



## Siemens Power Academy TD – NA **NEW** Learning Management System (LMS)

New in October 2009, Siemens Power Academy is launching a new registration and Learning Management System on [Siemens.CourseWebs.com](http://Siemens.CourseWebs.com). This system was developed by CourseWebs LLC for Siemens Power Academy TD – NA with the goal of providing users with an easy, one-stop application for:

- viewing course schedules,
- searching for classes by date, location or course prefix,
- registering and paying on-line (invoicing option also available),
- and receipt of course registration via e-mail all, in just a few minutes!

### **The Benefits of [Siemens.CourseWebs.com](http://Siemens.CourseWebs.com)**

No more waiting for confirmation emails or awkward credit card processing. Using this secure system you have real-time access to course availability, and you can view and update your training and contact information immediately. It is secure and we do not store any credit card information; all transactions are processed through our trusted partner, Bank of America. Once you are ready to register for your first course, you will create a user account, access and update information as needed. Once enrolled in a course, you can view course resources, link to relevant course articles, network with classmates, and create a learning plan towards achieving one of our **NEW Siemens Certifications**.

The following pages walk you through the registration process. As always, your feedback is important. Feel free to ask questions or provide us comments on how we can improve the system to meet your training needs.

Kind regards,

The Siemens Power Academy TD - NA Team

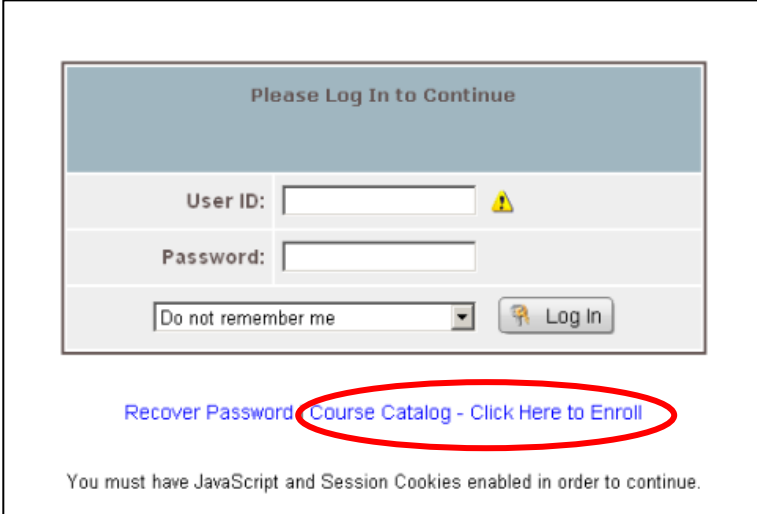
## Siemens Power Academy TD – NA **NEW** Learning Management System (LMS)

### **NEW** Registration Process:


#### Go To:

<http://siemens.coursewebs.com>

#### 1. Click on Course Catalog – Click Here to Enroll



Please Log In to Continue

User ID:  

Password:

Do not remember me

[Recover Password](#) [Course Catalog - Click Here to Enroll](#)

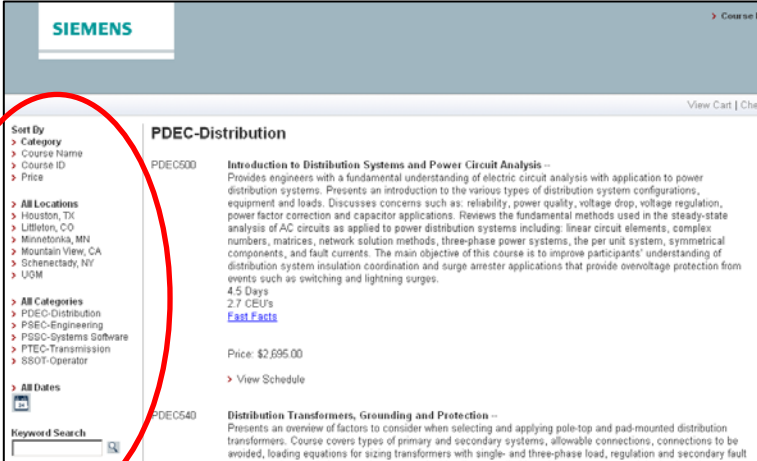
You must have JavaScript and Session Cookies enabled in order to continue.

