



EDUCATION SERVICES

FREQUENTLY ASKED QUESTIONS

How to Set Up Your MyTraining Account

1) Will I use my MyEmerson login information to sign in to MyTraining?

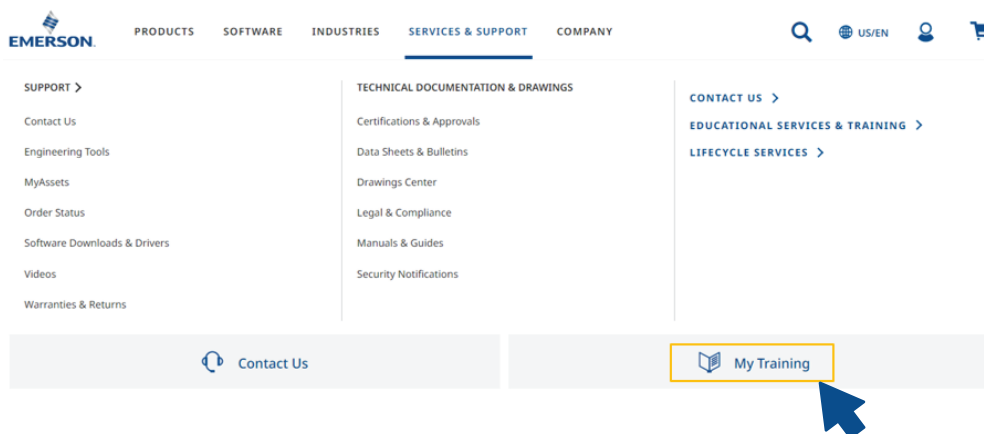
Yes, your credentials from MyEmerson will work. Just need to set up a MyEmerson account on Emerson.com and login into MyTraining.

2) Where do I set up a MyEmerson account?

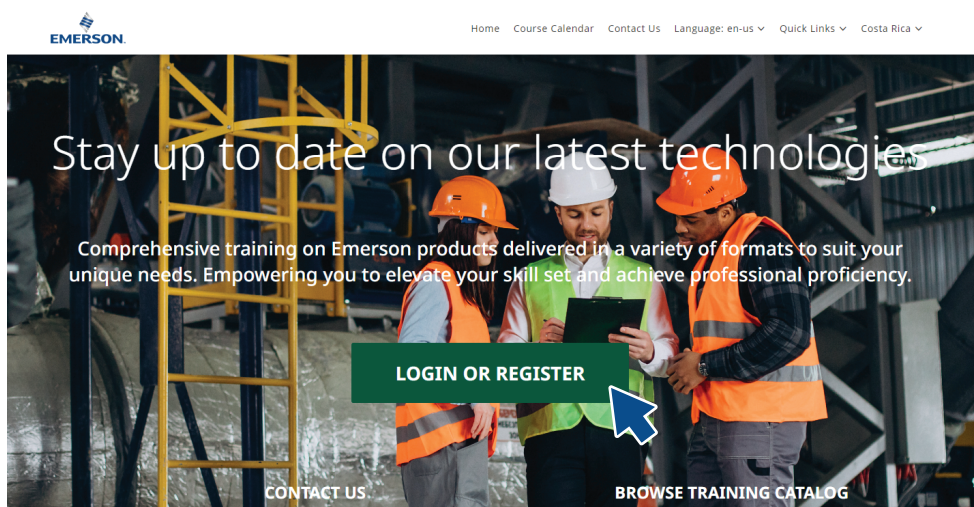
Below are step-by-step instructions to help get you get started.

Option 1

a. Visit Emerson.com and under Services & Support select the **MyTraining** button.



b. From the MyTraining webpage, select the **Login or Register** button.



Visit: www.Emerson.com/Education
Email: education@emerson.com





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c. Then select the **Create an Account** option.

Tools for Your Application Needs

Sign in or register once to access all of your Emerson accounts.

