



MYLEARNING NAVIGATOR

System Introduction Presentation

Learner



Menu

Click on relevant tile to navigate through presentation

User essentials

MyLearning Promo

Information

Communication

Support

Contents

1. Basics

What is
MyLearning and
how to access it?

What User data
we maintain &
where it comes
from?

4. User data

2. Training structure

Commonly taken
actions in the
system

5. Activity

3. System design

Understanding
of the training
structure

Access
MyLearning via
smartphone or
tablet

6. Mobile app

Layout
introduction,
system roles &
basic navigation



Contents

1.1. Basics

What is MyLearning?

>> BACK TO MENU

VISIT MYLEARNING

AMERICAS PORTAL

Start your training adventure today!

MyLearning is the ABB global Learning Management System available for employees, partners & customers. Platform, delivered as a cloud solution, helps ABB to deliver superior LMS experience that enables adaptation, speeds compliance and improves training effectiveness.

MyLearning supports knowledge transferring process, organizing online or F2F sessions and tracking Learner progress in training material.

System is available via two portals:

- **Global** – means everyone but North America (no credit card payment method)
- **Americas** – means North America (credit card payment option)

ABB MyLearning CATALOG | MY LEARNING | MY DASHBOARD | MY PROFILE | Jack Jabuck IS Functional Analyst Krakow

MY LEARNING SEARCH FILTERS

TO-COMPLETE (22) COMPLETED (18) ALL (47)

COURSE TITLE	TYPE	PROGRESS
PROCESS LEVEL CONTROL - CONTROL PERFORMANCE CO...	WEB-BASED	0%
MANAGING RISK WITH EFFECTIVE INTERNAL CONTR...	VIDEO	0%
SEGREGATION OF DUTIES TRAINING	VIRTUAL CLASS	0%
ACCENTURE ACADEMY COURSE SELECTION	WEB-BASED	0%

MY DASHBOARD

Metric	Value
ITEMS NEED ATTENTION	1
CURRICULUM / CERTIFICATION	2
MY CERTIFICATES	11
BOOKMARKS FOR REFERENCE	0

MY PROFILE

About Jack Jabuck IS Functional Analyst Krakow

Skills

Skill	Progress
MS ARTICULATE	100%
MYLEARNING PERFECT FINIS...	100%
LEARNING MODULE PATHS T...	100%

External Training

Training	Status
Feb 2018 MYLEARNING EXTERNA...	Expired
Feb 2018 MYLEARNING ADMINIST...	Expired

1.2. Basics

How to access MyLearning?

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MyLearning is an open system - **the site might be visited by anyone** regardless of being connected to ABB secured network. It means that the tool is available also for external Users, e.g. ABB customers or partners.

Non-logged Users can only see the part of Catalog that is not restricted with any access limitations on training level. **Signing in** is required to display more content or register for desired training.

Internal Users

ABB employees' accounts are created automatically once User enters MyLearning for the first time.

External Users

External Users have to set up [myABB](#) account. Future logging in will be serviced by ABB Single-Sign-On authentication.

Account will be suspended after **six months of inactivity**. Please contact our Support Team to reactivate it.



2.1. Training structure

Course & Classes

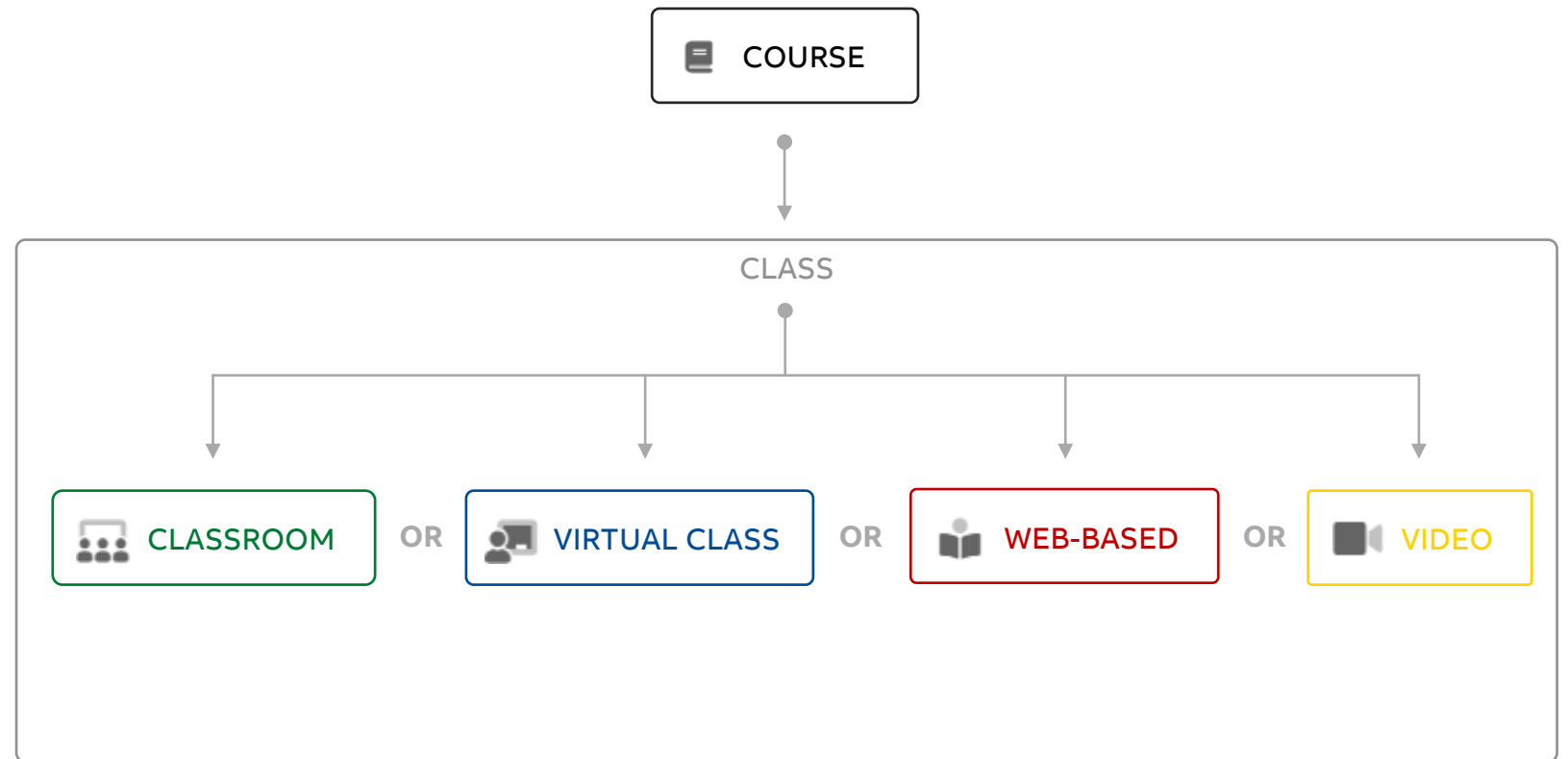
>> BACK TO MENU

Course is the basic training unit in MyLearning consistent on the subject level.

To complete the Course, Users have to enroll directly in the **Class that is associated with the Course**. There can be multiple Classes to choose from that can differ in form of delivery or characteristics (such as Language or date of the Session etc.)

There are **four delivery types of Classes** in MyLearning:

- **Classroom (ILT)**
- **Virtual Class (VILT)**
- **Web-based (e-Learning)**
- **Video**



2.2. Training structure

Classes

>> BACK TO MENU



Classroom

Class scheduled for a specific time, in physical location, physically attended by Instructor and the Students.

Consists of real-time **sessions** that can be configured to happen multiple times.



Virtual Class

Class using online conferences organized via WebEx, Skype for Business and other similar tools.

Consists of real-time **sessions** that can be configured to happen multiple times.



