



## Siemens PTI Academy TD – NA

### Learning Management System (LMS)

#### Welcome to **Siemens.Coursewebs.com**

Siemens PTI Academy TD – NA in conjunction with CourseWebs LLC has created an easy, one-stop website to allow our current and potential students to view course schedules and find classes by date, location or course prefix, register and pay for their courses online\*, all in a matter of minutes.

\*Invoicing option also available

#### Other benefits of **Siemens.Coursewebs.com**

- Instant, secure credit card processing and registration confirmation - we do not store your credit card information, and all transactions are processed through our trusted partner, Bank of America.
- Always available, real-time access to course availability, training history and contact information – once you create a user account, you can access and update information whenever you need it, all you need is an internet connection.
- 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 PTI Academy TD - NA Team

## Siemens PTI Academy TD – NA Learning Management System (LMS)

### ***Browsing and selecting your courses***

To log in, or browse course offerings go to:

<http://siemens.coursewebs.com>

1. Login using your User ID and Password. If you do not have a user ID and Password, you may still browse the catalog and register for a course.
2. Click on Course Catalog – Click Here to Enroll

### **Browsing the course catalog**

3. To find a specific course, training in a specific category or location you may sort by:

- >Category
- >Course Name
- >Course ID
- >Price
- >Location
- >Categories

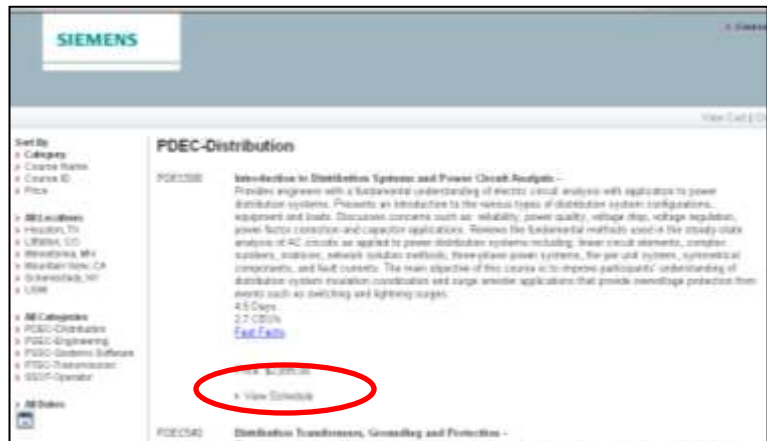
You may also use the following search criteria:

- >Date
- >Keyword Search

## Registration Process (Continued):

- Once you have found a course you wish to register for, click **“View Schedule”** to see scheduled offerings.

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



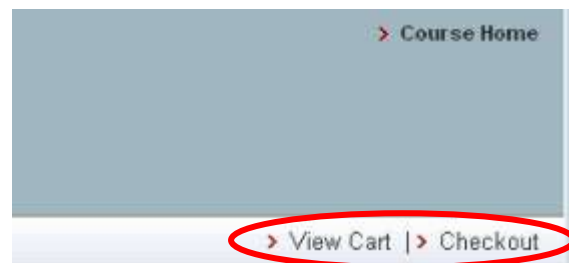
- Choose the desired Section, Date, or Location and click on **“Add to Cart “**

“Add to Cart” changes to “Remove from Cart.” You may remove selections at any time. Your selection(s) can be viewed by clicking on the “View Cart” option on the top right of the page.



Add more courses (steps 3-5), or proceed to Step 6 to complete your order.