#### 2. Sort By:

- >Category
- >Course Name
- >Course ID
- >Price

#### Filter By:

- >Location
  - >Categories
  - >Date
- Keyword Search



SIEMENS

Course R

View Cart | Close

Sort By

- > Category
- > Course Name
- > Course ID
- > Price

All Locations

- > Houston, TX
- > Littleton, CO
- > Minnetonka, MN
- > Mountain View, CA
- > Schenectady, NY
- > UOM

All Categories

- > PDEC-Distribution
- > PSEC-Engineering
- > PSEC-Systems Software
- > PTEC-Transmission
- > SSOT-Operator

All Dates

Keyword Search

**PDEC-Distribution**

PDEC500 **Introduction to Distribution Systems and Power Circuit Analysis --**  
Provides engineers with a fundamental understanding of electric circuit analysis with application to power distribution systems. Presents an introduction to the various types of distribution system configurations, equipment and loads. Discusses concerns such as: reliability, power quality, voltage drop, voltage regulation, power factor correction and capacitor applications. Reviews the fundamental methods used in the steady-state analysis of AC circuits as applied to power distribution systems including: linear circuit elements, complex numbers, matrices, network solution methods, three-phase power systems, the per unit system, symmetrical components, and fault currents. The main objective of this course is to improve participants' understanding of distribution system insulation coordination and surge arrester applications that provide overvoltage protection from events such as switching and lightning surges.  
4.5 Days  
2.7 CEUs  
[Fast Facts](#)

Price: \$2,695.00  
> View Schedule

PDEC540 **Distribution Transformers, Grounding and Protection --**  
Presents an overview of factors to consider when selecting and applying pole-top and pad-mounted distribution transformers. Course covers types of primary and secondary systems, allowable connections, connections to be avoided, loading equations for sizing transformers with single- and three-phase load, regulation and secondary fault

## NEW Registration Process (Continued):

### 3. Identify desired course and click >View Schedule

>View Schedule changes to  
>Hide Schedule and section dates and course locations will appear.

The screenshot shows the Siemens course page for PDEC-Distribution. The course title is "Introduction to Distribution Systems and Power Circuit Analysis". The price is \$2,695.00. The "View Schedule" link is circled in red.

### 4. Choose the desired Section, Date, or Location and click on >Add to Cart

>Add to Cart changes to  
>Remove from Cart. Your selection(s) can be found by clicking on the >View Cart option on the top right of the page.

Add more courses, or proceed to step 5 to complete your order.

The screenshot shows the Siemens course page for PDEC-Distribution. The course title is "Introduction to Distribution Systems and Power Circuit Analysis". The price is \$2,695.00. The "Add to Cart" link is circled in red.

Section	Date	Location	Instructor	Seats	More Info
1	Feb 15, 2010 - Feb 19, 2010	Houston, TX	Durbak, Daniel	Available	> view > Add to Cart
2	May 10, 2010 - May 14, 2010	Schenectady, NY	Durbak, Daniel	Available	> view > Add to Cart
3	Jul 12, 2010 - Jul 16, 2010	Schenectady, NY	Durbak, Daniel	Available	> view > Add to Cart
4	Oct 4, 2010 - Oct 8, 2010	Schenectady, NY	Durbak, Daniel	Available	> view > Add to Cart

### 5. Scroll to the top right of the page and click

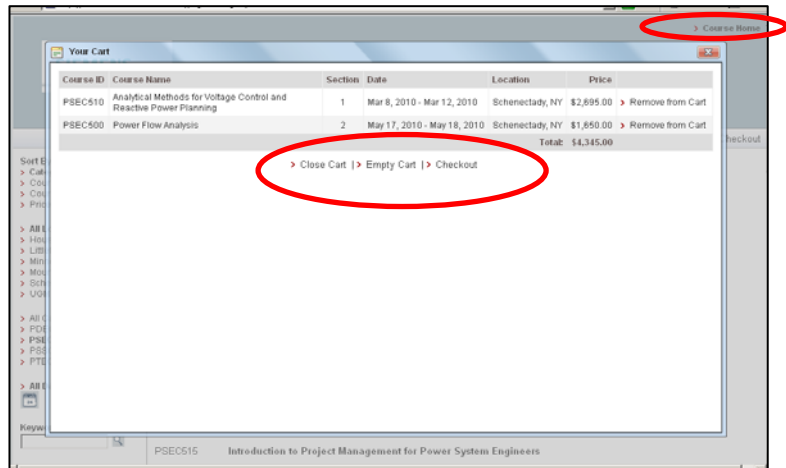
>View Cart or  
>Checkout

The screenshot shows the Siemens course page. The "View Cart" and "Checkout" links are circled in red.