Web-based

Class basing on e-learning content (SCORM, AICC, xAPI, PDF or other) provided by the Course creator.

Consists of available in any time **content** displayed via built-in content player.



Video

Class based on video (or audio) content provided by the Course creator.

Consists of available in any time video (or audio) **content** displayed via built-in content player.

2.3. Training structure

Training Plans

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The primary objective of a **Curriculum** is to ensure that the set of Courses is offered to the Learners in a bundle so that they can enroll in & complete them as a group.

Type of Training Plan that allows Users to obtain a **Certification** and keep it valid for specific period of time. It must be renewed periodically by completing the following module path prepared by Admin of particular training.

Training Plan in MyLearning is a kind of training consisted of few Courses joined in a bundle in order to be delivered to the Learners together.

Depending on its type, Users can meet different requirements for the enrollment such as restricted completion or recertification dates.

Courses under Training Plan can be configured as **mandatory** or **optional** to complete the whole unit. The sequencing of Courses also might be forced by Administrator of training.

There are **two types** of Training Plans in MyLearning:

- **Curriculum**
- **Certification**

3.1. System design

Roles in the system

>> BACK TO MENU

Learner



Learner is the main role in MyLearning assigned to every signed in User by default (other roles might need to be requested via MyServices).

Learners belong to different **Learner Groups** basing on account attributes. The Catalog visibility in MyLearning depends on access settings defined by Administrators for each training. It means that **every single Learner's Catalog view is individual**.

LEARN MORE

Instructor



Instructors in MyLearning are responsible for leading Classrooms (ILT) / Virtual Classes (VILT) and passing their knowledge to other attendees of training. This role can be granted by Administrator to any User acting as a Subject Matter Expert in specific area.

Instructor can become a **Host** or **Presenter** of specific Class. They are responsible for leading the session.

LEARN MORE

Manager



Managers in MyLearning are responsible for verifying & assigning training for their subordinates.

In ABB structures, this role is granted automatically basing on HR feed data. If User would like to manage others' enrollments (e.g. ABB customers or partners), **Virtual Manager** role has to be requested via MyServices.

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Administrator



Administrators are responsible for uploading and maintaining available trainings in MyLearning.

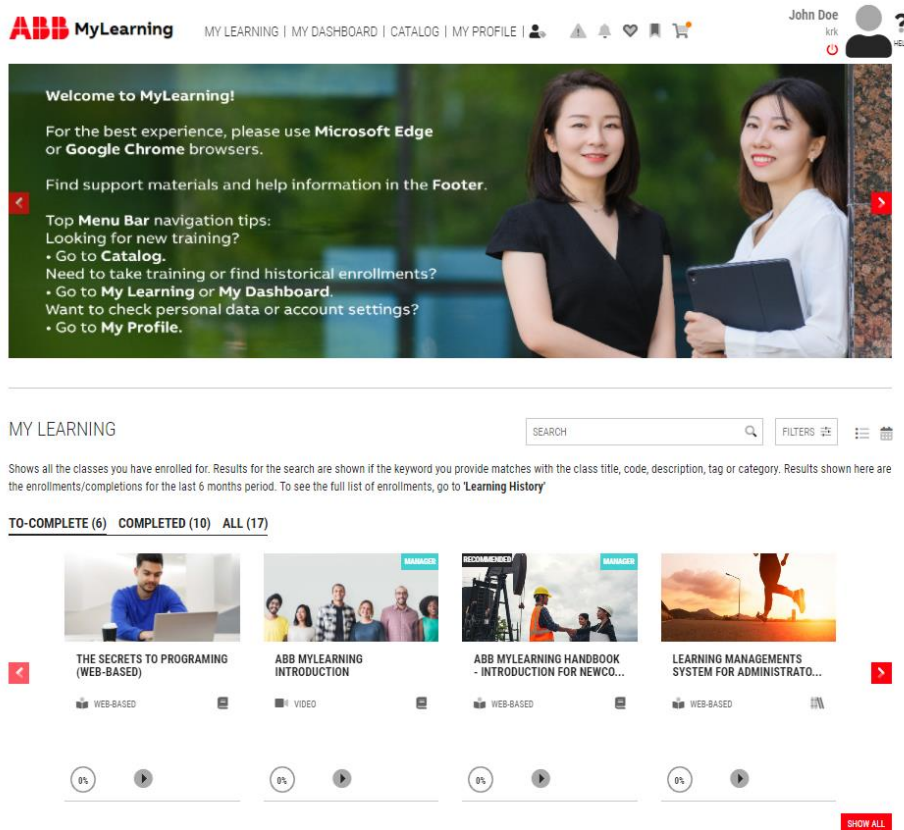
As content owners, they are the first instance to contact for Users who are experiencing any issues with specific training.

LEARN MORE

3.2. System design

Home Page

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One layer, three main elements... that's it!

MyLearning Home Page grid layout, improves User experience by displaying all the most necessary system areas and mostly used features right on the main page.

Whole system structure is based on **three main elements**:

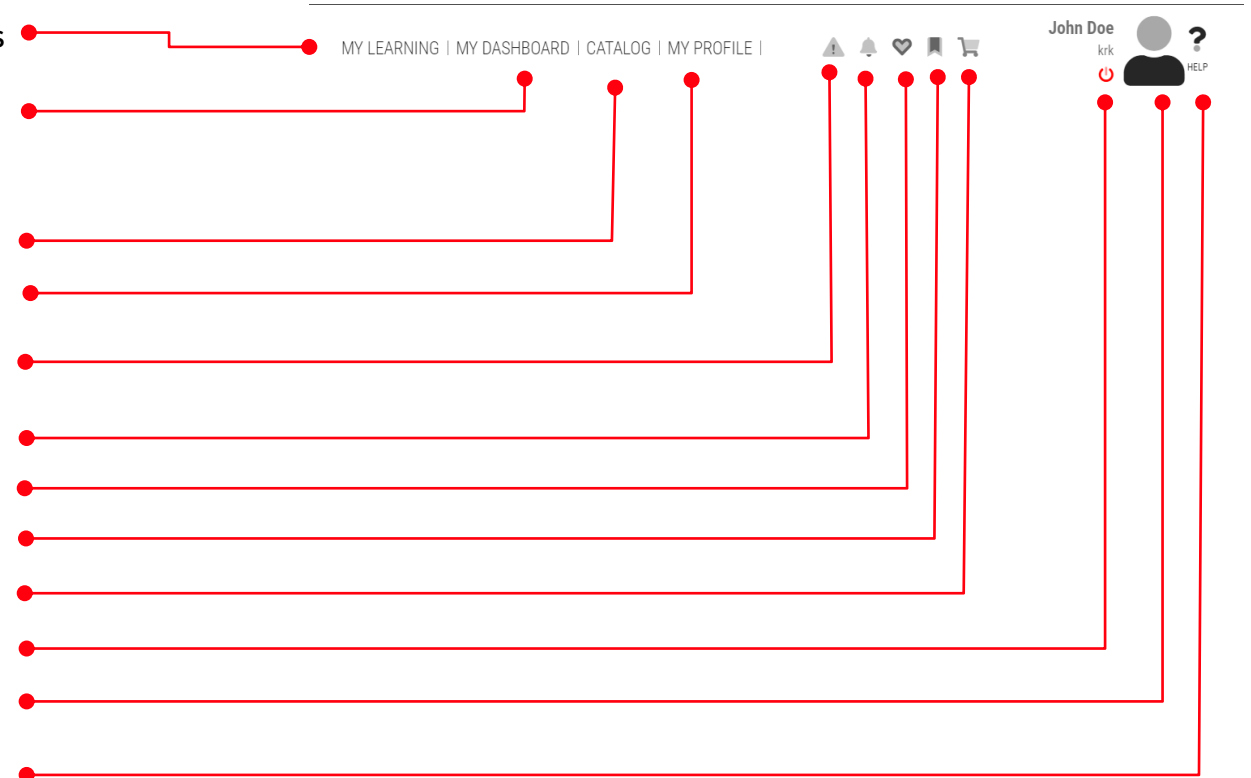
- **Menu Bar** with navigation links and shortcuts to the common features. Menu Bar is always available at the top of the page
- **Panels** with precisely defined purpose of use:
 - **Banner** (at the top of page) - displaying the most crucial technical or promotional information for Users)
 - **My Learning** – providing enrollments feed
 - **My Dashboard** – providing Learner essentials for training management
 - **Universal Search** – providing search option for all sections
 - **Catalog** – providing new training to enroll in
 - **My Profile** – providing profile details & account settings
- **Training Details Page** once you enter specific training details

