

# SIEMENS

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## Guide for registration

SITRAIN – Digital Industry Academy

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

[www.siemens.de/sitrain-personal](http://www.siemens.de/sitrain-personal)

### 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:

The screenshot shows the 'Welcome to SITRAIN Login' page. It includes a 'For Login please use the E-Mail Login below' section with a 'First time here?' link and a note that new users must register first. Below this is a 'Booking for Others / Booking contact' section. The main section is 'Entitlement E-Mail Login', which contains input fields for 'My e-mail address' and 'My Entitlement e-mail password', a 'Remember my e-mail address' checkbox, and a 'log in' button. There are also links for 'Forgot e-mail password?' and 'Help for Entitlement E-Mail Login'. Three callout boxes on the right provide instructions: the first points to the 'First time here?' link, the second points to the 'log in' button, and the third points to the 'Forgot e-mail password?' link.

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.

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

The screenshot shows a 'User Registration' form with the following fields: Last Name (Doe), First Name (Jane), Email (jane.doe@domain.com), and Country (Germany). A checkbox for 'I agree to the Privacy Policy' is checked. Callouts point to the form fields with the text 'Please fill in required fields.' and 'Show and accept privacy policy.'. A 'register' button is visible at the bottom right of the form.

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 screenshot shows a success message: 'Your account has been created successfully. Welcome Jane Doe. You will shortly receive an email with an activation code which is valid for a maximum duration of 24 hours. The email was sent to: mia.mustermann@domain.com. Please ensure to activate your account before this activation code expires.' A callout points to the message with the text 'Please confirm your e-mail address within 24 hours.'

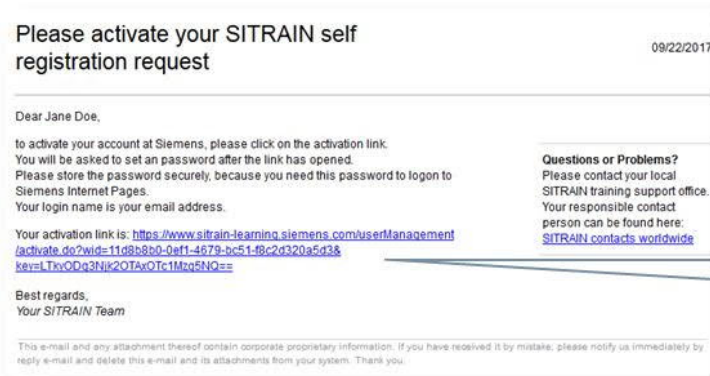
Please check your mailbox for an appropriate message. Usually you will receive it within a few minutes.

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.

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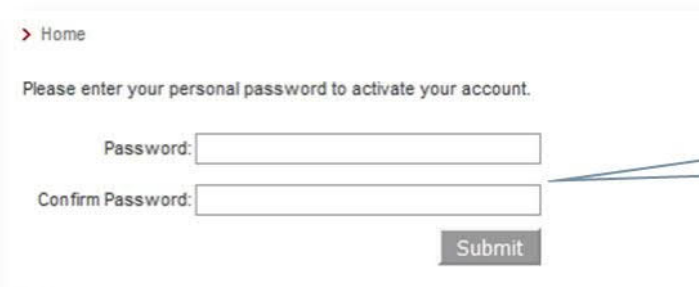
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The message contains a link to confirm your e-mail address.



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.



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](mailto:sitrain.de@siemens.com)

Web: [www.siemens.de/sitrain-personal](http://www.siemens.de/sitrain-personal)