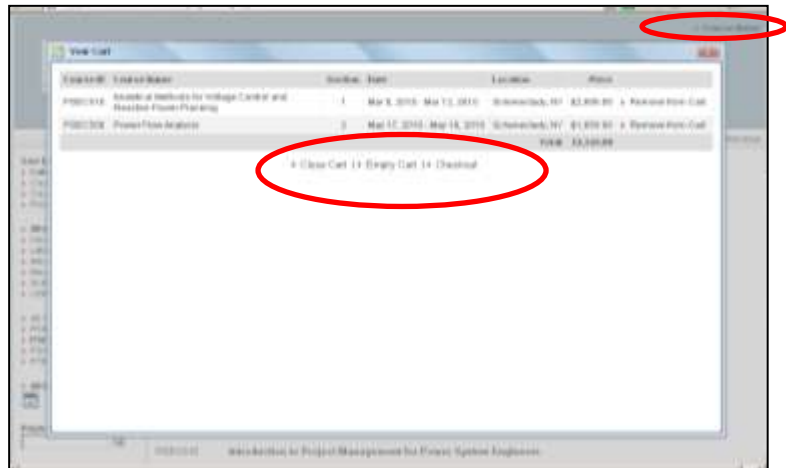
- Scroll to the top right of the page and click **“View Cart”** to review your course selections or **“Checkout”** to proceed to payment options.



## Registration Process (Continued):

### 7. >View Cart options

- >Course Home – returns you to the login page if you were not yet logged in, or to your previous course page if you were logged in.
- >Close Cart – closes the cart view and returns you to the previous screen.
- >Empty Cart – removes all courses in your cart.
- >Checkout – begins the checkout and payment process.



## Registration Process (Continued):

### ***The Checkout and Payment process***

Once you select >Checkout, you will need to either Create an Account or Login with your existing account to complete the registration and payment process.

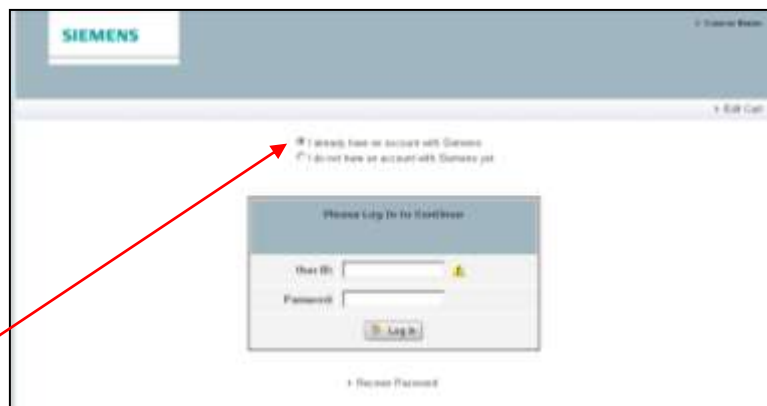
#### **1. Login or Create an Account**

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.

Once you log in, skip to step 3.

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.



## Registration Process (Continued):

### 2. Creating an account:

Skip this step if you already have a User ID and Password.

Complete the required information and click >Submit.

**Create an account.**  
(Please fill out the following form and click 'submit' below.)

\* Desired User ID: [Text Field] ⚠  
Letters and numbers only. No spaces.

\* Choose a Password: [Text Field]

\* Email: [Text Field]

\* Confirm Email: [Text Field]

\* First Name: [Text Field]

Middle Name: [Text Field]

\* Last Name: [Text Field]

\* Company: [Text Field]

If you are a Siemens employee, please contact EDU office at wester.phoise

\* Is this a government entity?  No  Yes

\* Job Title: [Text Field]

\* Department: [Text Field]

\* Company Street Address: [Text Field]

\* City: [Text Field]

\* Country: United States

The Complete Your Enrollment form will appear with payment options.

### 3. Select payment method and add coupons/discounts

Coupon Code – On occasion, Siemens Power Academy will e-mail promotional offers. 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.

**\*Only one coupon may be used per transaction – use the coupon that would be most beneficial for the transaction.**

**Complete Your Enrollment**  
You are about to enroll in the following course(s):

Course ID	Course Name	Section	Term	Location	Price
H201020	Module for Embedded Systems and Power Circuit Analysis	1	Feb 15, 2010 - Feb 19, 2010	Houston, TX	\$2,000.00

Select method of payment:

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

**Pay Later**  
Choose this option to request an invoice for the cost of this course enrollment to your shipping and billing address. You may receive a separate e-mail payment request.