3.3. System design

Menu bar

>> BACK TO MENU

1. **MyLearning** – launch or join registered training (displays only enrollments from the past 6 months)
2. **My Dashboard** – view enrolled Training Plans, Bookmarks, Learning Statistics, Learning History (with training older than 6 months) and Certificates
3. **Catalog** – you will find here all the available training to enroll in
4. **My Profile** – check and manage your profile, account & order details
5. **Alert** – lists important actions required from your side to be taken on specific item in the system
6. **Announcements** – view important updates from Administrators
7. **Wishlist** – saved training to enroll in later
8. **Bookmarks** – displays items that were saved by you to be seen later
9. **Shopping Cart** – view your shopping list and proceed with checkout
10. **Sign out** – click to log out
11. **Personal picture** – click on the icon to enter profile picture
12. **Help** – drag & drop Help icon to blinking hotspot to find out more about specific section



3.4. System design

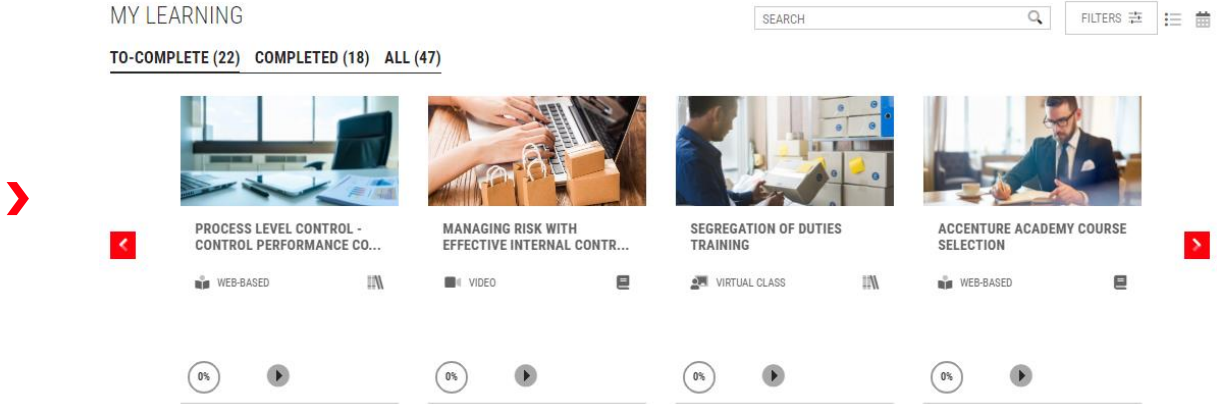
My Learning & My Dashboard panels

>> BACK TO MENU

My Learning

This panel groups all the enrolled Classes from stand-alone Courses, as well as Training Plans, from the past **6 months**. Training type is always indicated by the relevant icon. User can see **three main status tabs: To-Complete, Completed and All**.

In the All tab, other sections might appear dynamically basing on the enrollment statuses that you have in specific training (e.g. Incomplete, Pending Waitlist/Payment).



My Dashboard

This panel groups all the Learner essentials:

- **Items Need Attention** – List of training(s) that require action from you
- **Curriculum/Certification** - enrolled Training Plans
- **My Certificates** – received completion certificates
- **Learning History** - all your historical enrollments (older than 6 months) and canceled training
- **Bookmarks for Reference** - all the saved items from the system **Learning**
- **Learning Statistics** - personal performance analytics

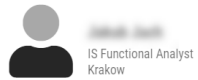
3.5. System design

My Profile & Catalog panels

>> BACK TO MENU

MY PROFILE

About



Skills

MS ARTICULATE	100%
MYLEARNING PERFECT FINIS...	100%
ABB MYLEARNING ADMINIST...	100%
MYLEARNING CHAMPION	100%
ABB LIBRARY EXPERIENCED P...	100%
LIBRARY MODULE PATHS T...	100%

External Training

Feb 2018	Training	LEARNING ML EXTERNA...
Expired		
Feb 2018	Training	MYLEARNING ADMINIST...
Expired		ABB LMS TEAM
Mar 2001	Training	MyLearning Administrat...
Expired		ABB
--	Training	MyLearning Administrat...

Work Experience

Education

Catalog

This panel is dedicated for **browsing, registering or purchasing** new training. The built-in **Shopping Cart** feature allows you to go through the full order submission process.

From Catalog, you can also **Share** a single object or the currently applied **search results**. However, each single Learner's view is **individual** (depending on the access settings defined by Administrator of specific training). It means that shared content might display differently for someone else.

My Profile

This panel groups all the Learner profile data & settings. It consists of **four tabs**:

- **Details** – all your data gathered by MyLearning from different databases
- **Preferences** – all your system settings & preferences, along with your learning target hours
- **Saved Addresses** - addresses used for paid training ordering process
- **Orders** – all the invoice records for training purchased in the system

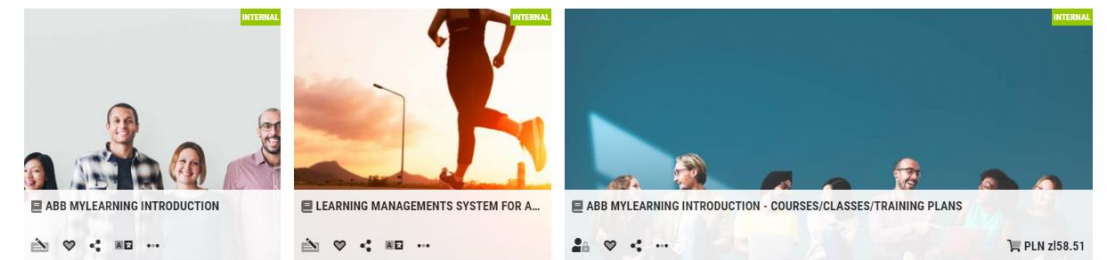
CATALOG

ALL (3) ♥ WISHLIST (0) 📁 CATEGORIES (30) 🏷️ TAG CLOUD (12072) 📋 RECOMMENDATIONS (1)

FILTERS 🗲️ SORT ▾ ☰

3 results found

English 🗳️ Clear All



3.5. System design

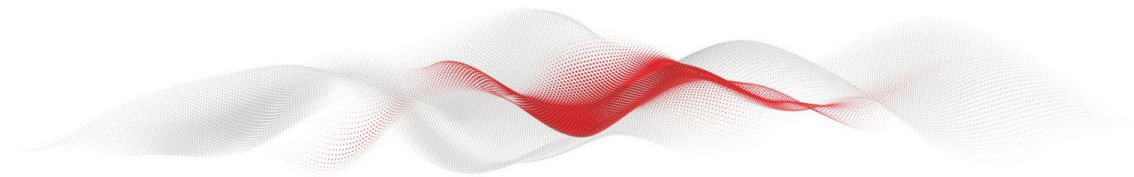
Universal Search

>> BACK TO MENU

Universal Search

Not sure if you're already enrolled in the training? Find it in the Universal Search by typing **title, code, description and tag** of the training or applying **Filters**. The results will be displayed in the following sections:

- **My Learning** (Classes you are enrolled in or have already completed)
- **My Dashboard** (Curriculums/Certification you are enrolled in)
- **Catalog** (Classes/Courses/Curriculums/Certification you can register for)



UNIVERSAL SEARCH

Searches all Courses, Classes, Certifications and Curriculums irrespective of whether you are enrolled for them or not. Results for the search are shown if the keyword you provide matches with the title, code, description, tag or category associated with the training.