Get access to Emerson's Tools using just one username and one password with our new seamless platform. While we build, please note that you may still be required to use existing usernames and passwords for some web applications.

Access Your Account

Sign in below using your email and password.

EMAIL ADDRESS

PASSWORD

SIGN IN >

[Forgot your password?](#)

Don't have an account? [Create an Account](#)

d. Complete all required fields and be sure to **use your business email address**.

Register Now

In order to access your Emerson accounts, you will need to register your information and create a password using the fields below.

Have an account? [Sign In](#)

Account Details

*PRIMARY EMAIL

*FIRST NAME

*LAST NAME

MOBILE PHONE

Password Details

*CREATE PASSWORD

*CONFIRM PASSWORD

PASSWORD STRENGTH WEAK

Password must be a minimum of eight characters and contain at least one number, one lowercase and one uppercase letter. Must not contain your email or parts of your email separated by the following characters: , . _ # @.

Company Details

*ORGANIZATION

DEPARTMENT

*STREET ADDRESS

*CITY

*COUNTRY / REGION

*STATE/PROVINCE

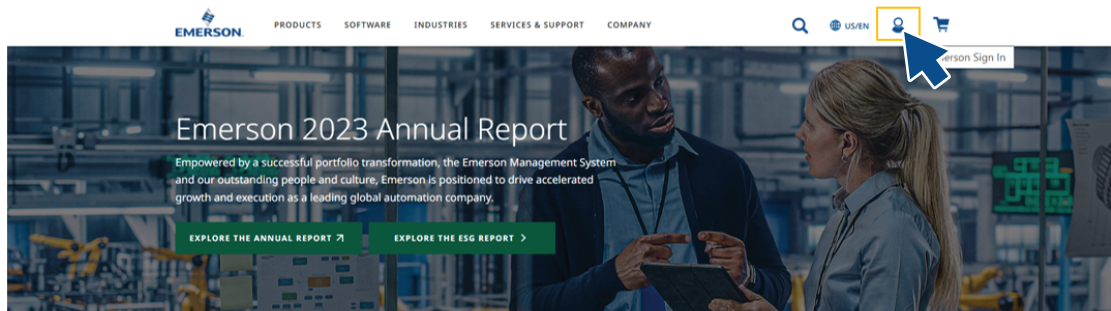


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Option 2

a. Visit Emerson.com and select the top blue **people icon button**.



Emerson combines advanced technologies, industry-leading expertise and an insatiable curiosity about the world to create sustainable solutions for our customers.

b. Then select the **Create Account** option.

MyEmerson Sign In

Returning customers please sign in to your account:

USER ID

email@company.com

The Logon Id field cannot be empty.

PASSWORD

SIGN IN >

Forgot your password?

FOR MORE INFORMATION, CLICK HERE >

New Customer

Creating a MyEmerson account delivers personalized access to:

- Take advantage of faster ordering
- Create and explore customizable training plans
- Access installed product information for easier maintenance
- Utilize a network of expertise
- Track order status and quote history
- Speed up work using collaborative engineering tools

In order to access full MyEmerson functionality, you must use a business email when creating your account.

CREATE ACCOUNT >

VIEW MYEMERSON FAQ >

By submitting this form, you agree to the Terms of Use and Privacy Notice.



