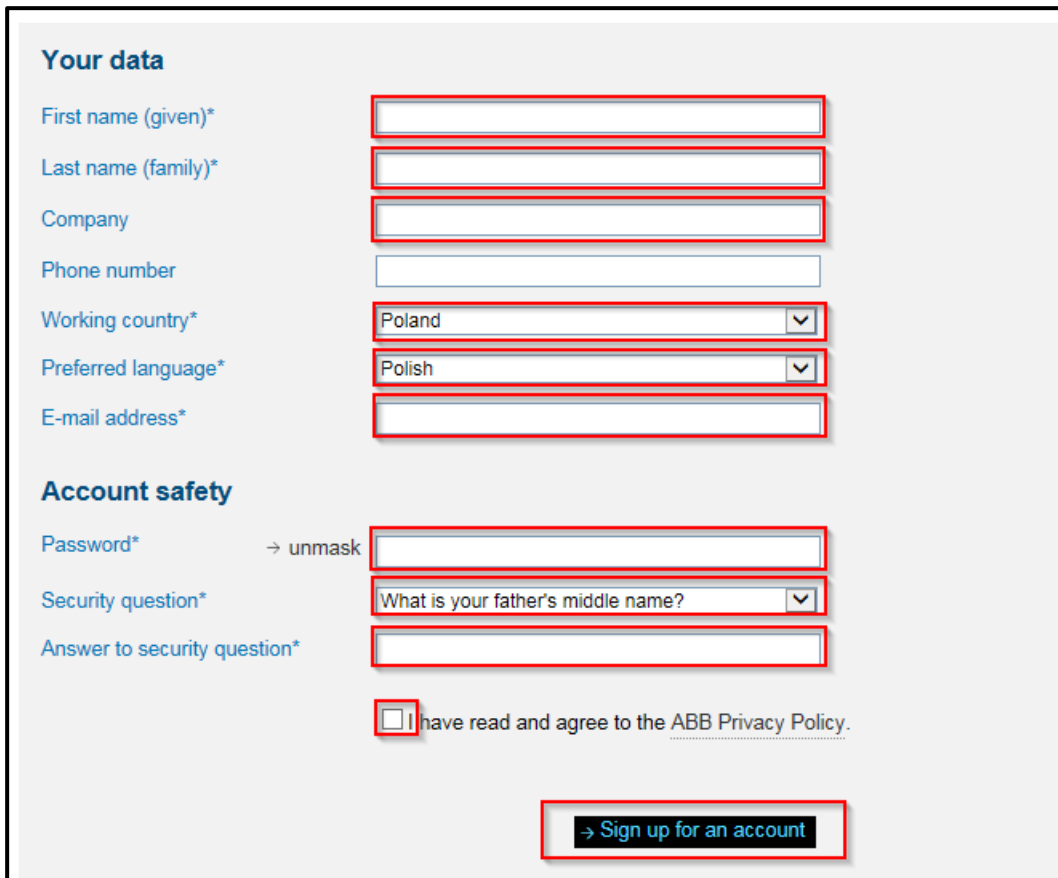
If you **do not have** MyABB account yet, please create one following the steps below.

How to set up MyABB account (for External Users)

1. In order to create an account, please click **Sign up!**



2. Provide necessary information into marked fields and click **Sign up for an account**.



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](#).

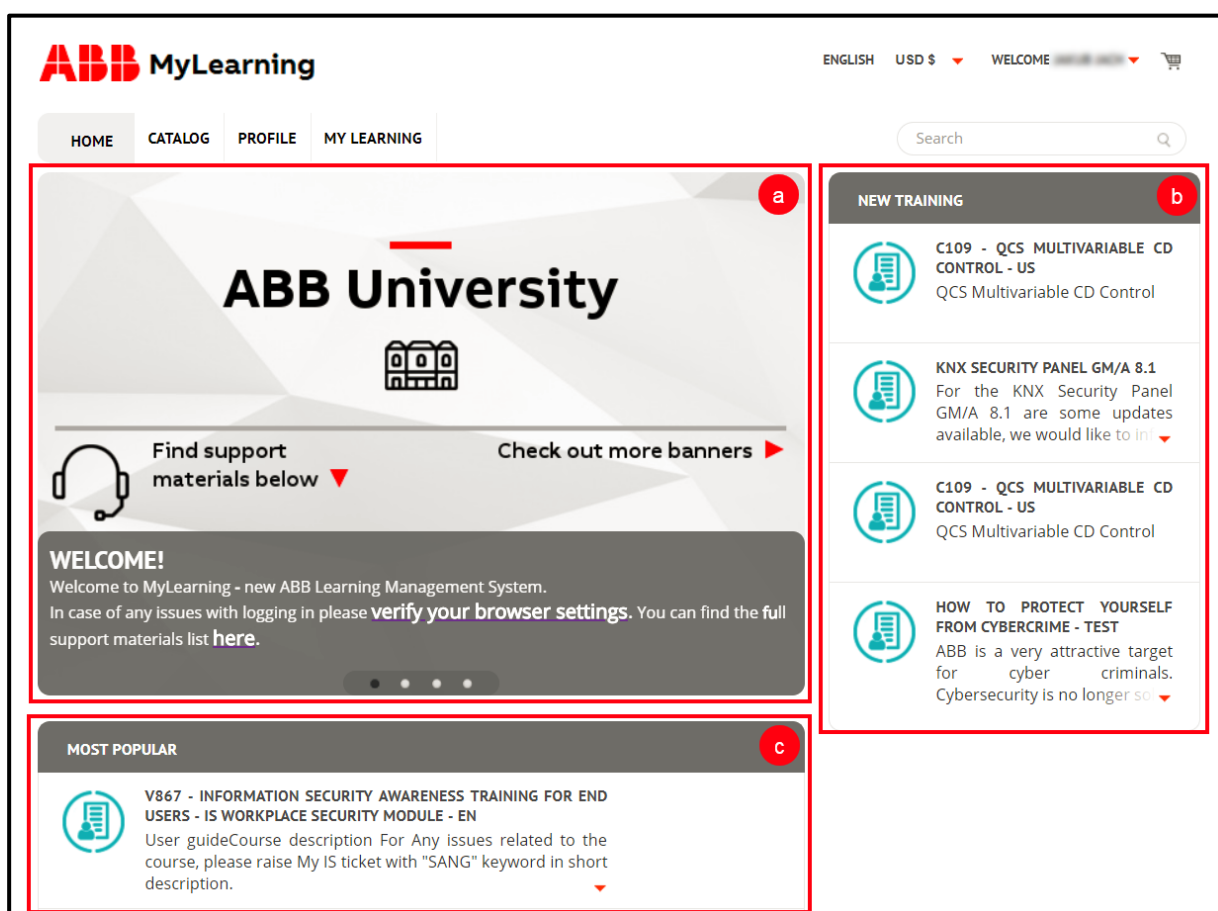
[→ Sign up for an account](#)

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 logging in page (from the picture under point no. 1).

Home tab

In the **Home** tab, after logging in, you will find:

- Banner** section, presenting banners (that were optimized for you basing on settings defined by Administrator) in a sequence
- New Training** panel, listing newly created Courses and Training Plans
- Most Popular** panel, showing you which Courses and Training Plans are the most frequently registered recently



The screenshot displays the ABB MyLearning Home tab. At the top, there is a navigation bar with 'HOME', 'CATALOG', 'PROFILE', and 'MY LEARNING' tabs. The 'HOME' tab is active. To the right of the navigation bar, there is a search bar and a 'WELCOME' message. The main content area is divided into three sections: a large banner for 'ABB University' with a 'Find support materials below' link, a 'NEW TRAINING' panel listing courses like 'C109 - QCS MULTIVARIABLE CD CONTROL - US' and 'KNX SECURITY PANEL GM/A 8.1', and a 'MOST POPULAR' panel listing 'V867 - INFORMATION SECURITY AWARENESS TRAINING FOR END USERS - IS WORKPLACE SECURITY MODULE - EN'.

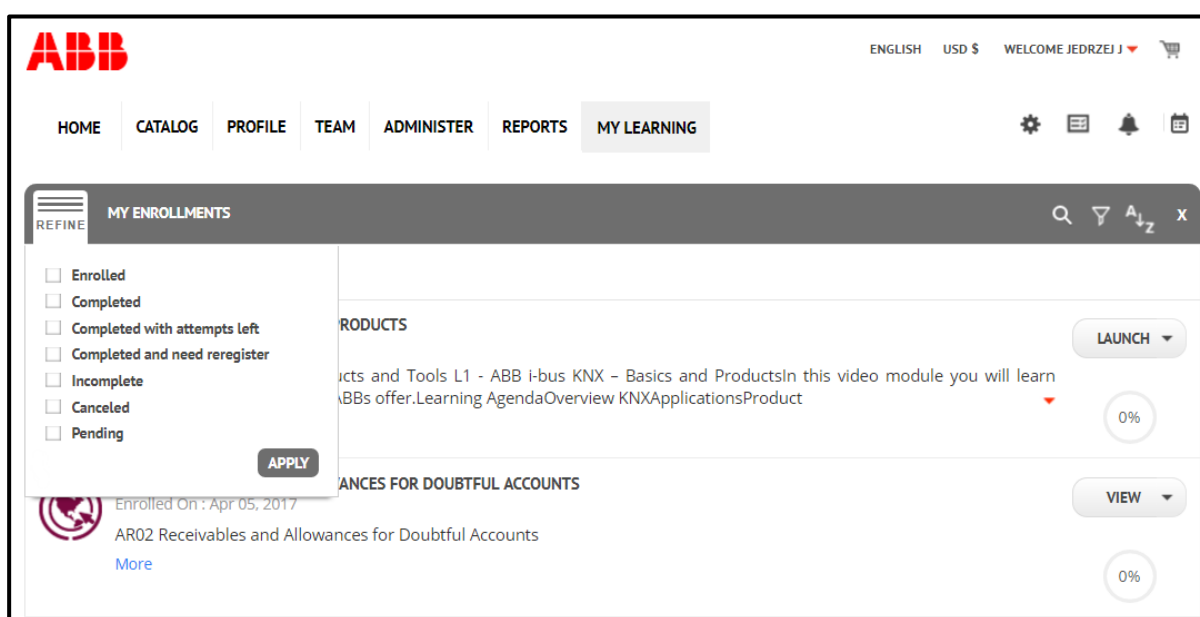
NOTE: After logging in to the system, you will be redirected to the MyLearning section automatically. Please do not worry if you cannot see the Home tab as the first tab displayed to you after logging it. It is expected behavior of the system.

