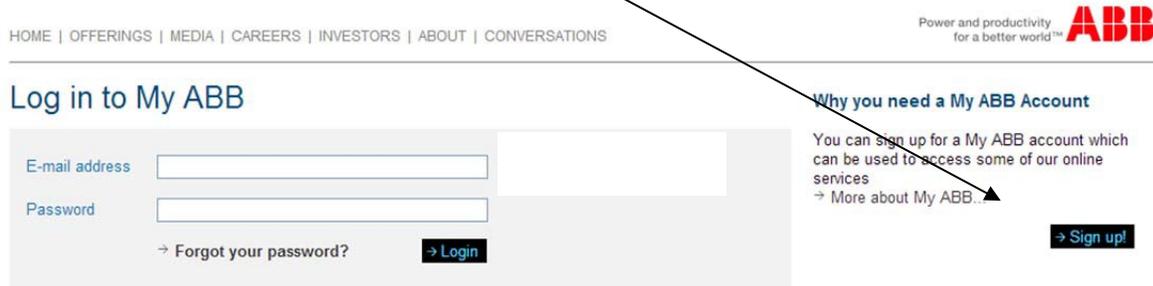


MyLearning.ABB.com Initial Sign-Up and Sign-On

In order to access the new ABB LMS (MyLearning.ABB.com) you must a MyABB Account. Below are instructions on how to create a MyABB Account if you do not already have one.

Go to the ABB home page and click on the Closed Padlock on page (it may be on the top right or on the left side of your screen). It should take you to the registration page at <https://www.abb.com/User/RegistrationPage.aspx>.

To begin your registration, click on the **Sign Up** Button on the right side of the screen



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Power and productivity for a better world™ **ABB**

Log in to My ABB

E-mail address

Password

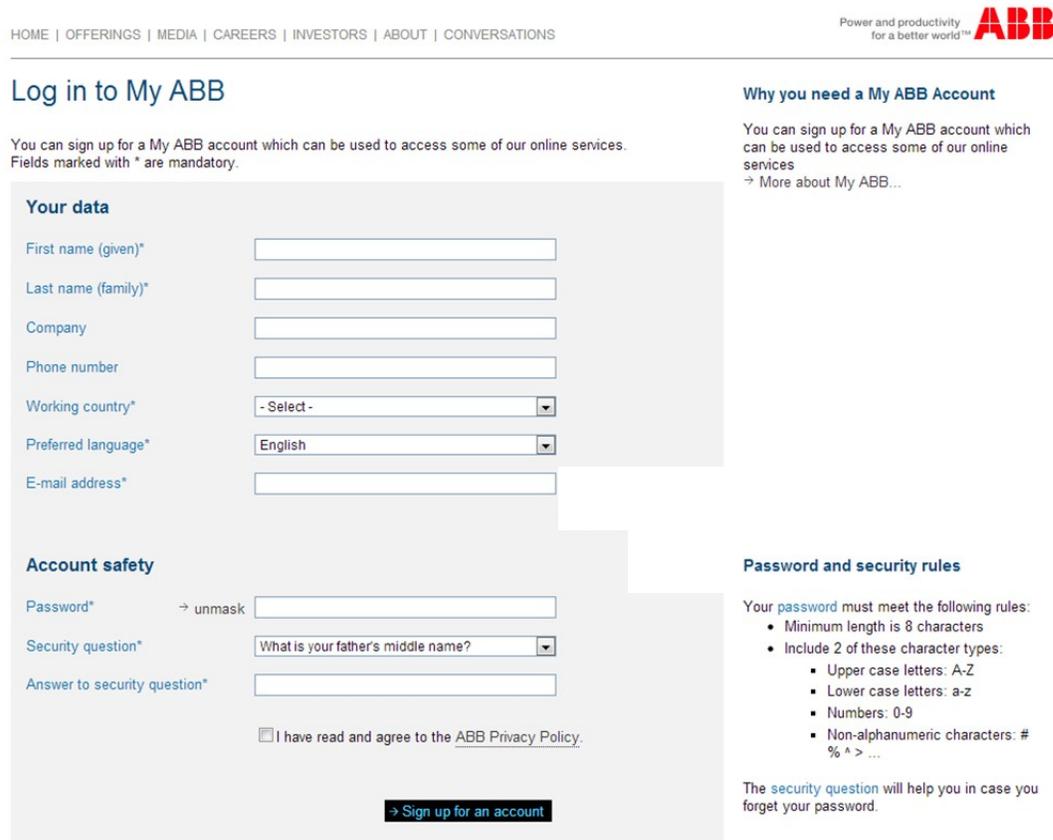
→ Forgot your password?

→ Sign up!

Why you need a My ABB Account

You can sign up for a My ABB account which can be used to access some of our online services
→ More about My ABB...

Next, enter the your information along with the email address you want to use as your UserName for the eLearning System.



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Power and productivity for a better world™ **ABB**

Log in to My ABB

You can sign up for a My ABB account which can be used to access some of our online services.
Fields marked with * are mandatory.

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

Why you need a My ABB Account

You can sign up for a My ABB account which can be used to access some of our online services
→ More about My ABB...

