



### My Training – How to Guide

#### My Training - Login

To login click [here](#)

If you already have a password, you can login directly.

If you have forgotten your password please fill in your email address and click Forgot password? You will receive an email with a temporary password used to login, then you can choose your own password.



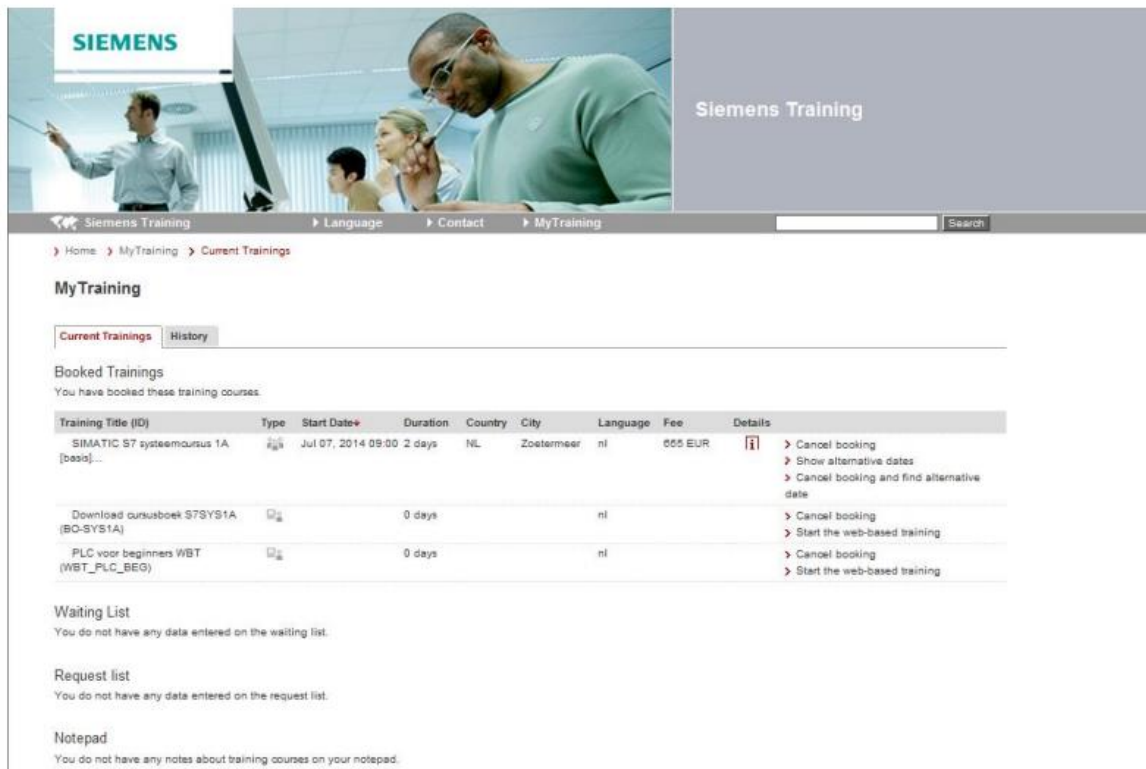
### My Training - How to use

Click 'My Training' and then 'My Learning'



You can then navigate between:

1. Current Training: Active and future courses events
  - a. Booked training: Current training including links to Web Based Training
  - b. Waiting list: If a course is fully booked you can be added to the waitlist until it becomes available
  - c. Request list: Training courses you are interested in but are unable to find available dates to attend
  - d. Notepad: notepad where notes may be stored
2. History: Courses already completed





### Web-based training

To start the WBT, please click on the 'Open E-Learning'. You need to ensure that you have disabled any pop-up blockers and Siemens.com is added to the popup blocker white list.

SIMATIC TIA Portal Structured...	10 hours	en	0 GBP	05/07/2016	> <a href="#">Open E-Learning</a>
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### Downloading personal course files

On the last day of the training course you will be able to download the course manual. To download, please click 'Download Course files'.

S7 Service 1 Course (ST- SERV1)	27/10/2014 10:00 5 days	GB	Manchester	en	1,782 GBP	<a href="#">Download course files</a>
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The notes open as a PDF file which can be saved.

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