NOTE: The view in ABB MyLearning is always adjusted to the privileges and accesses that particular Users have in the system. The main difference here is Catalog visibility settings and the number of available tabs. The picture above shows the view for standard **Student**. Depending on the roles (e.g. Manager, Instructor, Administrator) in the system, the amount of tabs might fluctuate between **4 and 7 tabs maximally**.

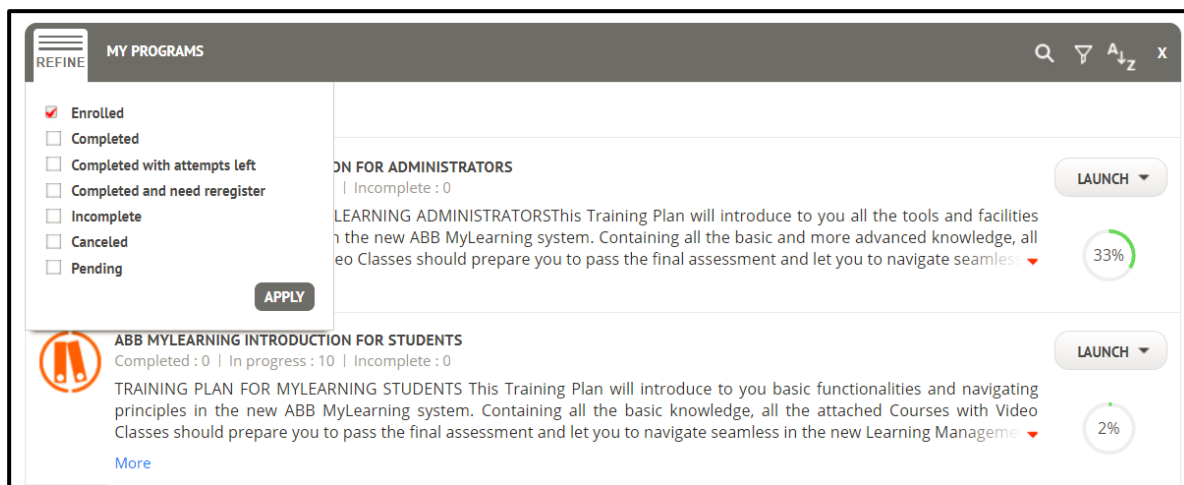
My Learning tab

In the **My Learning** tab, you will find following panels:

1. **My Enrollments** – displaying your Courses' enrollments details. My Enrollment panel allows you to display your trainings by **7 refining options**:
 - **Enrolled** – showing currently happening and still actual Courses
 - **Completed** – showing finished Courses
 - **Completed with attempts left** – showing the Courses that you still have more content attempts to go
 - **Completed and need reregister** - expired compliance Course that User is required to re-register and complete to stay compliant
 - **Incomplete** – showing unfinished Courses
 - **Cancelled** – showing Courses cancelled by you, Instructor or Administrator
 - **Pending** – showing Courses with awaiting administration's acceptance to your purchase order



2. **My Programs** – displaying your Training Plan's enrollments details; My Programs panel contains **7 refining options**:
 - **Enrolled** – showing currently happening and still actual Training Plans
 - **Completed** – showing finished Training Plans
 - **Completed with attempts left** - showing the Training Plans that you still have more content attempts to go
 - **Completed and need reregister** - expired Certification Training Plan and User is required to reregister and complete to stay compliant
 - **Incomplete** – showing unfinished Training Plans
 - **Cancelled** – showing Training Plans cancelled by you, the session's Instructor or Administrator
 - **Pending** – showing Training Plans with awaiting administration's acceptance to your purchase order



3. **My Classes** – contains only 2 refine options:

- **Scheduled** – showing the oncoming Classes' session for you as an Instructor
- **Completed** – showing the already finalized Classes which you participated in as an Instructor



NOTE: The Instructor role is required in order to be able to see **My Classes** panel.

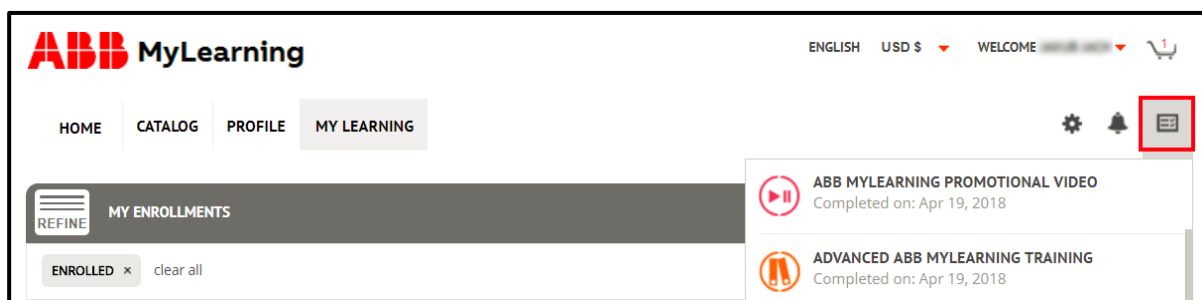
4. In My Learning tab, you can find additionally:

- Announcements** – displaying recently created and important administration announcements



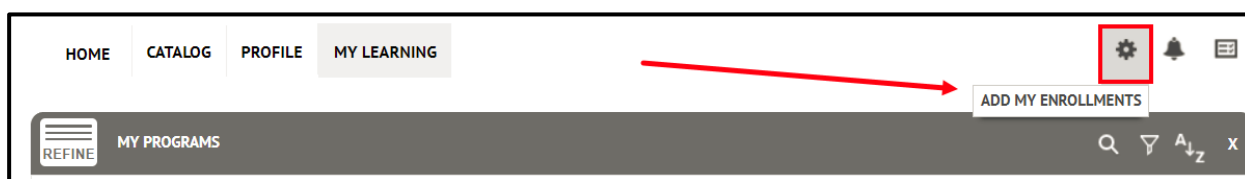
NOTE: If the priority of announcement is defined by Administrator as High, there will be a **red icon**  indicating new announcement in My Learning tab.

- b. **My Transcript** – displaying recently received ABB Certificates sealing particular Course or Training Plan completion



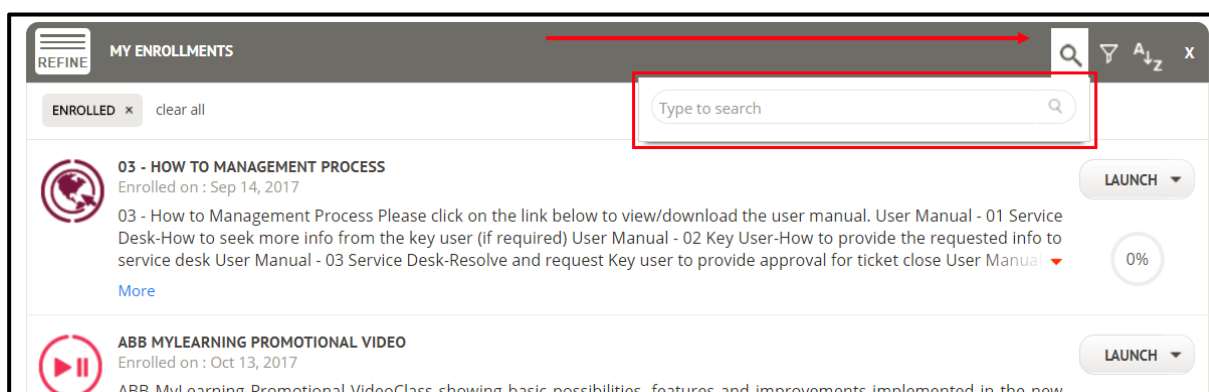
NOTE: It might take couple of seconds for the system to load your Certificates if you have many

- c. **Settings** – this feature lets you to restore panels (My Enrollment, My Programs & My Classes) if they were hidden by clicking the **x** icon.