## NEW Registration Process (Continued):

### 6. >View Cart options

- >Close Cart
- >Empty Cart
- >Checkout
- >Course Home

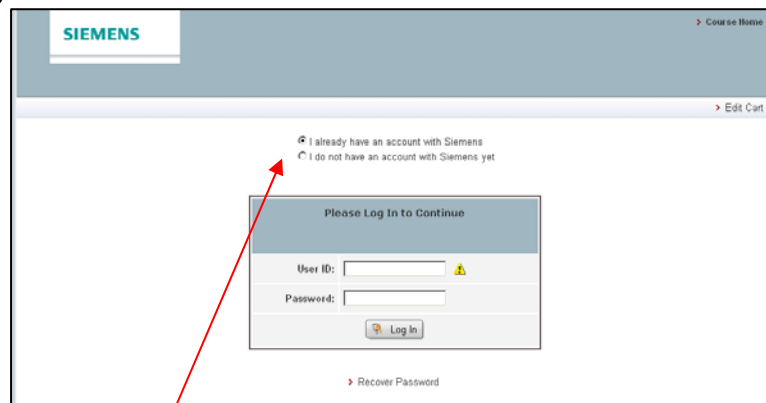


### 7. The >Checkout process

Once you select >Checkout, you will need to either Create an Account (or Login) to complete the registration and payment process.

### 8. Create an Account and Login instructions

If you already have a User ID, please Log In. If you forgot your password, click >Recover Password and the system will send you an email with instructions.



New and first-time users, select the

**"I do not have an account with Siemens yet"** option located over the Login box and an account form will appear.


## NEW Registration Process (Continued):

### (8) Create an Account and Login instructions (Continued):

Complete the required information and click >Submit.

### Create an account.

(Please fill out the following form and click 'submit' below.)

\* Desired User ID:    
Letters and numbers only. No spaces.

\* Choose a Password:

\* Email:

\* Confirm Email:

\* First Name:

Middle Name:

\* Last Name:

\* Company:   
If you are a Siemens employee, please contact EDU office at **enter phone**

\* Is this a government entity?  no  yes

\* Job Title:

\* Department:

\* Company Street Address:

\* City:

\* Country:

The Complete Your Enrollment form will appear with payment options.

### 9. Select payment method

#### Pay Now

Choose this option if you want to pay for the course(s) by credit card to reserve your seat in the course.

**Note – Registration(s) are confirmed and payment receipt(s) delivered via e-mail immediately once the credit card has been authorization.**

SIEMENS > Course Home | Logged in as: Gene Coleman | > Log Out

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> Edit Cart

### Complete Your Enrollment

You are about to enroll in the following course(s):

Course ID	Course Name	Section	Date	Location	Price	
PDE500	Introduction to Distribution Systems and Power Circuit Analysis	1	Feb 15, 2010 - Feb 19, 2010	Houston, TX	\$2,695.00	> Remove from Cart

Sub total: \$2,695.00  
Total: \$2,695.00

> Coupon Code

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Select method of payment:

**Pay Now**  
Choose this option if you want to pay for the course(s) by credit card and reserve your seat in the course.

**Pay Later**  
Choose this option to request an invoice for the cost of the course currently in your shopping cart. Seats do not become reserved until payment is received.

**Coupon Code** – On occasion, Siemens Power Academy will e-mail promotional offers to past students. If you receive one of these offers and wish to take advantage of the promotional discount, please click on the >Coupon Code and enter the code to receive the discount.

## NEW Registration Process (Continued):

### (9) Select payment method (Continued):

#### Pay Later

Choose this option to request an invoice for the cost of the course(s) currently in your shopping cart. Seats do not become reserved until payment (purchase order number) has been received.

Select this option to pay by check, wire transfer or purchase order transaction.

**Note - Registration is not confirmed until payment is received.**

#### Checkbox: Copy fields from profile

To copy fields from your profile or change the billing information as it should appear on the registration receipt (pro forma invoice).