### 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 authorized.

## Registration Process (Continued):

### (3) 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.

**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.

**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).

**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.

## NEW Registration Process (Continued):

### 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 PTI Academy TD – NA office at 518-395-5005.

SIEMENS

> Course Name (Logged in as Alison Coleman) | Log Out

**Thank You!**

Transaction Summary:	
Name:	Alison Coleman
User ID:	alisoncoleman
Date:	8/13/2009
Total Charge:	\$2,095.00
Credit Card Reference No.:	FACED-000001310215700

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

Course ID	Course Name	Section	Date	Location
PSDC100	PSDC - Introduction to Dynamic Simulation	1	Jan 18, 2010 - Jan 22, 2010	Houston, TX

For questions regarding the payment process, please contact > [siemens@coursemwts.com](mailto:siemens@coursemwts.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 receive your seat in the course.

**Pay Later**  
Choose this option to request an invoice for the cost of the course directly 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 PTI Academy TD – NA office at 518-395-5005.

SIEMENS Course Home | Logged In as: Gene Colemann | Log Out

**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 > ptiedpna@coursewebs.com.  
Please print this page for your records.

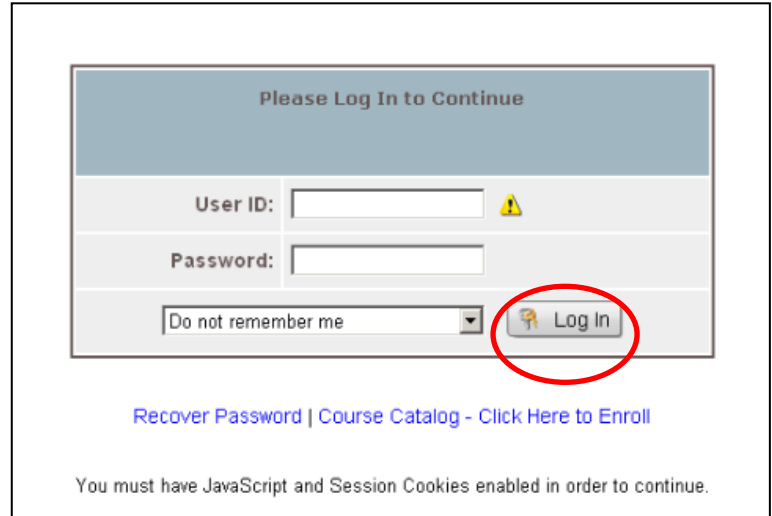
## ACCESSING Course Content through [Siemens.CourseWebs.com](http://Siemens.CourseWebs.com)

### Go To:

<http://siemens.coursewebs.com>

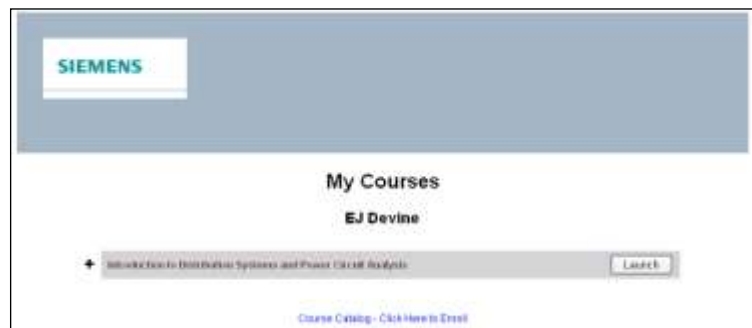
#### 1. Enter User ID and Password.

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



#### 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.



You also have the option to view the course catalog by clicking the hyperlink: "Course Catalog – Click Here to Enroll"

*If you are not currently enrolled in a course, or your payment has not been received, you will see this screen*



## 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, dates, locations and computer requirements.

**Hardware and 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<sup>®</sup> training software. This tab will provide you detailed information and system requirements.

**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

**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.

**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.