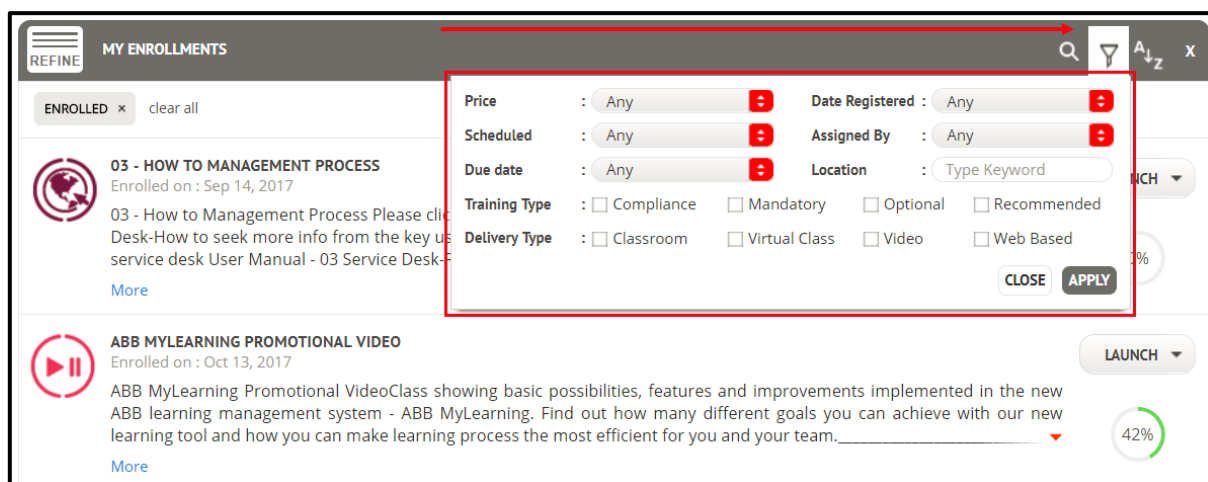


5. Each panel contain the same main functionalities (but with slightly different possible options):

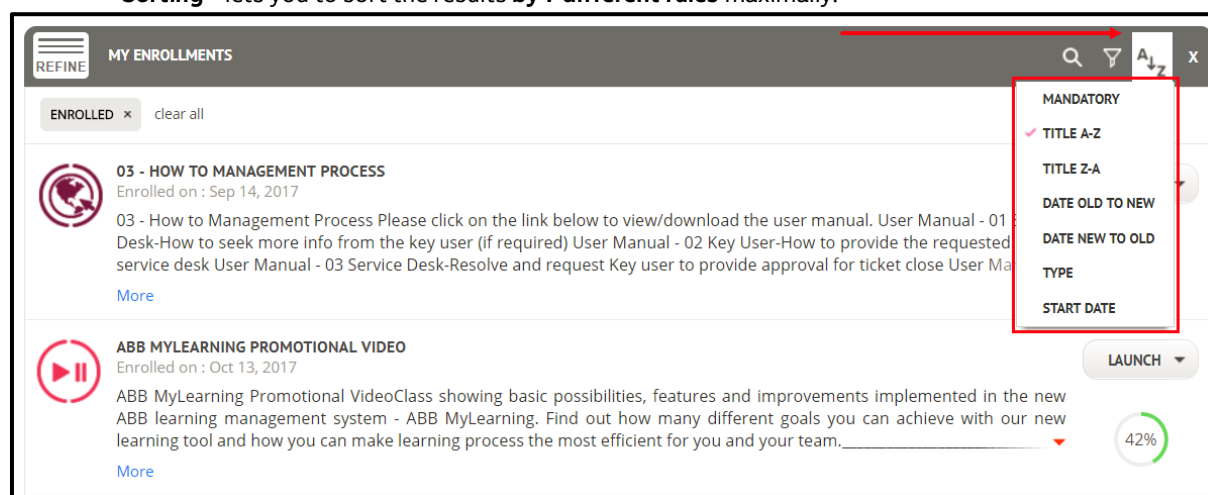
- **Search** – accessible by clicking the **Magnifier** icon. Lets you to type in the name of desired Learning and look for it directly in particular panel.



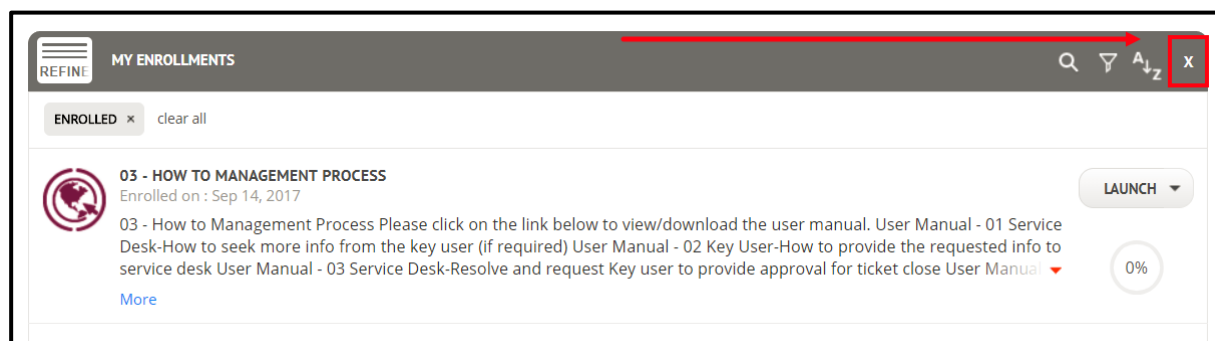
- **Filters** – accessible by clicking the **Funnel** icon. Lets you to refine the results in relevant panel with additional filters such as Training and Delivery Types, Date Registered, Assigned By, Location, Due date, Scheduled and Price values.



- **Sorting** – lets you to sort the results by 7 different rules maximally.



- **Hide** – lets you to hide particular panel by clicking the x icon.



NOTE: You can find more details about My Learning tab in [MY LEARNING TAB job aid](#) available in ABB Library.

Catalog tab overview:

After logging in, you should be able to see all Classes and Training Plans available for you in the Catalog. You are able to:

1. **Sort the results** – using **Sort by** function from the right top of the Catalog panel. You can sort by: **Title, Newly Listed, Start Date** and **Mandatory** options.
2. **Use refine filters** – located on the left side of this page. It helps with looking for the desired learnings more efficiently.
3. **Share the view or Class/Training Plan** – allows you to share the particular Class/Training Plan (**Share** button located next to it) or the whole view of refined results (**Share** button located at the top of the Catalog panel) with others via email or embedded link.
4. **Check particular Class/Training Plan details** – allows you to check the details of particular learning by **clicking on its title**. You are able to peep at the Training Plan, Course, Class and Session details (in Training Plan's view - by clicking little arrows next to particular elements).
5. **Register for a Class/Training Plan**

As you can see there are different icons which represents type of the Class or Training Plan.

Classes



Web-based



Classroom



Video



Virtual Class

Training Plans



Certification



Curriculum

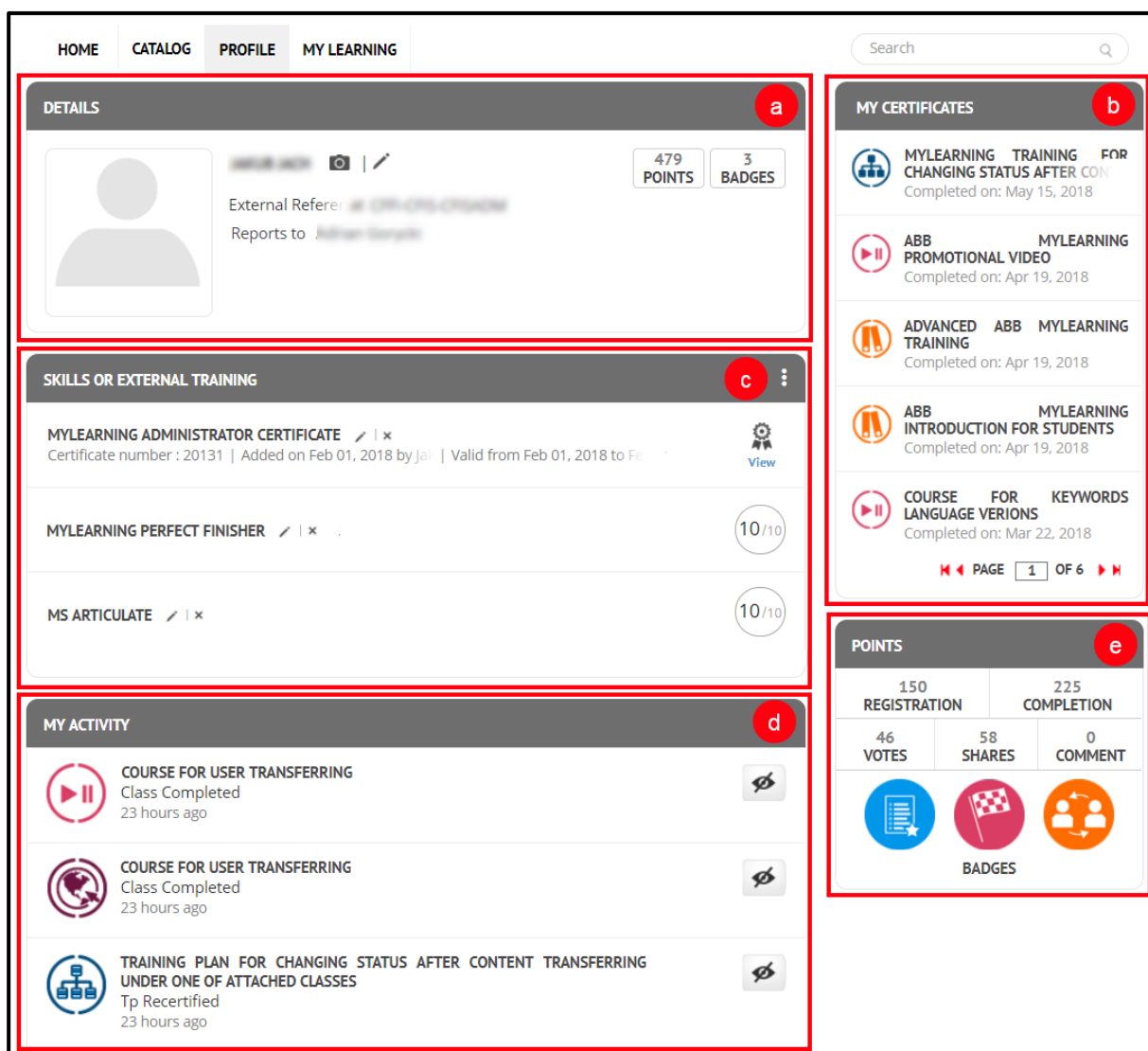


Learning Plan

NOTE: Find out more about Catalog tab in our [REGISTER FOR CLASS OR TRAINING PLAN job aid](#) available in ABB Library. We highly recommend you to check out the [REFINE FILTERS AND SEARCHING BAR job aid](#) also.