TYPE HERE

SEARCH

FILTERS

TYPE HERE

SEARCH

FILTERS

ASSIGNMENT TYPE

☐ Mandatory

☐ Compliance

☐ Recommended

TRAINING TYPE

☐ Class

☐ Course

☐ Certification

☐ Curriculum

DELIVERY TYPE

☐ Virtual Class

☐ Classroom

☐ Web-based

☐ Video

ASSIGNED BY

☐ Manager

LOCATION

TYPE CITY

Johannesburg, South Africa

Modderfontein, South Africa

Warrington, United Kingdom

Abu Dhabi, United Arab Emirates

Dubai, United Arab Emirates

CATEGORY

TYPE CATEGORY

CORPORATE: Government Relat...

CORPORATE: GBS

CORPORATE: Finance

CORPORATE: Digital ABB

CORPORATE: Concrete Build...

LANGUAGE

TYPE LANGUAGE

中文

English

Français

Deutsch

Italian

PRICE

☐ Paid

☐ Free

RATING

☐ ★

☐ ★

☐ ★

☐ ★

☐ ★

☐ ★

☐ ★

☐ ★

☐ ★

☐ ★

DATE

From

MMM DD, YY

To

MMM DD, YY

MANAGER APPROVAL

☐ Required

☐ Not Required

CLEAR

APPLY

Multiple filters can be selected



4. User data

Account details & HRGT synchronization

>> BACK TO MENU

What data we collect?

The set of User data available in MyLearning is populated rom HRGT MasterData and updated basing on the data coming from HR feed **every four hours**.

In case of any discrepancy, please contact AskHR or MyLearning Support Team via MyServices.

Correctness of this data is crucial for proper access recognition.



First Name	User Type
Last Name	Job Title
E-mail address	Employee ID
Address	Manager
City	Job Role
Country	Department
Zip Code	Employment type
Organization	

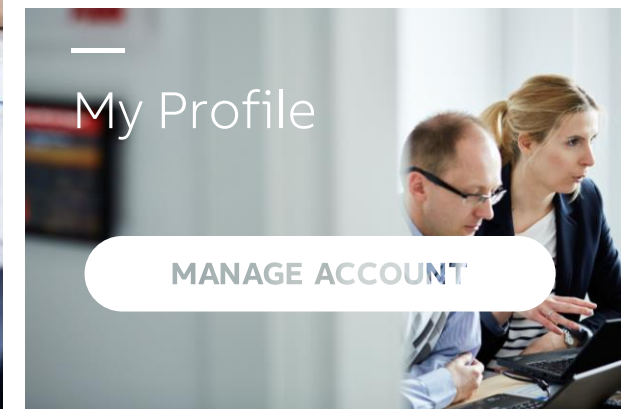
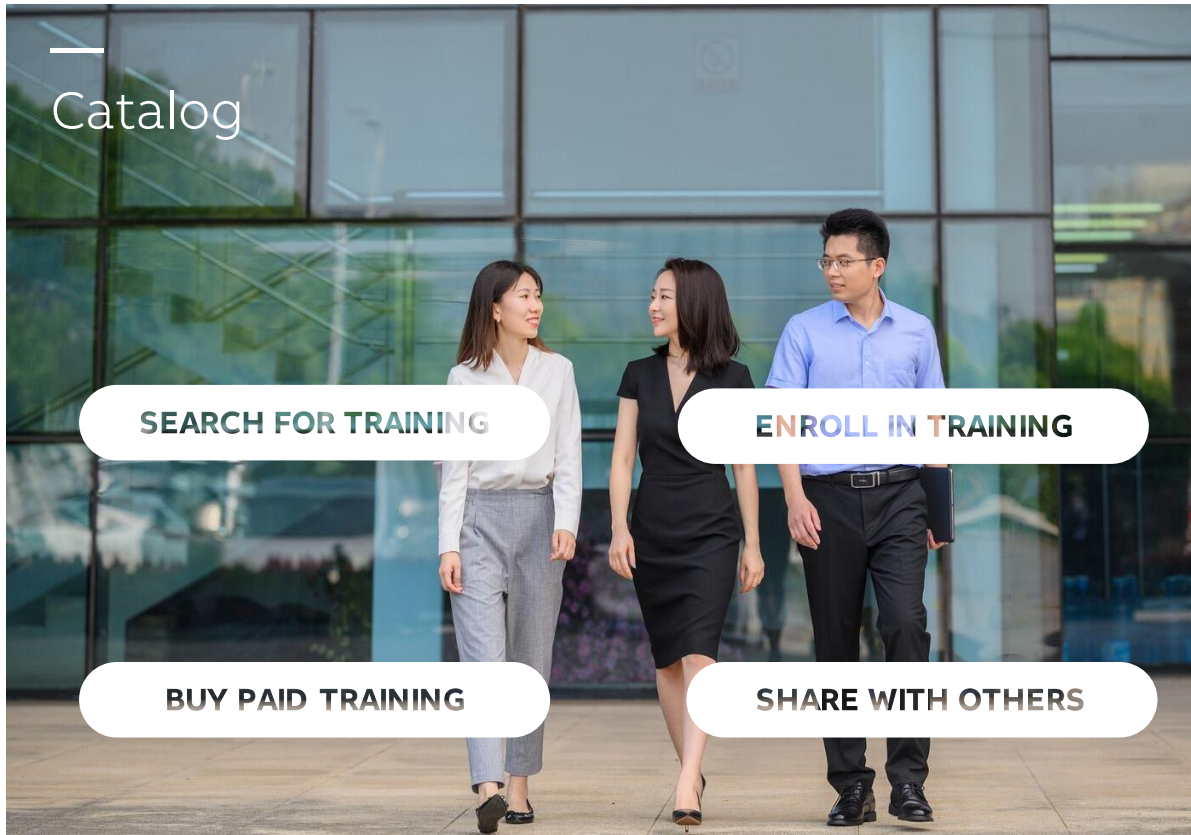


User data populated from
HRGT Masterdata

5. Activity

Click on relevant button to learn about desired activity

>> BACK TO MENU



5.1.1. Activity - Catalog

Search for training

>> BACK TO MENU > BACK TO ACTIVITY MENU

Search bar

Search engine browse through following training parameters of the Course or Training Plan:

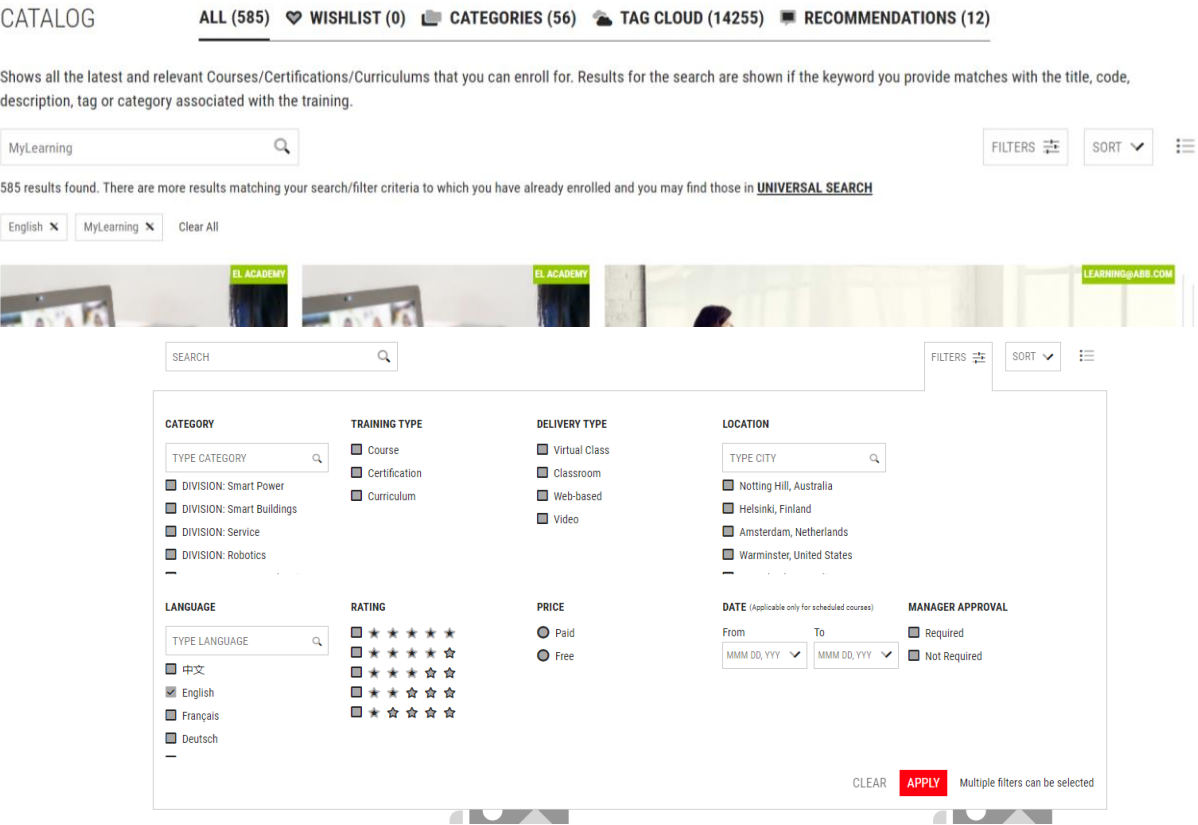
- Title
- Code
- Description
- Tags

Suggested results will show up after typing **at least three following characters**. In case of pasting phrases into the search bar, avoid obsolete spaces.

Filtering

Filters enable you to locate specific training in Catalog or different system areas depending on its type, schedule, location, price, language and more.

Applied filters are collected in the form of **tags** under the main panel header. You can simply remove them one by one or click on **clear all**.



5.1.2. Activity - Catalog

Enroll in training

>> BACK TO MENU

> BACK TO ACTIVITY MENU

Course

- 1 Search for desired Course. Use **Search Bar** or apply **Filters**
- 2 Click on **Enroll** icon
- 3 On the Course Details Page, select the Class that is most suitable for you and click **Enroll**
- 4 You have successfully registered for the Course!



Training Plan

- 1 Look for desired Training Plan. Use **Search Bar** or apply **Filters**
- 2 Click on **Enroll** icon
- 3 Pick at least one Class from the Training Plan and click **Add to Cart** button in the floating box
- 4 You have been successfully registered for the training. You can still enroll in other Courses from My Dashboard > Certificates/Curriculum



5.1.3. Activity - Catalog

Buy priced training

>> BACK TO MENU > BACK TO ACTIVITY MENU

Global portal payment methods


- Cost center
- Purchase order
- Contract number or Invoice

Americas portal payment methods

- Credit card
- Cost center
- Purchase order
- Contract Number or Invoice


1

Add training to your Cart from **Catalog**




2

Go to Cart & continue with order checkout




3

Submit the order




4

Wait for Admin approval (you will be notified)




5

You have been enrolled successfully!




1

Find your training to your Cart from **the Details Page**




2

Go to Cart & continue with Order checkout




3

Submit the Order



4

Enrollment right after credit card payment is done



5.1.4. Activity - Catalog

Buy priced training

>> BACK TO MENU

> BACK TO ACTIVITY MENU

Shopping Cart Experience

Pick suiting payment method to succeed with order submission. Only **credit card** payment (available for [MyLearning Americas](#)) doesn't require Administrator's approval. Remember to read & agree to Terms and Conditions (note that specific Class might have custom terms included in its description).



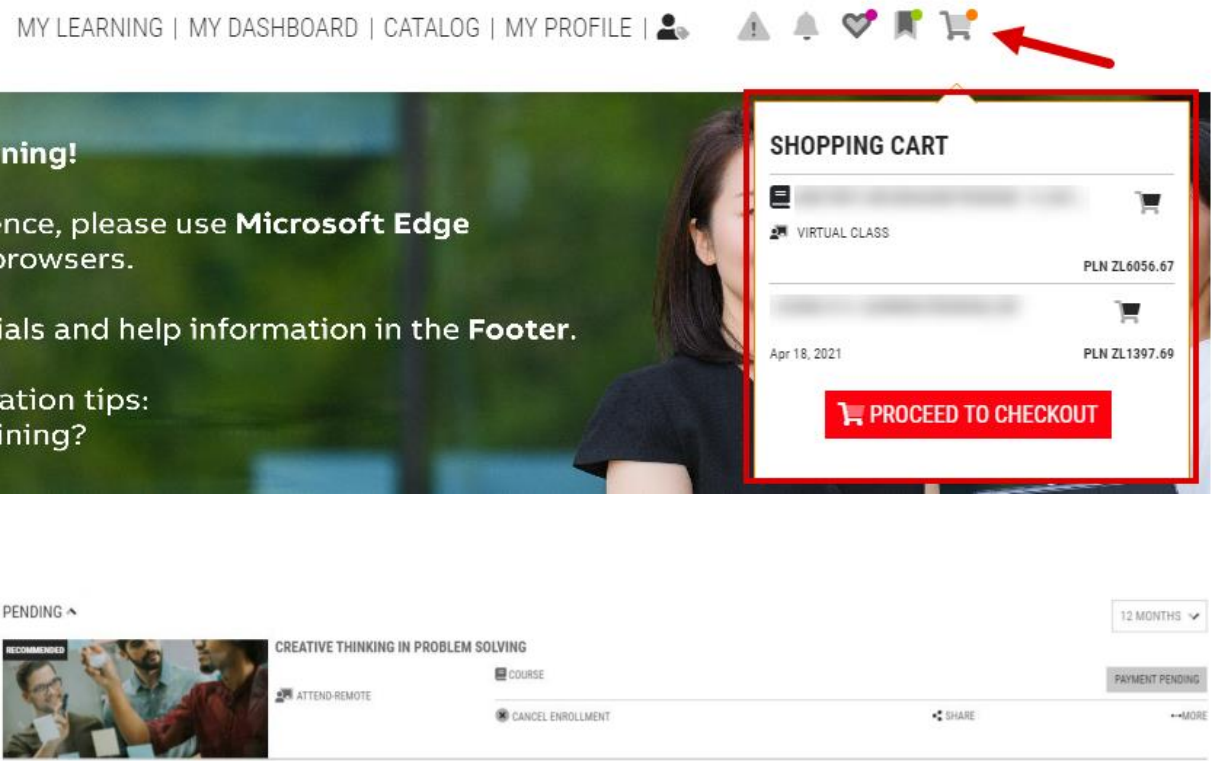
Order confirmation

Order confirmation approves that you have gone through the checkout successfully and your purchase will be processed by the system.



Pending enrollment

Purchased training will show up under **Pending** section in **My Learning > All** or **My Dashboard > Curriculum/Certification** until Administrator will confirm the payment. Only paying with credit card will result in immediate enrollment.



