

Guide for registration

SITRAIN – Training for Industry

This guide will help you to (new) register on the SITRAIN Germany website.

www.siemens.de/sitrain

Registration / Login

If you want to **book a course** or get access to your **personal learning environment “myTraining”**, a registration is required.

If you already have an account for the new SITRAIN website, you can sign in by using your e-mail address and password.

If you have not registered yet, you can do it as described below.

Even if you had a login for SITRAIN, a new registration after change of SITRAIN website at October 1st 2017 is required once.

The following window is shown as soon as a login is necessary:

Welcome to SITRAIN Login

For Login please use the E-Mail Login below.
First time here?
You have to register first to book a course. If you like to register, please use our [registration form](#).

Booking for Others / Booking contact
At this moment it is not possible to book courses for someone other than yourself via the portal. If you would like to book a course for others, or if you would like to add another person as your booking contact, please contact your local Training Support Office.

Entitlement E-Mail Login

My e-mail address

My Entitlement e-mail password

Remember my e-mail address

> [Forgot e-mail password?](#)
[Help for Entitlement E-Mail Login](#)

For new registration please use the registration form.

When registration is complete, sign in with e-mail and password.

Forgot password? Here you can get a new one.

Choose registration form to enter your data.

A new window is shown where you can enter first name, last name, e-mail address and your country.

The form is titled "User Registration" and includes a header "Please fill in your user details:" with a link for "Allowed characters". It contains the following fields: "Last Name:" with the value "Doe", "First Name:" with the value "Jane", "Email:" with the value "jane.doe@domain.com", and "Country:" with a dropdown menu set to "Germany". There is a checkbox for "I agree to the Privacy Policy" with a link to "show Privacy Policy". At the bottom, there are "Cancel" and "register" buttons. A legend at the bottom left indicates that an asterisk (*) denotes a mandatory field. Two callout boxes point to the form: one to the "Last Name" field with the text "Please fill in required fields." and another to the "I agree to the Privacy Policy" checkbox with the text "Show and accept privacy policy."

After you accepted privacy policy you can continue by using the "register" button.

When you entered your data completely, the following message is shown and you will receive an e-mail with an activation code to confirm your e-mail address.

The message is titled "User Registration" and states "Your account has been created successfully." It includes a welcome message "Welcome Jane Doe" and informs the user: "You will shortly receive an email with an activation code which is valid for a maximum duration of 24 hours." It also specifies "The email was sent to: mia.mustermann@domain.com" and concludes with "Please ensure to activate your account before this activation code expires." A callout box points to the 24-hour duration text with the text "Please confirm your e-mail address within 24 hours."

Please check your mailbox for an appropriate message. Usually you will receive it within a few minutes.

If you haven't received an e-mail after 15 minutes, please ensure you used a valid e-mail address for registration and check your spam folder.

The message contains a link to confirm your e-mail address.

Please activate your SITRAIN self registration request 09/22/2017

Dear Jane Doe,

to activate your account at Siemens, please click on the activation link. You will be asked to set a password after the link has opened. Please store the password securely, because you need this password to logon to Siemens Internet Pages. Your login name is your email address.

Your activation link is: <https://www.sitrain-learning.siemens.com/userManagement/activate.do?wid=11d8b8b0-0ef1-4679-bc51-f8c2d320a5d3&key=LThODg3Nk2OTAxOTc1MnQ5NQ==>

Best regards,
Your SITRAIN Team

This e-mail and any attachment thereof contain corporate proprietary information. If you have received it by mistake, please notify us immediately by reply e-mail and delete this e-mail and its attachments from your system. Thank you.

Questions or Problems?
Please contact your local SITRAIN training support office. Your responsible contact person can be found here: [SITRAIN contacts worldwide](#)

Please confirm your e-mail address by using the activation link.

After the link has opened, you will be asked to set a password to complete your registration. Please note the password guidelines below the input window.

> Home

Please enter your personal password to activate your account.

Password:

Confirm Password:

Here you can set your personal password.

By using the "Submit" button, your registration will be completed.

You need more information?
We will be pleased to advise you personally.

SITRAIN Customer Support

Tel.: 0911/895-7575
E-Mail: sitrain.de@siemens.com
Web: www.siemens.de/sitrain