Profile tab overview

1. **Profile tab** – providing your profile data that is editable partially. You are able to check and manage there your:
 - a. **Details** – mainly add a photo or short personal description
 - b. **Certificates** – containing all the gathered Certificates for accomplishing Classes & Training Plans in the system
 - c. **Skills or external training** – allowing you to add your Skills or external Certificates (find more details in the [My Certificates section below](#))
 - d. Recent **Activities** in the system – you can review your latest activities in the system and also hide particular ones if necessary by clicking the **crossed out eye icon**
 - e. Received **Points** and **Badges** – showing you how many points and what badges you have gathered for various activities in the system



The screenshot displays the ABB MyLearning Profile tab interface. The top navigation bar includes links for HOME, CATALOG, PROFILE, and MY LEARNING. A search bar is located in the top right corner. The main content area is divided into several sections:

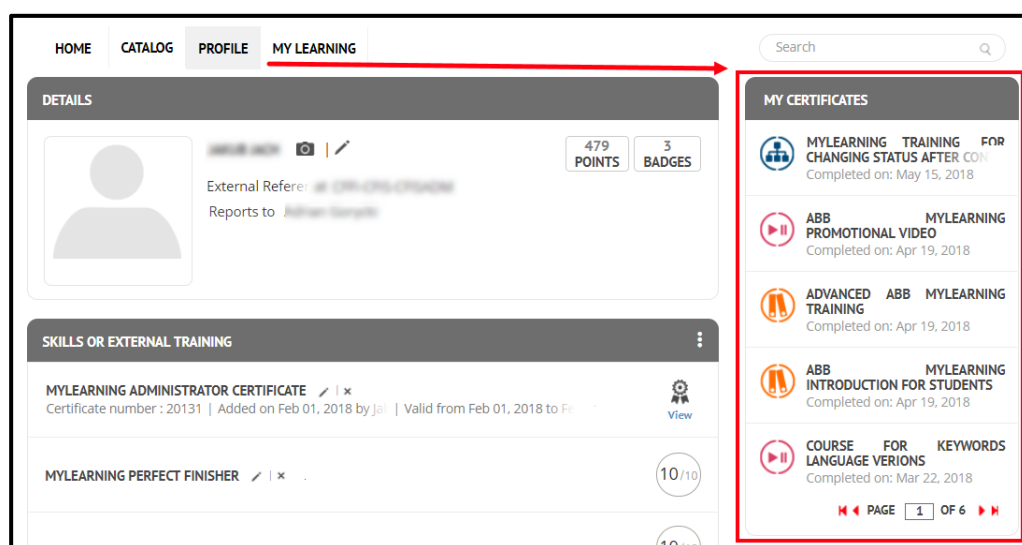
- DETAILS (a):** This section contains a user profile card with a photo placeholder, a name, and an external reference. It also displays the user's current points (479) and badges (3).
- MY CERTIFICATES (b):** This section lists various training modules and certificates, including "MYLEARNING TRAINING FOR CHANGING STATUS AFTER CON", "ABB PROMOTIONAL VIDEO", "ADVANCED ABB MYLEARNING TRAINING", "ABB INTRODUCTION FOR STUDENTS", and "COURSE FOR KEYWORDS LANGUAGE VERSIONS".
- SKILLS OR EXTERNAL TRAINING (c):** This section shows a list of certificates and skills, including "MYLEARNING ADMINISTRATOR CERTIFICATE", "MYLEARNING PERFECT FINISHER", and "MS ARTICULATE".
- MY ACTIVITY (d):** This section displays a list of recent activities, such as "COURSE FOR USER TRANSFERRING" and "TRAINING PLAN FOR CHANGING STATUS AFTER CONTENT TRANSFERRING UNDER ONE OF ATTACHED CLASSES".
- POINTS (e):** This section provides a summary of points and badges, showing 150 registration points, 225 completion points, 46 votes, 58 shares, and 0 comments. It also includes a section for badges.

NOTE: Find out more about Profile tab in [PROFILE TAB job aid](#) available in ABB Library.

My Certificates

Check My Certificates

1. Go to **Profile** tab from the tabs at the top of the page.
2. Now you are able to see your profile details. **My Certificates** panel contains your already gathered Certificates (in MyLearning). It should be accessible on the right side of this page.



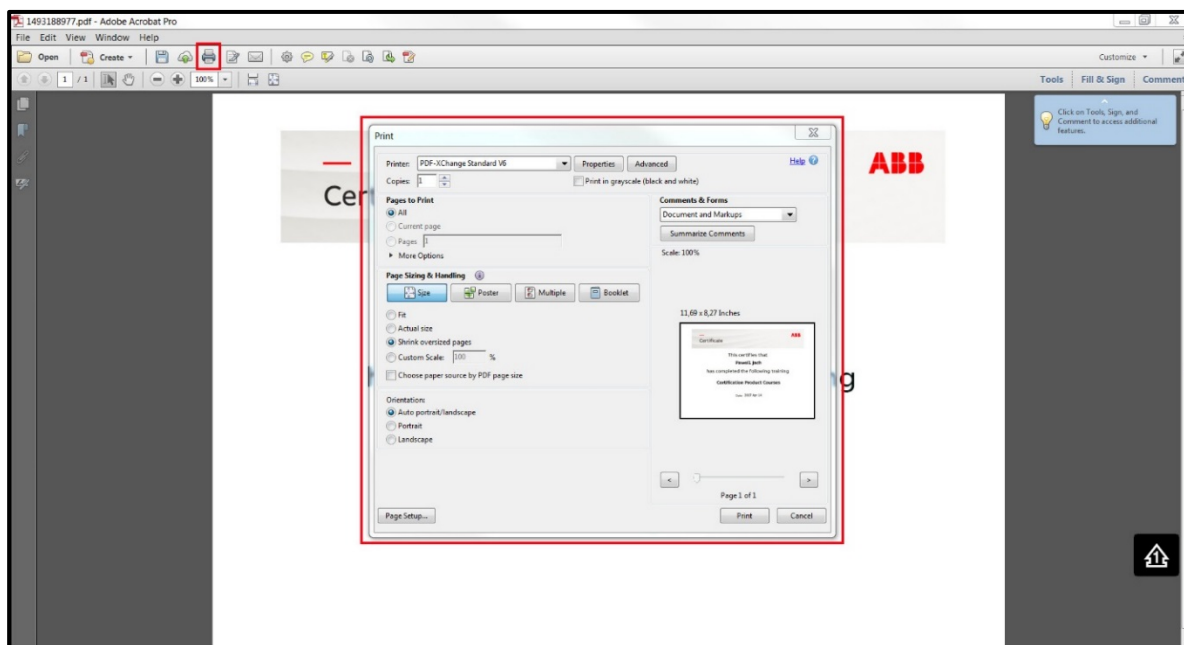
NOTE: You are also able to include the external Certificates in your account. You can do it by clicking the **ellipsis icon** from **Skills or external training** panel and selecting **Add External Training** option.

Print your Certificate

1. Choose the desired certificate from **My Certificates** panel.
2. After the Certificate will show up in your browser, click the **Convert to PDF** button located in the upper right corner and save the file on your computer.



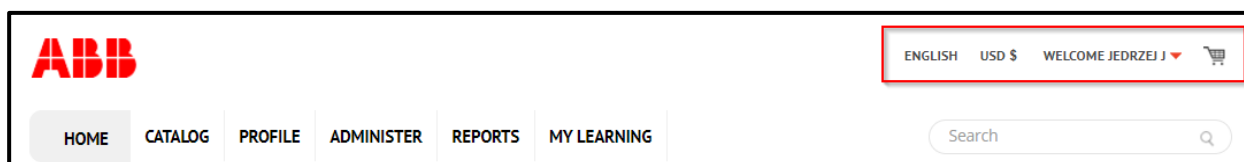
- Now you are able to access the PDF file saved on your computer. Simply open it and then choose the **Print** icon. Adjust the desired printing settings and print your certificate.



NOTE: Your certificate's layout is oriented **horizontally** by default.

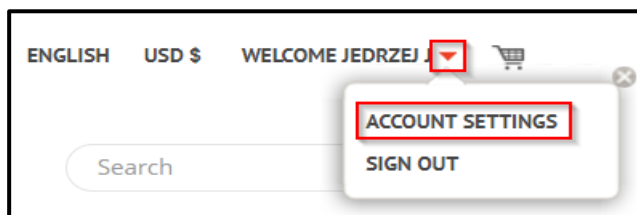
User panel and account settings

Alongside with the tabs, MyLearning Users are also able to see the User panel at the right side on the top of the page. The system displays there current language version and preferred currency.



From this panel you are able to:

- Access your Shopping Cart** – by clicking the **Add to Cart** button (shopping cart experience is fully described in the [REGISTER FOR PRICED CLASS OR TRAINING PLAN](#) job aid).
- Access your Account Settings** – by clicking the **Account Settings** button from the drop-down menu next to your name.



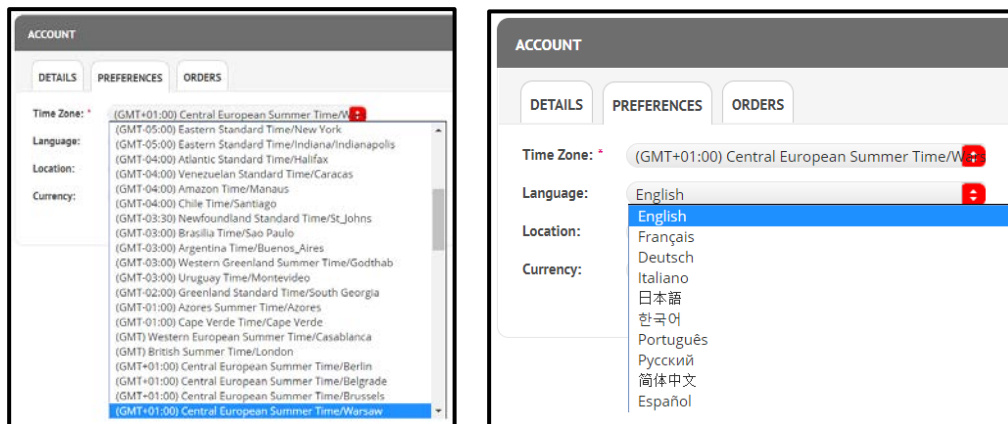
In your Account panel you can find **3 tabs**:

- a. **Details** – editable. You are able to change your personal data details by clicking the **Edit** button.