**Invoice to:**

Copy fields from my profile

\* Company:

\* Address:

\* City:

\* State/Province:

\* Country:

I understand that, by paying by invoice:

- My seat in a live course will not be reserved until the invoice has been paid in full and, while there are currently still seats available, those may have been taken by the time the invoice payment has been processed.
- I will not have immediate access to the on-line courses I just registered with until the invoice has been paid in full.

I agree to the terms and conditions described [here](#).

Select method of payment:  **Pay Now**  
Choose this option if you want to pay for the course(s) by credit card and reserve your seat in the course.

**Pay Later**  
Choose this option to request an invoice for the cost of the course currently in your shopping cart. Seats do not become reserved until payment is received.

Please enter the information below exactly as it appears on your credit card statement.

Copy fields from my profile

\* First Name:

\* Last Name:

\* Address:

\* City:

\* State/Province:

\* Postal code:

Email:

Phone:

\* Card Type:

\* Card Number:

Security Code:

[what's this?](#)

\* Expiration Date:   (mm/yyyy)

**Checkbox:** I understand that, by paying by invoice:

- My seat in a live course will not be reserved until the invoice has been paid in full and, while there are currently still seats available, those may be taken by the time the invoice has been processed.
- I will not have immediate access to the online course(s) I just registered for until the invoice has been paid in full.

**Checkbox:** I agree to the terms and conditions described [here](#).

### 10. Registration Receipt and Confirmation

**Pay Now** confirmation and receipt will appear on your screen. We encourage you print a copy for your records. Additionally, you will receive an email with a pdf attachment confirming your registration and payment details. If you do not receive an email confirmation, please contact the Siemens Power Academy TD – NA office at 518-395-5005.

> Course Home | Logged in as Alison Coleman | > Log-Out

**SIEMENS**

**Thank You!**

Transaction Summary:	
Name:	Alison Coleman
User ID:	alisoncoleman
Date:	8/13/2009
Total Charge:	\$2,695.00
Credit Card Reference No.:	FAKEID-2009081310215700

**You've been registered with the following course(s):**

Course ID	Course Name	Section	Date	Location
PSSC550	PSS@E - Introduction to Dynamic Simulation	1	Jan 18, 2010 - Jan 22, 2010	Houston, TX

For questions regarding the payment process, please contact > [siemens@coursewebs.com](mailto:siemens@coursewebs.com).  
Please print this page for your records.

◀ Click Here To Return To Your Courses

#### *Errors that may occur with the **Pay Now** option*

If the credit card number entered is declined, you will receive notification immediately. You can retry the card, provide another card number, or select the Pay Later option to proceed with the checkout process. Errors may occur because of incorrect billing information (address and telephone number verification errors) or per transaction dollar amount limits set on your card. Please contact your banking institution for clarification.

> Coupon Code

Select method of payment:  **Pay Now**  
Choose this option if you want to pay for the course(s) by credit card and reserve your seat in the course.

**Pay Later**  
Choose this option to request an invoice for the cost of the course currently in your shopping cart. Seats do not become reserved until payment is received.

**The transaction has been declined**

Please enter the information below exactly as it appears on your credit card statement.

Copy fields from my profile

* First Name:	Alison
* Last Name:	Coleman
* Address:	400 State St.
* City:	Schenectady

## NEW Registration Process (Continued):

### 10. Registration Receipt and Confirmation (Continued)

**Pay Later** confirmation and receipt will appear on your screen. We encourage you print a copy for your records. Additionally, you will receive an email with a pdf attachment identifying your registration and payment options. If you do not receive an email confirmation, please contact the Siemens Power Academy TD – NA office at 518-395-5005.

**SIEMENS** > Course Home | Logged in as Gene Colemann | > Log-Out

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**Thank You!**

A receipt has been sent to > maryal@nycap.rr.com .  
As soon as the payment of this receipt has been processed, you'll have access to your online courses and/or your seats will be reserved in the course(s).

Invoice Summary:	
Company:	MAC
Name:	Gene Colemann
User ID:	gcoleman
Date:	9/22/2009
Total Charge:	\$2,695.00
Invoice #:	RCPT-2009092212251849

**After payment has been received, you'll be registered with the following course(s):**

Course ID	Course Name	Section	Date	Location
PDEC500	Introduction to Distribution Systems and Power Circuit Analysis	1	Feb 15, 2010 - Feb 19, 2010	Houston, TX

For questions regarding the payment process, please contact > ptiedpro@coursewebs.com .  
Please print this page for your records.