5.1.5. Activity - Catalog

Share with others

>> BACK TO MENU

> BACK TO ACTIVITY MENU

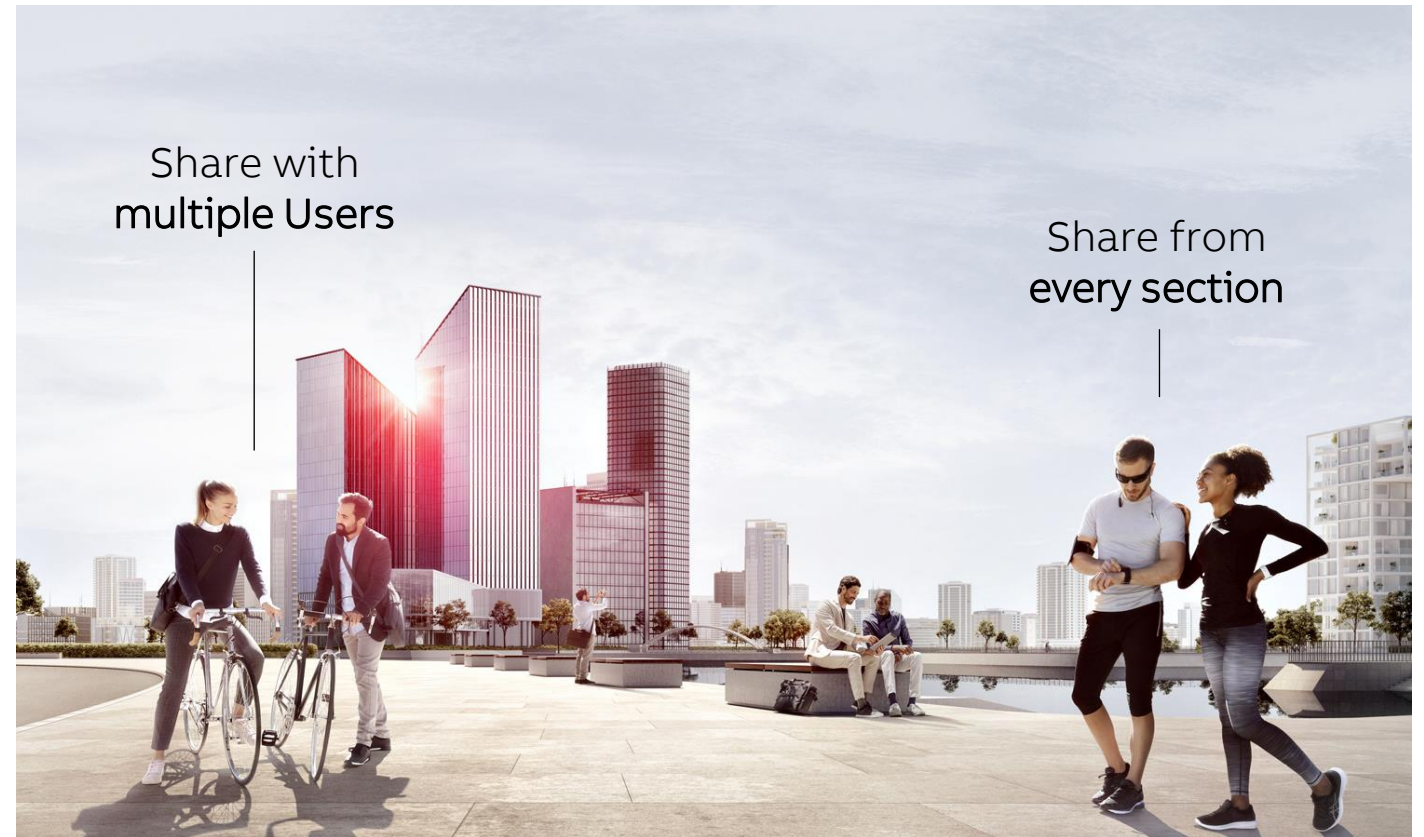
Training Share options

Sharing possibilities of MyLearning enables you to **share singular training** with other Users.

You do not need to worry about others' unauthorized access to the system – Learners following shared link will be able to see only the items that they have access to (if it was restricted by the Administrator for specific training).

Share single object from:

- > Catalog
- > My Learning
- > My Dashboard
- > Universal Search




5.2.1. Activity – My Learning


Launch/join training


>> BACK TO MENU > BACK TO ACTIVITY MENU


Class

Depending on Class type, system will display the **Join/Launch** button or no button (for Classrooms since it is attended physically). Joining the session of Virtual Class will be possible if responsible Instructor (host) has already started it.

 VIRTUAL CLASS

 WEB-BASED

 VIDEO


 CLASSROOM


>


>

>

>







No button


Training Plan


Training Plan can be launched in **two ways**:


- By launching specific Class (that is a part of Training Plan) from **My Learning** panel
- By going to **My Dashboard > Curriculum/ Certification**, opening specific Training Plan Details Page and clicking on the Launch button next to the desired Class


On the Training Plan details page, you have a chance to register for optional/mandatory Courses that you haven't picked during the registration.


Simply unveil the Course details, select desired Class and click on **Enroll Selected Classes** from the container pop-up.


WEB-BASED


WEB-BASED


WEB-BASED


WEB-BASED



NUMBER OF CLASSES SELECTED: 1

MODULE: 1 > COURSE: 1
INTRODUCTION TO DIGITAL WORKPLACE
OPTIONAL

CLEAR ALL ENROLL SELECTED CLASSES

5.2.2. Activity – My Learning

Change Class

>> BACK TO MENU

> BACK TO ACTIVITY MENU

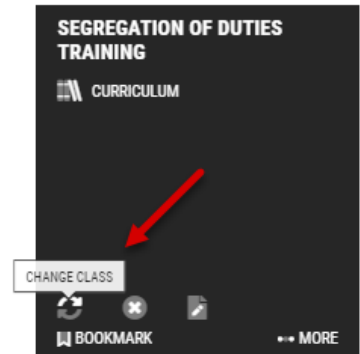
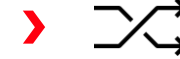


Change Class

Change Class feature allows you to attend a Class occurring in **different time, place** or delivered in a different **type** or **language**. The necessary precondition is that your currently registered training needs to have alternative Classes available.

Change Class is also possible for Classes under Training Plan but you can only switch Classes within the same Course.

Simply open specific training Details Page and use the **Change Class** option available on Class level to switch from one Class to another.