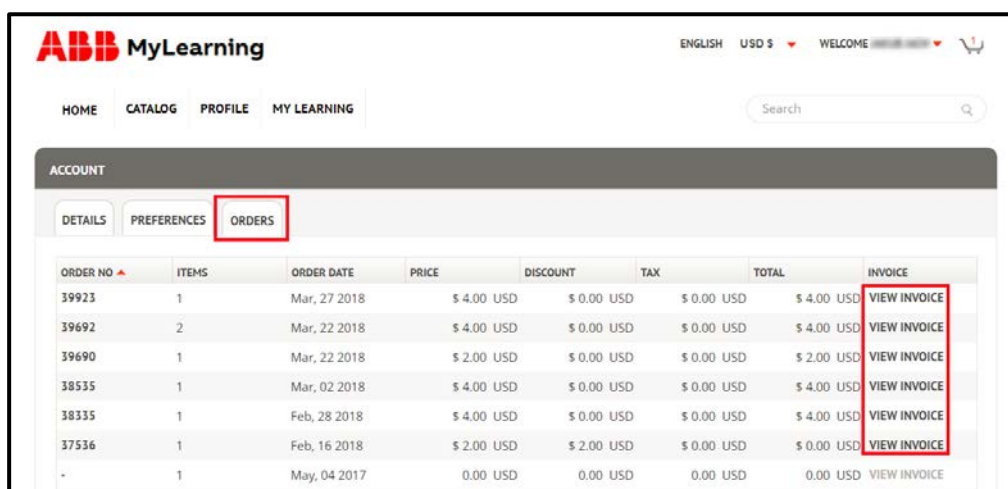
NOTE: It is not allowed to change the email address in the system.

NOTE: The section indicated with a **red asterisk** is visible only if you have an Instructor role in MyLearning.

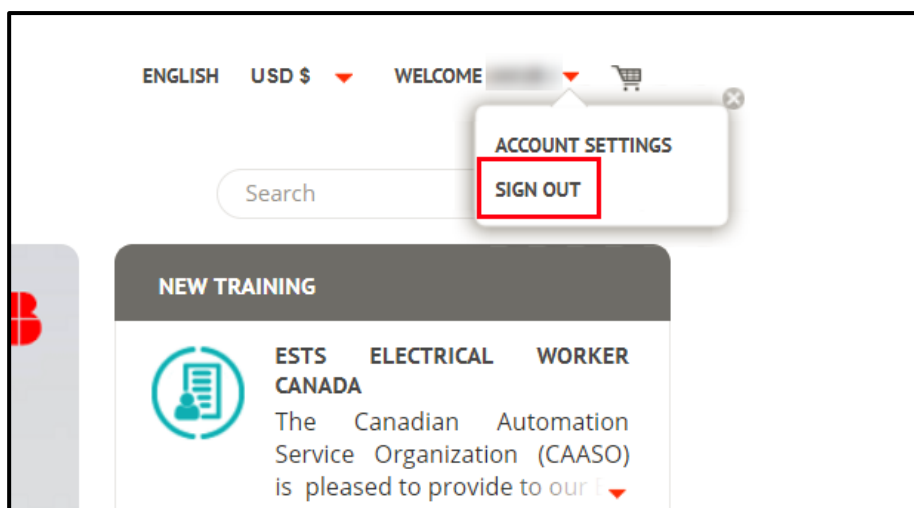
- b. **Preferences** – editable. You are able to set your Time Zone, Language, Location and Currency preferences from this view by clicking the **Edit** button.



- c. **Orders** – not editable. You can view and print all your recent orders and invoices for priced learnings. In order to do that, simply click **View Invoice** next to the desired item on the listing. Details of your invoice will be displayed in new browser window. Under the invoice sheet, you should be able to locate the gray **Print**



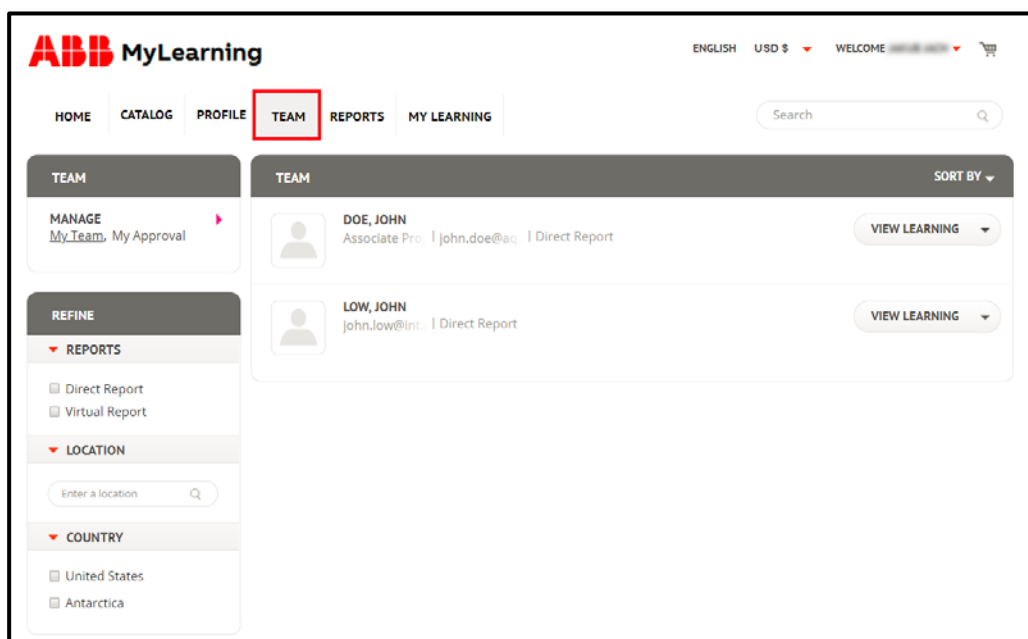
3. **Sign out** – by clicking the **Sign Out** button from the drop-down menu next to your name.



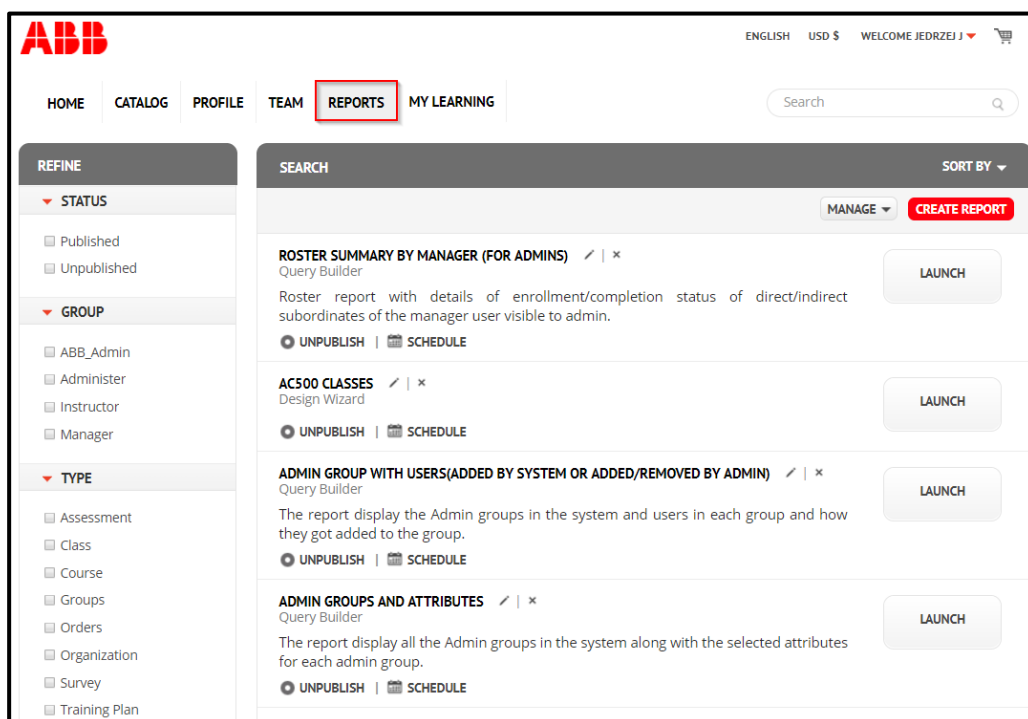
Manager role in the system

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.

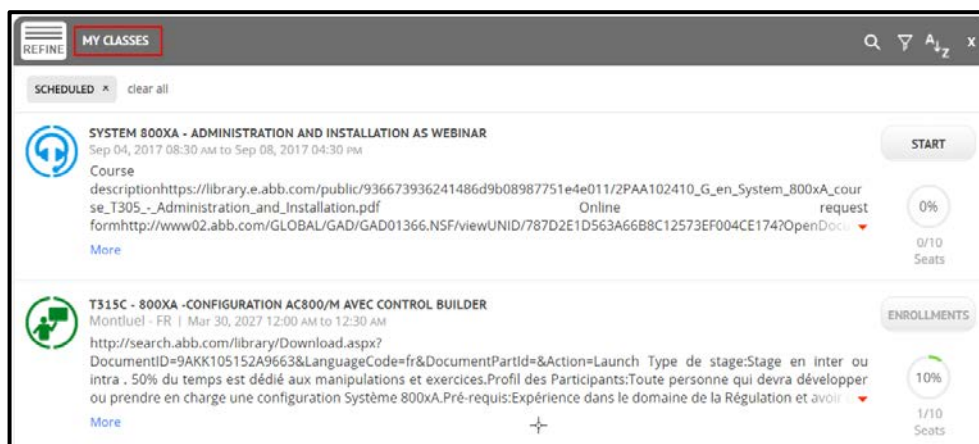


NOTE: You can find more detailed explanation covering Manager's privileges in the system [here](#) and [here](#).