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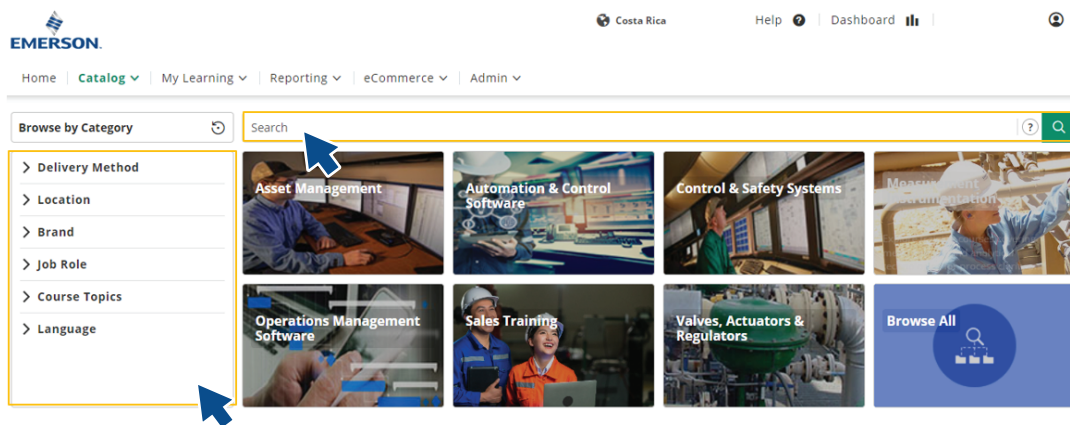
FREQUENTLY ASKED QUESTIONS

3) What can I do on MyTraining?

You will be able to view the broad spectrum of Education offerings delivered in a variety of modalities around the world. You can find relevant courses, sign up for classes, track training history and download certificates.

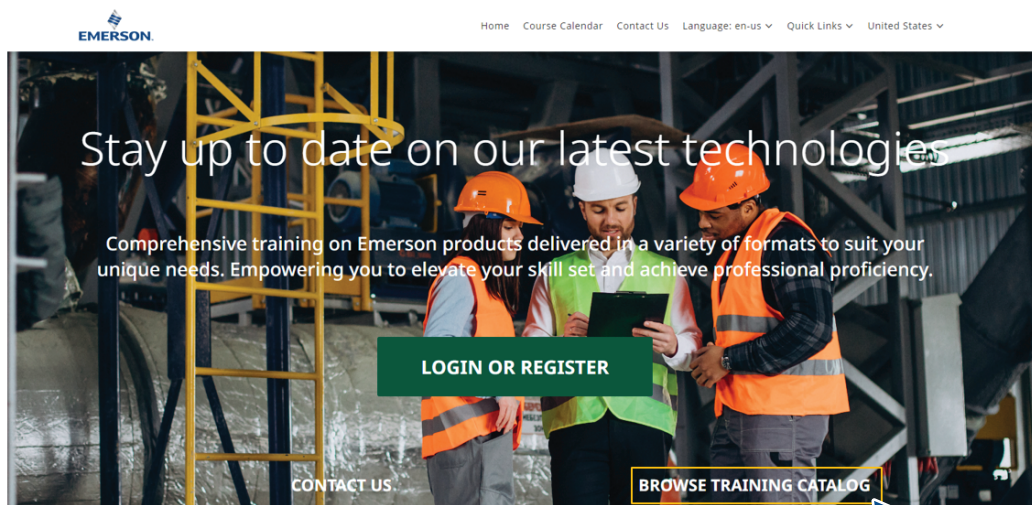
4) How can I find the courses that I'm looking for?

You can easily search for courses by title or course number, and filter by delivery method, location, language, brand and job role to best suit your needs.



5) Do I have to have an account to be able to see available course options?

No, you can use the Browse Training Catalog option to view full range of training options around the world. But you have to have an account to request a quote.



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6) What if I found a course that I need but it doesn't have an offering available?

You can make an expression of interest and a representative from your World Area will contact you for assistance.