 CHANGE CLASS

5.3. Activity - My Dashboard

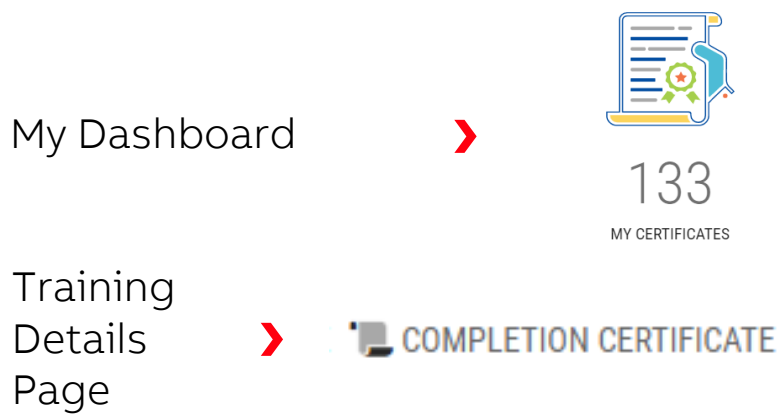
View Certificate

>> BACK TO MENU > BACK TO ACTIVITY MENU

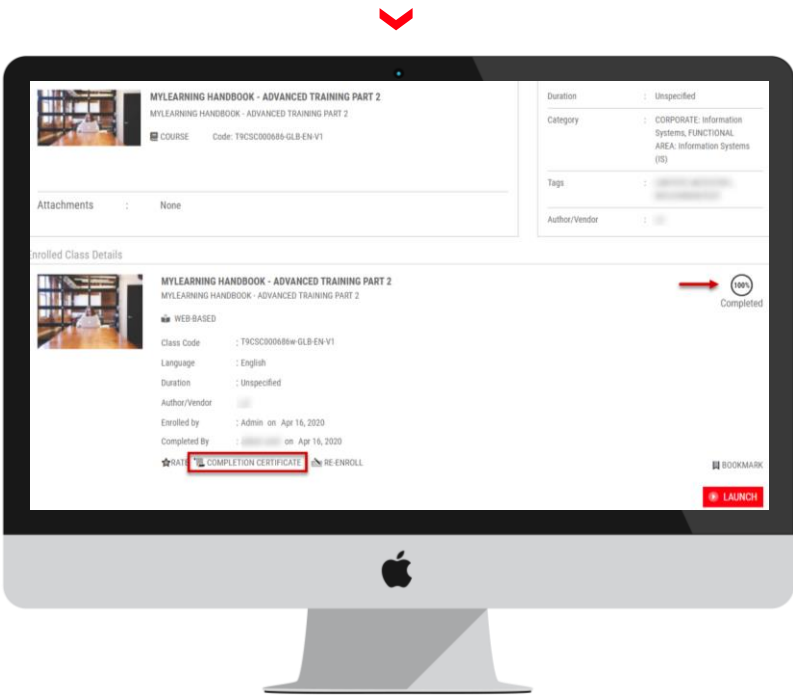
View & print Certificate

Certificate in MyLearning can be either the **Completion Certificate** (gained for training with mandatory exam preferably) or **Acknowledgement Certificate** (confirming that you got familiar with specific training material).

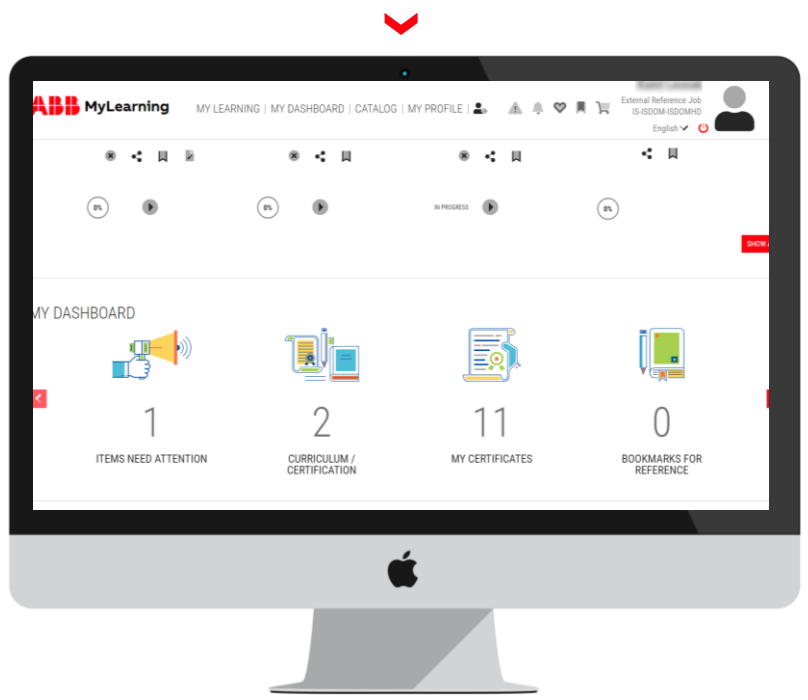
There are **two possible ways** to enter your Certificates in MyLearning:



Display certificate received for specific training



Display all the received certificates



5.4. Activity – My Profile

Manage account

>> BACK TO MENU

> BACK TO ACTIVITY MENU

My Profile (My Account)

My Profile panel enables you to access, check and manage your profile **Details, Preferences, Saved Addresses** and **Orders** history. Data available in your Profile is not visible to any other User in the system.

In case of providing some specific details, e.g. External Training, approval of your line Manager might be required.

Details

Your details are updated basing on the data coming from HR feed every 4 hours. **Please contact AskHR in case of any misalignment.**

Preferences

Define preferred **time zone, location, language currency** and other preferences in the system.

Saved addresses

Check the addresses saved during the checkout or **add new address** for the future purchases

Orders

Find in-system invoices for all the created orders. **View** or **print** the invoice for every single purchased training.



6.1. Mobile app

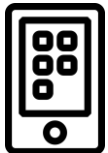
Overview & links

>> BACK TO MENU

ExpertusONE Mobile

MyLearning mobile app offers couple of extra features that will help you track your activity, measure performance and complete training while being offline.

The huge advantage of MyLearning mobile app is the **offline access to your training content**. Simply download the content to your device and complete it whenever & wherever it suits you – even without Internet access. **The progress will be updated automatically** right after you will go online and log in to MyLearning.



READ MORE



6.2. Mobile app

Access & compatibility

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Compatibility

MyLearning mobile app is supported by devices running on:

- **Android 6.0 or later**
- **iOS 9.0 or later**

Please make sure that the app has all the required permissions granted in your device settings.



Localization permissions is required to allow the app mark physical attendance at Classroom training automatically



Select **Company Login**

1

Username Enter username

Password Enter password

Site https://

☐ Stay signed in

Login

OR

Company Login

Company Login

Type in the site address:

<https://mobile.mylearning.abb.com>

Provide your **ABB credentials**

2

expertusone

Site https://mylearning.abb.com

Connect

OR

Sign In

3

ABB

English

Log in

E-mail address* john.doe@aq.abb.com

Password* *****

You must enter a password.

Forgot your password?

LOGIN

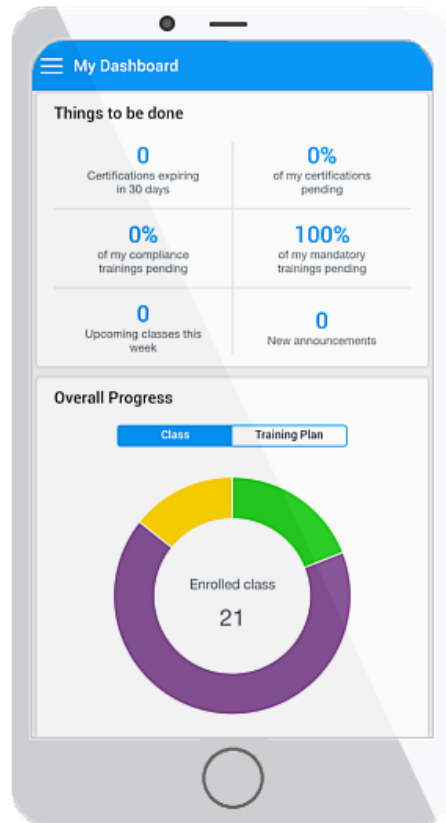
Need an account? Sign up

© Copyright 2017 ABB | Provider information/impressum | Cookies and privacy policy