Instructor role in the system

As an **Instructor**, you will be able to display additionally to the Learner's view:

1. An extra **My Classes** panel in the **My Learning** tab.



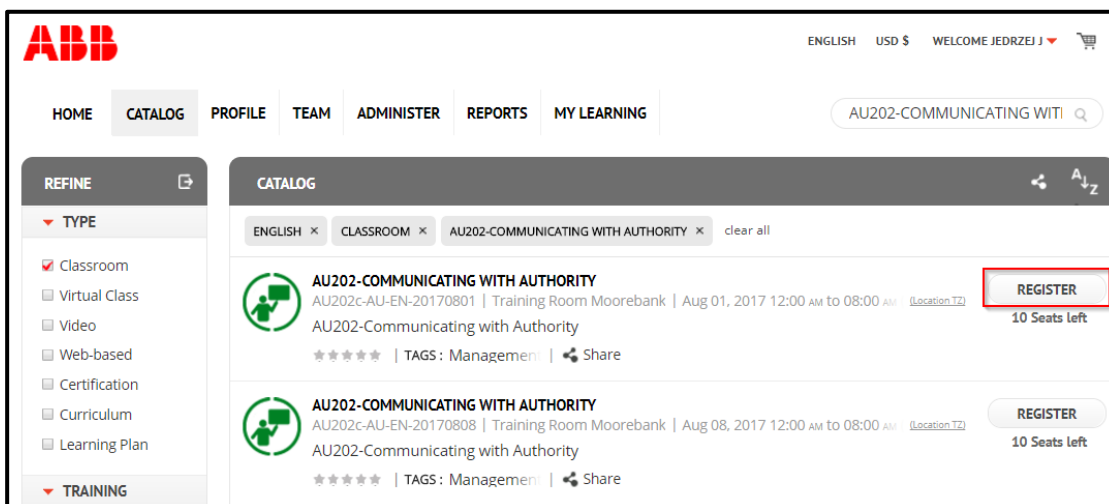
2. **Reports** tab – allows you to run and create your own reports adjusted to the selected requirements.

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

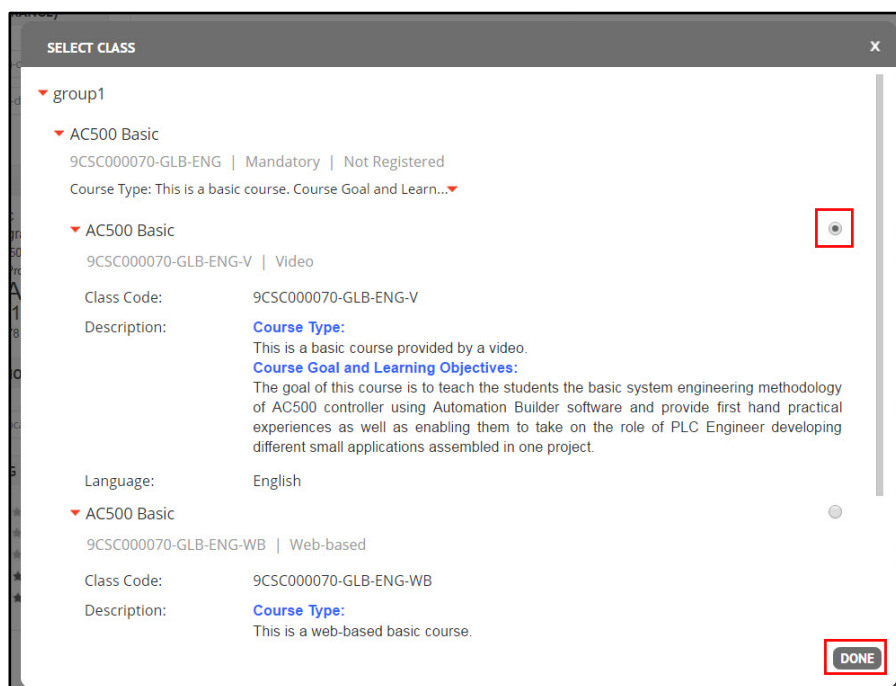
Register for a Class or Training Plan

Non-priced Class / Training Plan

1. Look for the learning that you are interested in by using the **refine filters** or typing in the name or code of the Class/Training Plan in the **searching bar**.
2. In order to **register for a Class**, choose the desired one and simply click **Register** right next to it.



3. In order to **register for a Training Plan** choose the desired one and click the **Register** button:
 - a. If the Courses attached to the Training Plan do not have multiple Classes available, the registration is finished.
 - b. If any of the attached Courses contain multiple Classes, choose the desired ones from the **Select Class** pop-up window. Click **Done** when you are ready. Now you are registered for the Training Plan.



NOTE: The particular Training Plan has to have any Classes available for you in order to register for it.

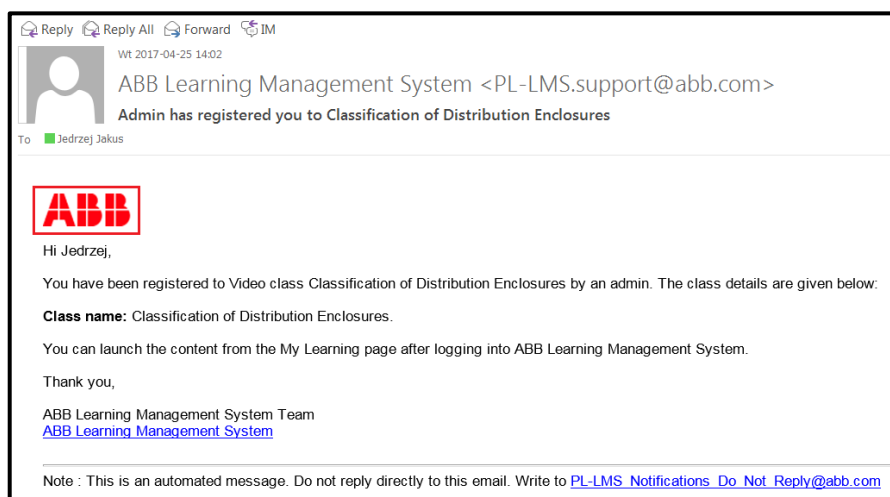
NOTE: Always check all the details before your registration. Note that in some cases the Class details (i.e. language) might be different from Course details etc. so it is recommended to check the whole learning unit on each level before you enroll in it.

NOTE: You can register for a Class waitlist the same way as a normal Class. The only difference will be that the Class has been scheduled in the very far future.

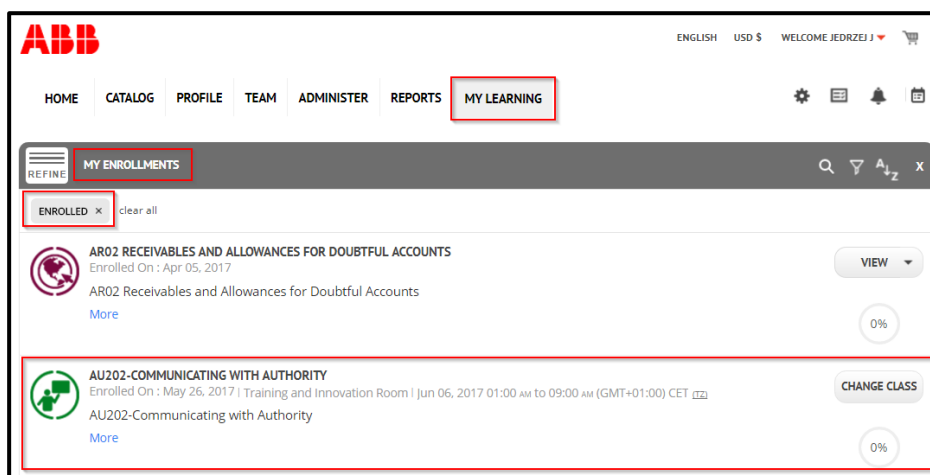
NOTE: After your enrollment (regardless who you were enrolled by) you will receive relevant notification on your mailbox from MyLearning system sealing that the process has been completed successfully.

NOTE: You can find out more about enrolling in trainings in our [REGISTER FOR A CLASS OR TRAINING PLAN job aid](#). You can also check out our [REFINE FILTERS AND SEARCHING BAR job aid](#) to get familiar with using both of these functionalities in Catalog and other system areas.

Check the enrollment



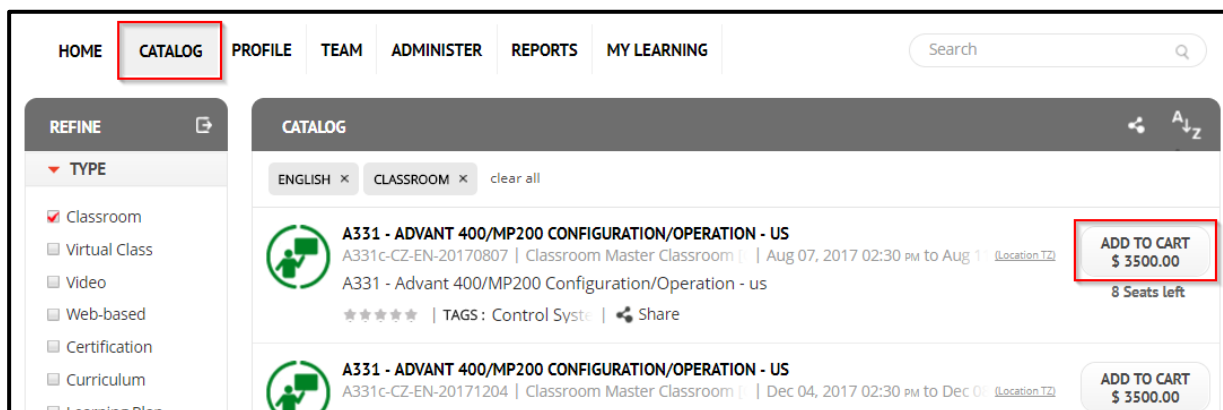
1. Go to **My Learning** tab.
2. You can check your Class enrollment under **My Enrollment** section.