Password and security rules

Your password must meet the following rules:

- Minimum length is 8 characters
- Include 2 of these character types:
 - Upper case letters: A-Z
 - Lower case letters: a-z
 - Numbers: 0-9
 - Non-alphanumeric characters: # % ^ > ...

The security question will help you in case you forget your password.

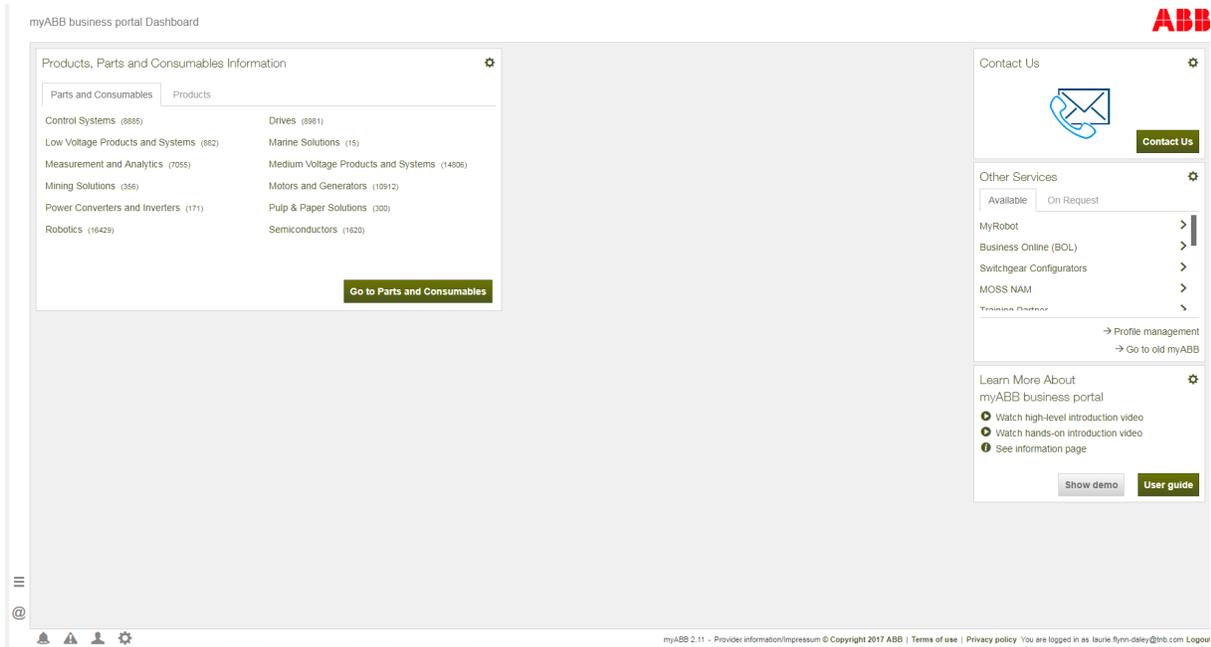
ABB is a global company, so please be sure to select the country in which you are located and the language in which you would like to conduct the training.

To ensure security of your account please create a “strong” password by following the listed security rules.

Then select a security question that can be used and provide the correct answer.

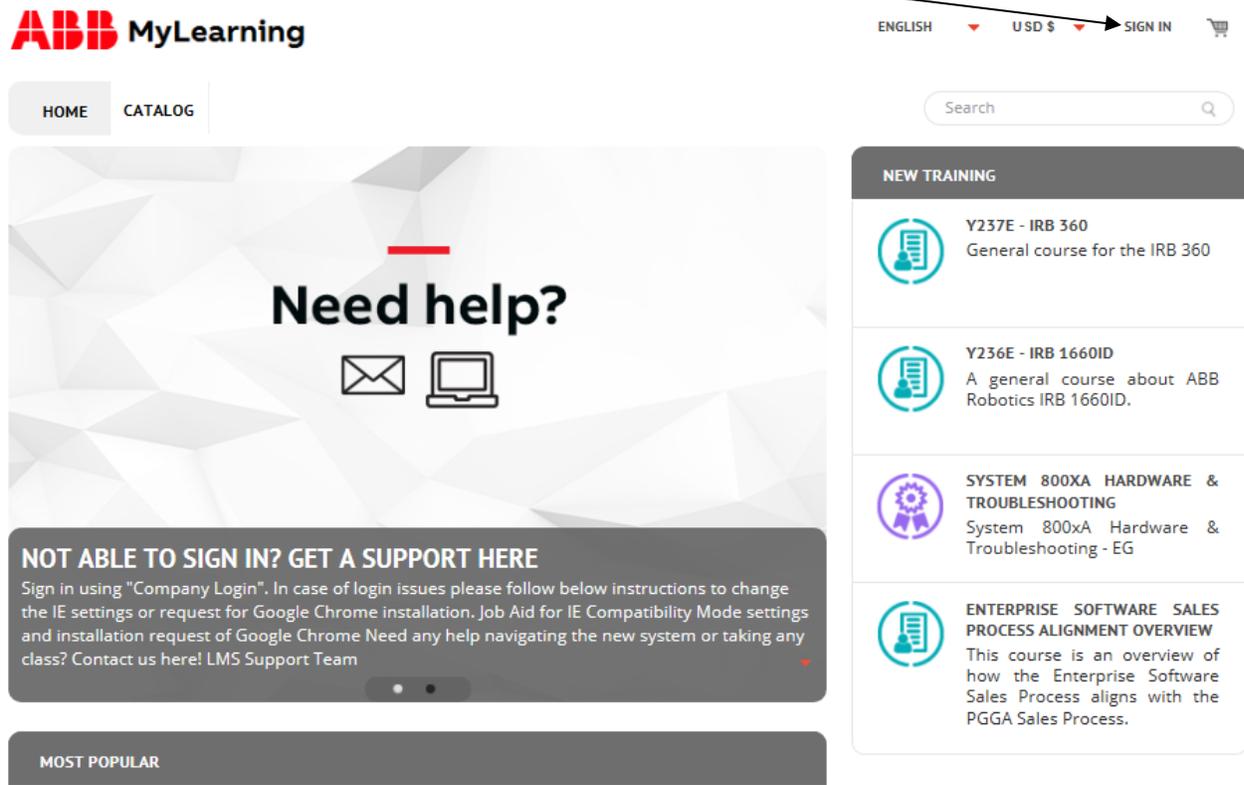
Once you click on “**Sign Up for an account**” MyABB will send an email to the email address you just provided. Please go to your email box and open that email. This system generated email will ask you to login using the Username and the password you just created.