6.3. Mobile app

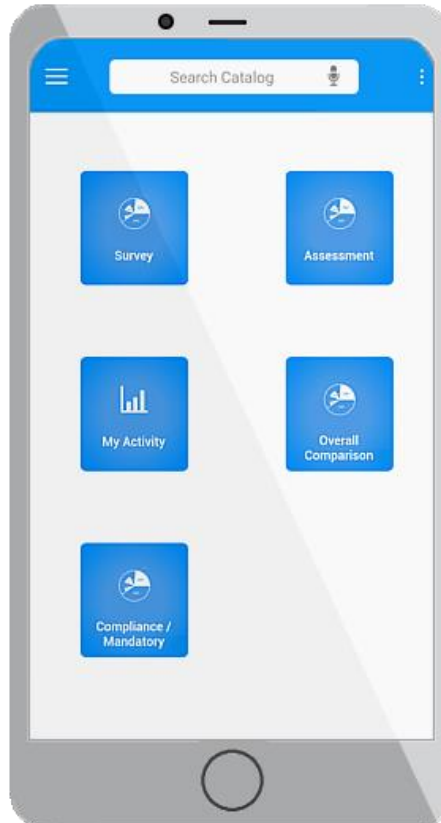
App features

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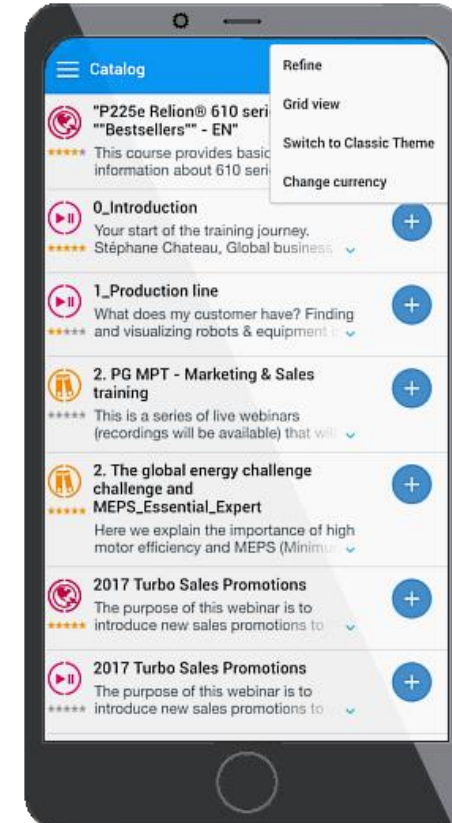
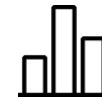
My Dashboard

Track your **progress**, latest **orders**, things **to be done** and **learning activity** using built-in My Dashboard feature



Analytics

In some cases you might need to take out or verify your overall **statistics** collected by the system. Analytics feature allows you to check such data **for specific period of time**



Catalog

Catalog available on mobile app is equipped with **two types of view** & has built-in **shopping cart feature**.



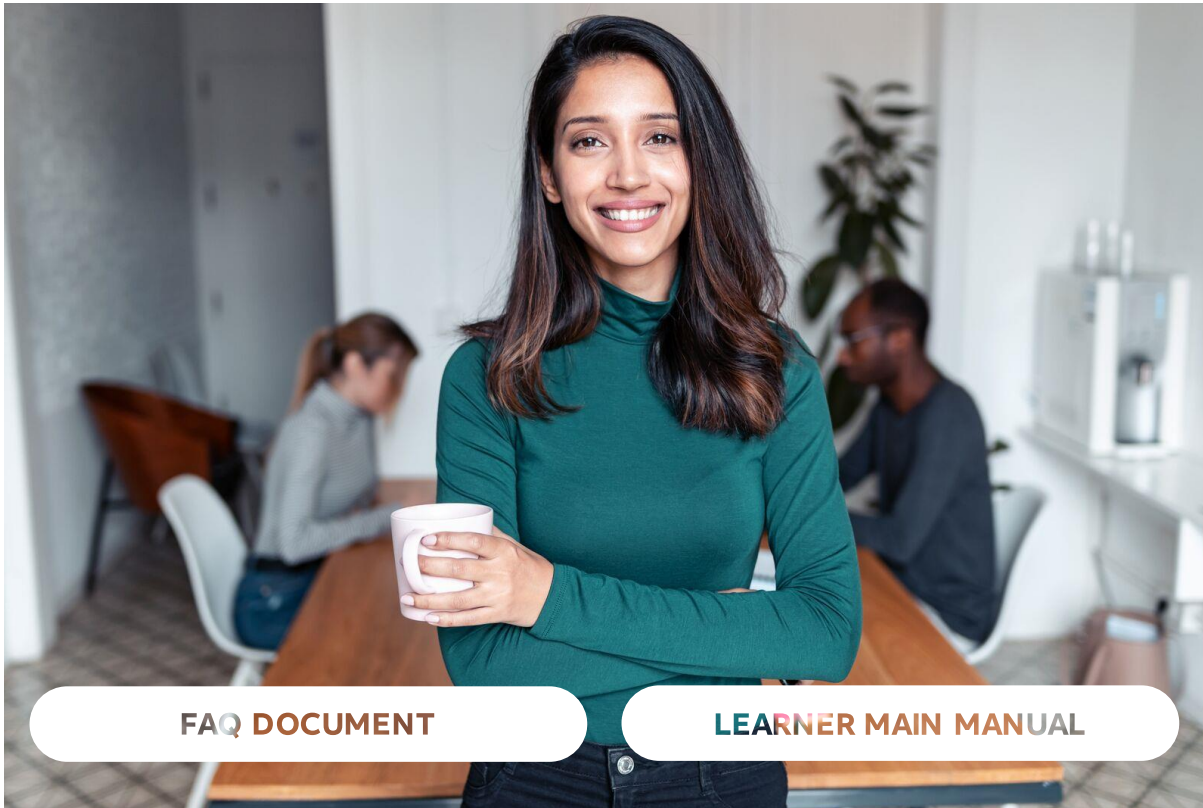


User essentials

Information

Documents & useful tips

>> BACK TO MENU



FAQ DOCUMENT

LEARNER MAIN MANUAL

Useful tips

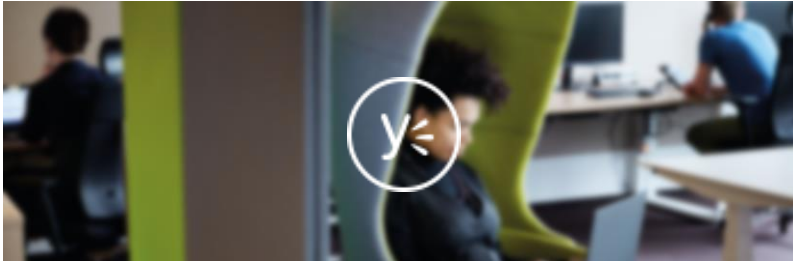
- **Use Microsoft Edge / Google Chrome** for the best experience & **adjust browser settings** before Signing In
- In case of any issues, **please clear your cookies first** or **update your browser version** before reaching out to support
- **Check all the details & description** of specific training before registering for it. It might contain crucial details such as payment/refund policy.
- **Sign In to MyLearning when displaying shared content** from received email notifications
- **Click Done before leaving Content Player**
- Cannot make it to specific Class? Use **Change Class** functionality
- **Verify your profile details** to find out if there is no misalignment with your HR data



Communication

Promotional materials & MyLearning society

>> BACK TO MENU



MyLearning on Yammer

Find our intranet social media page and cooperate with other Users to take the most out of MyLearning capabilities



GO TO YAMMER



MyLearning Informer

Occasional communication releases & information about new system updates or ongoing issues



FIND MATERIALS



Banners & Announcements

System built-in functionalities that we utilize for the most crucial & urgent communication releases



LEARN MORE

Support

Reach our support team

>> BACK TO MENU

Incidents – internal ABB Users

Internals with ABB domain email address can reach us via **MyServices** portal.



CREATE
A
TICKET

Incidents – internal ABB Users

For issues regarding your personal data discrepancy, please contact **My Services > Human Resources**.



ASK HR

Incidents – external Users

External Users can reach our support by sending the issue description via dedicated email address.



RAISE
AN
ISSUE

(Messages from ABB email addresses will be ignored)

Roles access & requests

Want to request for specific role or report in MyLearning? Proceed with **Service Request** ticket.



CREATE A
REQUEST
TICKET

MyServices (IS) > Order a new Item >
Software and Applications > Applications
> [Pick category]

Leave your feedback

Not satisfied with our tool or service quality? Or maybe just the opposite – you are extremely satisfied? Tell us about your Experience!



EVALUATE MYLEARNING



EVALUATE SUPPORT

MyLearning

Let your mind surpass the limits!



ABB