3. To check your Training Plan enrollment, go to **My Programs** section.

Priced Class / Training Plan

1. In the **Catalog** tab, choose the desired Class or Training Plan and click the **Add to Cart** button right next to it.



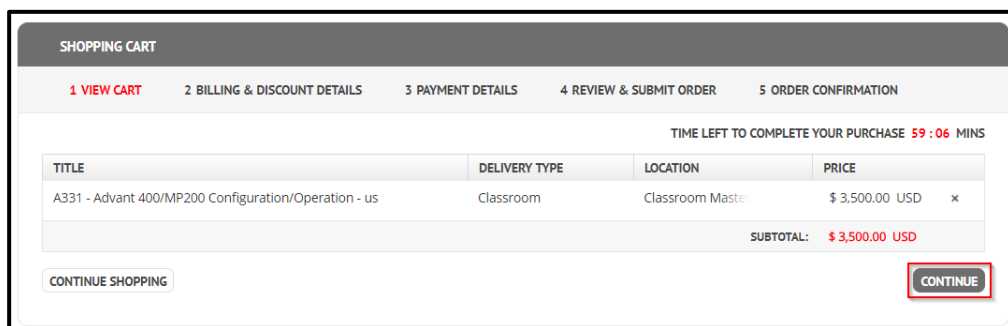
NOTE: Add to Cart option is possible only if the Class has an upcoming available Sessions.

Further, it is necessary to **create an order** for that priced Class or Training Plan.

1. Go to your **Cart** by clicking the button at the very top of the page, located next to your username.



2. Check if the details in the first section **View Cart** are correct. If yes, click **Continue** button.



3. Now you should see **Billing & Discount Details** section. Please provide all the necessary details in the **Billing Details section (a)**. If you have already ordered anything in MyLearning in the past, system should save the details and you can automatically fulfill all the fields by selecting the relevant option from **Saved addresses** drop-down. **User Details** are provided automatically basing on your account feed and non editable.

In **Discount bar field (b)**, you can also use a discount code if you have one (e.g. Administrator has shared it with you). If you have more than one, please remember to separate them by lines (one per line). Click **Apply** to approve your discount codes. Click **Continue** button when you are ready.

CHECKOUT

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 57 : 18 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
COURSE FOR ORDER PROCESS	Video	N/A	\$ 10.00 USD
SUBTOTAL:			\$ 10.00 USD
DISCOUNT:			\$ 0.00 USD
TOTAL:			\$ 10.00 USD

DISCOUNT

Enter discount codes in the box below (one per line).

APPLY

BILLING DETAILS

Saved addresses:

Select one...

First Name: *

Last Name: *

Address 1: *

Address 2:

City: *

State/Province: *

Country: *

Zip Code: *

Phone:

BACK

USER DETAILS

First Name:

Last Name:

Address 1:

Address 2:

City:

State/Province:

Country:

Zip Code:

Phone:

CANCEL

CONTINUE

NOTE: Required fields are indicated with a red asterisk “*”.

- In the **Payment Details** section you can choose your **Payment Method** from **3 main options: Cost center, Purchase order or Contract Number or Invoice** (for External Users mainly). After choosing the proper one, on the right side of Billing Details you should be able to see **User Details**. System will show you further details there and ask for provide more data (e.g. Cost center details) if necessary.

PAYMENT METHOD

☒ Cost center
☐ Contract Number or Invoice
☐ Purchase order

Cost center:

NOTE: For Americas Portal, there is a **Credit card** payment method also available.

NOTE: It is mandatory to deliver correct Cost center / Contract Number or Invoice / Purchase order number to your order. Process to obtain such number is different for each country/division. **MyLearning Support is not aware of internal business processes.** Administrators who approve particular order are committed to ensure that PO / Cost center / Contract Number or Invoice details are provided correctly in each order.

NOTE: If you are not sure what is the exact number you should provide here, contact training Administrator.

5. Under Billing Details you should see **Order Comments** box. Please provide there any questions you would like to ask or any further details in reference to the order.
6. Tick the **I Agree to the Terms and Conditions** checkbox if you are sure that you got fully acquainted with the terms & conditions of relevant training and click **Continue** button.

PAYMENT OPTION

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 57 : 59 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
COURSE FOR ORDER PROCESS	Video	N/A	\$ 10.00 USD
SUBTOTAL:			\$ 10.00 USD
DISCOUNT :			\$ 0.00 USD
TOTAL :			\$ 10.00 USD

▶ BILLING DETAILS

USER DETAILS

PAYMENT METHOD
☒ Cost center
☐ Contract Number or Invoice
☐ Purchase order

Cost center:

Order Comments
(Use this area for special instructions or questions regarding the order.)

☒ Agree to the Terms and Conditions. [VIEW](#)

BACK

CANCEL

CONTINUE

7. Now you are in **Review** section. Please check if all the data is correct. If yes, click **Submit** button.

REVIEW ORDER

1 VIEW CART
2 BILLING & DISCOUNT DETAILS
3 PAYMENT DETAILS
4 REVIEW & SUBMIT ORDER
5 ORDER CONFIRMATION

TIME LEFT TO COMPLETE YOUR PURCHASE 41 : 31 MINS

TITLE	DELIVERY TYPE	LOCATION	PRICE
A331 - Advant 400/MP200 Configuration/Operation - us	Classroom	Classroom Master	\$ 3,500.00 USD
SUBTOTAL:			\$ 3,500.00 USD
DISCOUNT :			\$ 0.00 USD
TOTAL :			\$ 3,500.00 USD

BILLING DETAILS
 Name: Jędrzej Jakus
 Address: ul. Przy Rondzie 4
 Krakow
 Małopolskie
 Poland
 Zip Code: 31547

USER DETAILS
 Name: Jędrzej Jakus
 Address: ul. Przy Rondzie 4
 Krakow
 Małopolskie
 Poland
 Zip Code: 31-547

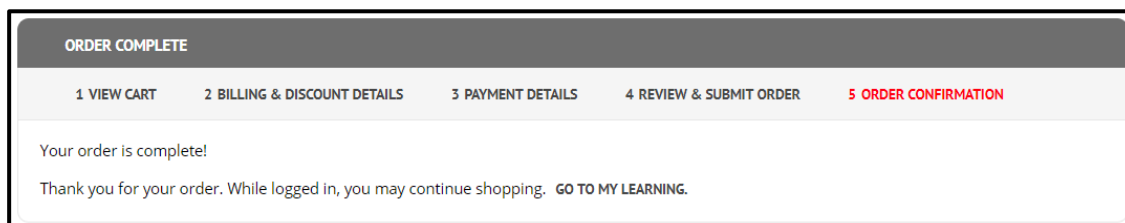
PAYMENT DETAILS
 Payment Method: Purchase order
 PO number: 3243

BACK

CANCEL

SUBMIT

- The system will show you the last section with **Order Confirmation**.



NOTE: You have **60 minutes** for completing the order since entering to the Cart view.

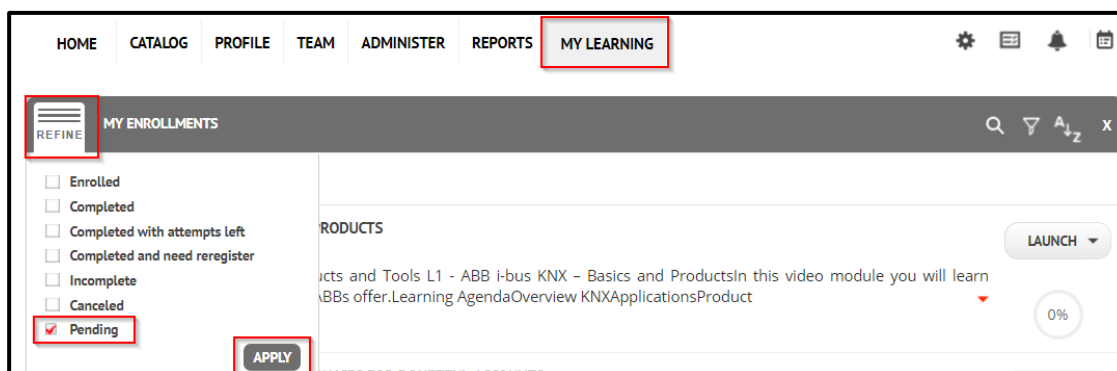
NOTE: In case of leaving the order without **Cancelling** it, your following attempt to register for the same Class/TP might be not possible for around an hour. It is because the seat has been reserved for you in the Class during fulfilling previous order and you didn't cancel it.

NOTE: Do not click on back, refresh the page or open the window in a new tab options available in your browser.