The screenshot shows the Emerson Education Services website. At the top, there is a navigation bar with 'Home', 'Course Calendar', 'Contact Us', and 'Language: en-us'. Below this is a 'Browse Catalog' link. The main content area features a course card for 'DeltaV Operate Implementation I - Introduction - 7009', which is an 'Instructor Led Training' lasting '4.5 Days'. Below the course card, there are tabs for 'Details' and 'Available Offerings'. Under 'Available Offerings', there is a search filter for 'Classes Starting Between' with two date input fields (dd-mm-yyyy) and checkboxes for 'Check to exclude full classes' and 'Confirmed Classes Only'. There are 'Search', 'Clear', and 'Share' buttons. Below the search filters is an 'Expression of Interest' section with a purple icon and the text: 'If you cannot find a suitable date, register your interest by completing the Expression of Interest Form.' A yellow box highlights the 'Register' button, which is pointed to by a blue arrow.

7) Which kind of modalities do you have available?

A variety of modalities are available: instructor led, virtual instructor-led, online, blended, in-person and more, to better fit your need. You can choose when, where and how to learn.

The screenshot shows the Emerson Education Services website with a 'Catalog' dropdown menu open. The 'Delivery Method' filter is expanded, showing a list of options with checkboxes: Blended (8), Bundle (2), Channel (1), E-Course (48), Free Video (32), Instructor Led Training (286), Interactive Plant Environment (10), Learning Path (1), Live Virtual Classes (160), MicroTraining (1), Onsite (2), Request Onsite (1), and Video Course (1). A blue arrow points to this filter. To the right of the filter is a grid of course categories: 'Asset Management', 'Automation & Control Software', 'Control & Safety Systems', 'Measurement Instrumentation', 'Operations Management Software', 'Valves, Actuators & Regulators', and a 'Browse All' button.

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8) Can I create a learning path based on my Job Role??

Yes, The system allows you to create your own learning path. Just need to Select the dots button and add the offering to your learning path.

The screenshot shows the Emerson Learning Catalog interface. At the top, there is a navigation bar with 'Home', 'Catalog', 'My Learning', 'Reporting', 'eCommerce', and 'Admin'. A search bar is on the right. Below the navigation, the 'Browse Catalog' section displays a course card for 'AMS - Device Manager - Virtual- 7020V'. The card includes a 'Live Virtual Classes · 3 Days' badge and a '+ Add to Learning Path' button, which is highlighted with a yellow box and a blue arrow. Below the course card, there are 'Details' and 'Available Offerings' tabs, and a search filter section with 'Classes Starting Between' and 'Check to exclude full classes' and 'Confirmed Classes Only' options.

9) How can I request for a quote ?

a) From the learner profile search by course code. View available offerings.

The screenshot shows the search results for course code 7026. On the left, there is a 'Calendar' view for July 2023, which is currently empty. On the right, there is a list of offerings. The first offering is 'Classroom (3 Classes) DeltaV Cybersecurity - 7026' with a 'Next: 9:00 Mon, 17-Jul-23 BST' and 'Places: 3'. The second offering is 'Virtual Class DeltaV Cybersecurity - Virtual - 7026V'. Both offerings have a '4.5 Days' duration. A yellow box highlights the two offerings, and a blue arrow points to the 'Request For Quote' button on the second offering.

b) Chose the session you want. Click request for quote button.

The screenshot shows two course offerings for 'DeltaV Cybersecurity - 7026'. The first offering is for 'Mon, 21-Aug - Fri, 25-Aug' at 'Leicester Training Center' with 'Places: 2' and 'Delivery Language: English'. The second offering is for 'Mon, 30-Oct - Fri, 03-Nov' at 'Leicester Training Center' with 'Places: 1' and 'Delivery Language: English'. Both offerings have a 'Request For Quote' button and a 'Details' link. A yellow box highlights the 'Request For Quote' button for the first offering, and a blue arrow points to it.



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10) Who can I contact with questions?

Contact us via email based on your WA:

- Asia-Pacific: AP.Education@Emerson.com
- Europe: EU.Education@emerson.com
- Latin America: capacitacion.mexico@emerson.com
- Middle East/Africa: mea.education@emerson.com
- North America: Education@emerson.com

Or call us directly at 1-800-338-8158 with any issues or questions.

[Click here to learn more](#)