Once you enter the information and click submit; it will then take you to the new MyABB Business Portal



Now that you have set up your MyABB Account you can access the ABB eLearning System.

Please go to <https://mylearning-americas.abb.com> to access your eLearning and click on the **Sign In** option on the rights side of the screen.



There will be a pop-up window for you to enter your Username and Password. Please remember this is the Username and Password you just finished creating for your MyABB Access.

Once signed into the system you can update your profile, search the catalog, access the learning in which you are enrolled, and run your own reports.

ABB MyLearning

HOME CATALOG PROFILE REPORTS MY LEARNING

In searching the catalog you can narrow the selection of courses by “refining” your search

Type:

Select what type of course you are looking for

- **Classroom:** You will need to register to reserve a seat a this in-person training session.
- **Virtual Class:** This is a training session where the content and interaction is in a virtual environment
- **Video:** Strictly to view a media file (mp4, YouTube video, etc)
- **Web-based:** these would be the eLearning courses that are available to you

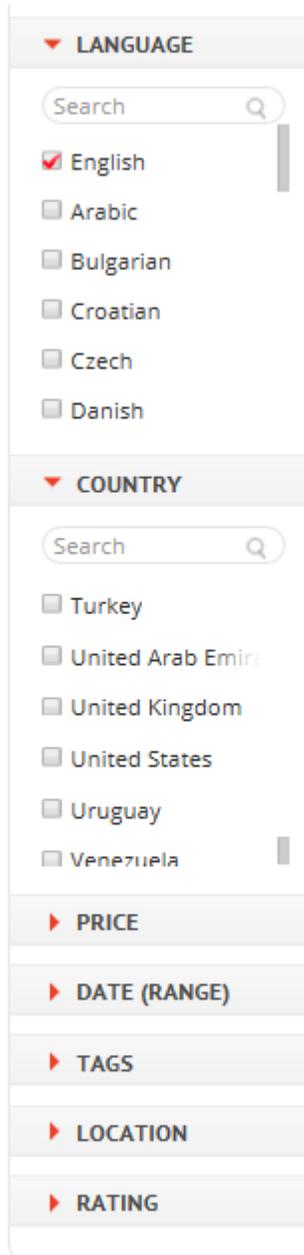
Certifications: can expire and will let you know how to re-certify when needed. These are often used to reinforce training requirements for professional societies and organizations.

Curriculums and Learning Plans: Have not expiration date

- A curriculum may have multiple learning modules that need to be completed but does not have a deadline for completion.
- A Learning Plan also may have multiple learning modules to complete but has a deadline to be met.

Training:

If you know the category of training you can indicate that as



well. You do not have to select any of the three

Language:

Definitely select the language in which you wish to have your learning conducted.

Country:

Currently there are no courses listed for the United States but we hope to have that remedied soon.

Price:

ABB does offer some courses for a fee and you will want to select the price range if you are concerned about costs.

Date (Range):

If you are looking for Classroom training you can select a date range to see if anything is offered during that timeframe

Tags:

Some of the courses will have tags identified to filter courses further. Select that area and type in any other terms you are wanting to filter by.

Location:

Where are you wanting to attend the training?

Rating:

This is new so many courses may not, as yet, have a rating. However, you may want to look for courses with great participant ratings / feedback.

Note: If you have previously done training in the old ABB eLearning system “Training Partner”, any training that is up to 5 years old (completed in 2012 or after) will have been migrated to this new Learning Management System (LMS). Any other learning prior to that will be stored in a separate database and will be available for reporting purposes only.

If you have any questions please do not hesitate to contact the ABB EP US Sales Training team in Memphis. They can be reached at 901-252-5214.

Thank you.