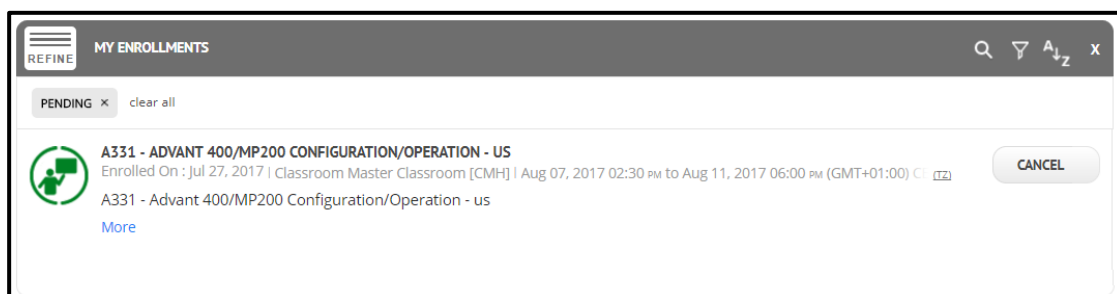
NOTE: You can find more details covering registering for priced learnings in our [REGISTER FOR PRICED CLASS OR TRAINING PLAN job aid](#) available in ABB Library.

Check the Enrollment

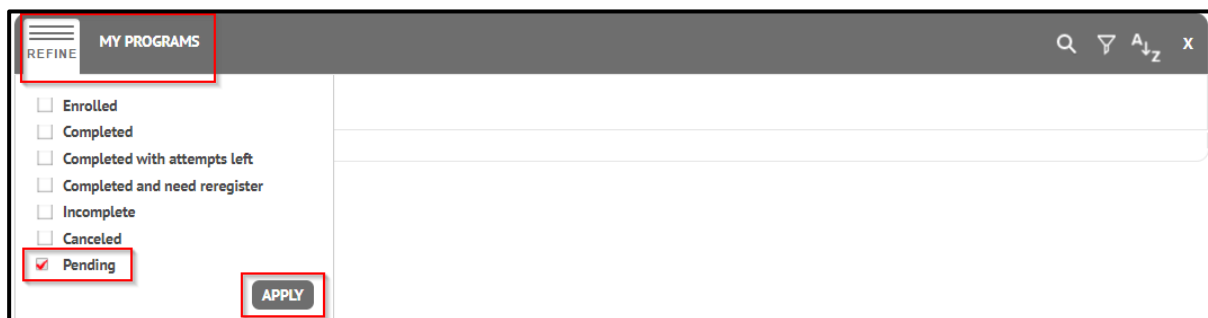
- Go to **My Learning** tab.



- You can check your Class enrollment under **My Enrollment** section. If the purchase has not been approved by the administration yet, priced Class should be visible after applying the **Pending** filter.



- To check your Training Plan enrollment, go to **My Programs** section. If the purchase has not been approved by the administration yet, priced Training should be visible when you change refine filter to **Pending** and click **Apply**.

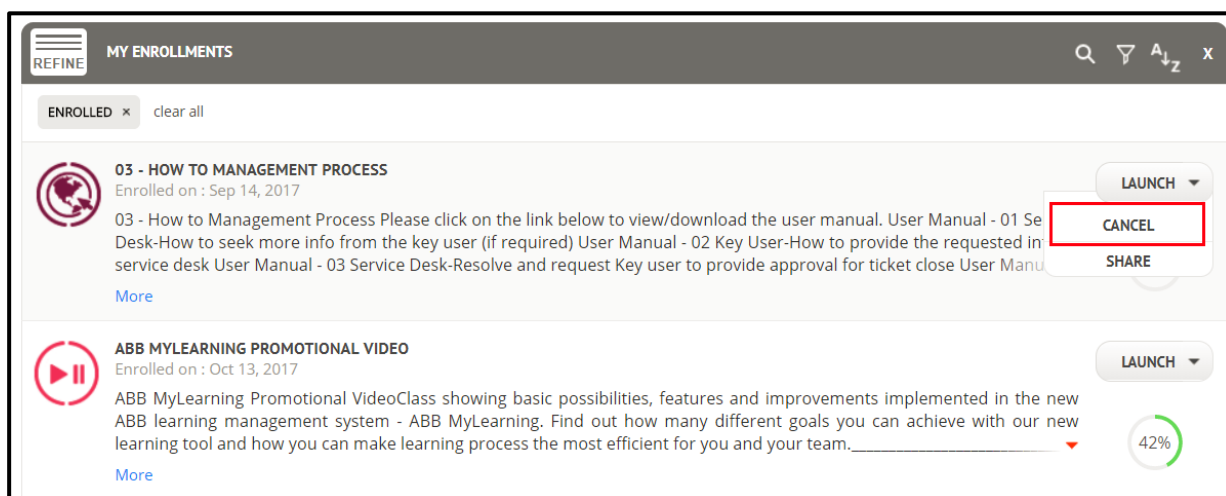


NOTE: You will get notification e-mail when your order will be accepted or rejected.

NOTE: If you have purchased the training by Credit Card, you will find the training under **Enrolled** section once the transaction is processed by the system.

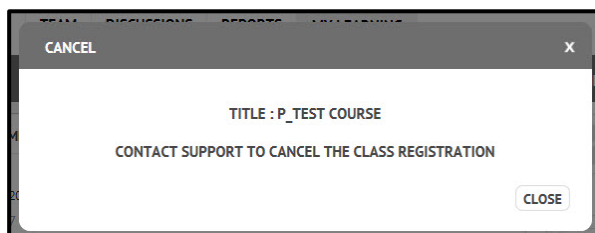
Cancelling an enrollment

- Go to **My Learning** tab.
- Look for the desired Class or Training Plan that you want to cancel.
- Click the little arrow next to the **Launch** button (**Share** for the already started Training Plans) and then pick the **Cancel** option.

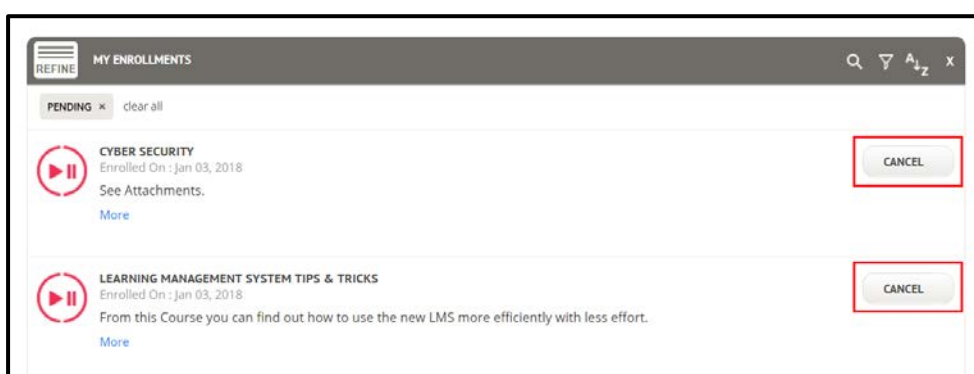


- If you are able to cancel the desired Class or Training Plan, the cancelation is finished. In some specific situations the support help might be necessary to complete this process. You can contact the Support Team via [MyIS](#).

NOTE: You are not able to cancel learnings that are set as **Compliance/Mandatory** for. If you want particular Mandatory training to be waived for you, please contact training Administrator.



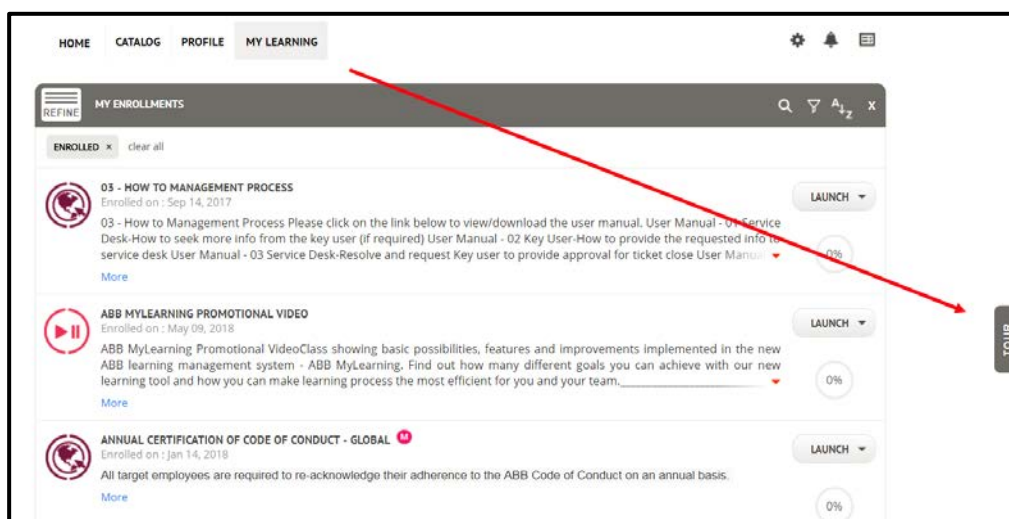
NOTE: In order to cancel the priced Class or Training Plan's orders from **Pending** tab, the administration's assistance is needed. Please contact training Administrator.



NOTE: Check out our [CANCELLING AN ENROLLMENT job aid](#) to learn more about training cancellation process in MyLearning.

TOUR functionality

MyLearning offers you a self-guide **TOUR** feature that explains almost every basic functionality implemented in the system. If you are a newbie to the system, we strongly recommend to use TOUR guide in order to become familiar with all the possibilities of our tool. The feature is available in **Catalog** and **My Learning** tabs and always respond with the currently selected tab.



Additional information & Support

1. In case of any issues please contact MyLearning Support Team via [MyLS](#). If you are an external User, you can contact MyLearning Support via PL-MyLearningappsupport@abb.com email address.
2. Please find full support materials list [here](#).
3. Find out how to reach for MyLearning support [here](#) and [here](#).

Changes notes

- 16-5-2018** What is MyLearning section added; Logging in to MyLearning section renamed to Logging in to MyLearning for Internal and External Users; User panel and account settings section provided with Invoices viewing & printing more detailed information; Register for a Class or Training Plan section updated with new payment methods & actual screenshots; Cancel the enrollment section made stand-alone; TOUR functionality section added; text fixes; links to relevant job aids provided in NOTES sections; Changes notes section added