## ACCESSING Course Content through [Siemens.CourseWebs.com](http://Siemens.CourseWebs.com)

### Go To:

<http://siemens.coursewebs.com>

#### 1. Enter User ID and Password.

If you forgot your password, click Recover Password and an email will be sent to with instructions.



Please Log In to Continue

User ID:  ⚠

Password:

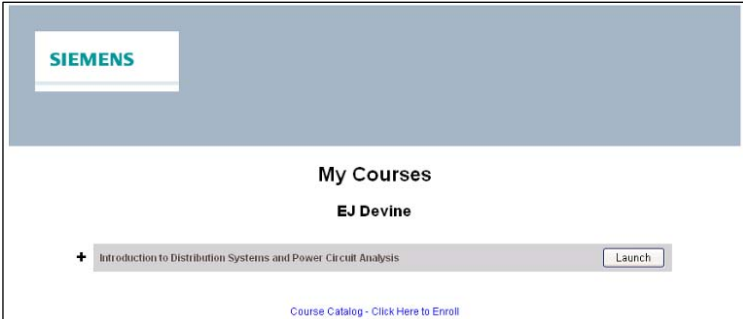
Do not remember me

[Recover Password](#) | [Course Catalog - Click Here to Enroll](#)

You must have JavaScript and Session Cookies enabled in order to continue.

#### 2. My Courses page will appear

This screen shows the course(s) you have registered and paid for that are now available to Launch. Click **Launch** to access content.



SIEMENS

My Courses

EJ Devine

+ Introduction to Distribution Systems and Power Circuit Analysis

[Course Catalog - Click Here to Enroll](#)

Option to view the Course Catalog – Click Here to Enroll is also available  
*If you are not currently enrolled in a course, or your payment has not been received, you will see the following screen:*



SIEMENS

My Courses

EJ Devine

You are not enrolled in any courses.

[Course Catalog - Click Here to Enroll](#)

## ACCESSING Course Content (Continued)

### 3. The following course tabs are available to view:



**Main** – This tab provides the course description and important information related to the course section, date, and location.

**My Profile** – This tab allows you to update your contact and billing information

**My Courses** – This tab shows the courses you are enrolled in or have access to additional content

*Coming Soon...*

**Forums** – This tab provides a monitored forum allows you to post information, ask questions and interact with classmates before, during, and after the course.

**Schedule** – This tab shows the course schedule and any course related social or business related activities planned.

**Outline** – This tab provides the course outline by day or section.

**Software Requirements** - This tab is applicable by location. Courses held on-site at a company location or at one of our regional training sites may require a company laptop with requirements to access (administrative permission) and to load PSS® training software. This tab will provide you detailed information and system requirements.

**Exams** – This tab will be important to students interested in our NEW Siemens Certifications. Students pursuing certification will be required to complete and pass an on-line course final exam. This section will provide practice exams and resources allowing you to review material and test your skills and knowledge.



## **Siemens Power Academy TD NA Training Locations:**

With six regional offices, including our NEW location in Canada, we are bringing PTI closer to you.

### **Siemens PTI – California**

Siemens Energy Inc.  
Siemens Power Technologies  
International  
1350 Shorebird Way  
Mountain View, California 94043-1338

### **Siemens PTI – Minnesota**

Siemens Energy Inc.  
Siemens Power Technologies  
International  
10900 Wayzata Boulevard, Suite 400  
Minnetonka, Minnesota N 55305

### **Siemens PTI – Canada**

Siemens Canada Ltd.  
Siemens Power Technologies  
International  
1550 Appleby Line  
Burlington, Ontario Canada L7L 6X7

### **Siemens PTI – New York**

*Training Headquarters*  
Siemens Energy, Inc.  
Siemens Power Technologies  
International  
400 State Street, 3rd Floor  
Schenectady, New York 12305

### **Siemens PTI – Colorado**

Siemens Energy Inc.  
Siemens Power Technologies  
International  
7810 Shaffer Parkway, Suite 100  
Littleton, Colorado 80127

### **Siemens PTI – Texas**

Siemens Energy Inc.  
Siemens Power Technologies  
International  
14521 Old Katy Road, Suite 100  
Houston, Texas 77079

As always, please contact us should you have questions.

Sincerely,

***The Siemens Power Academy TD NA Team***

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