



Siemens Healthcare Training Center

Learning Platform Help

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1. Basic Information about the Learning Platform

The screenshot shows the Siemens Healthcare Training Center Learning Platform Intranet home page. The header includes the Siemens logo, the title 'Siemens Healthcare Training Center Learning Platform Intranet', and the tagline 'Extend your skills - Individually. Practically. Concentrated.' There are navigation links for 'Register now!' and 'Login'. The main content area features a 'My Training Center' section with a login form (E-mail address, Password) and links for 'Login', 'Forgotten your Password?', 'Request new password', 'Apply for new account', and 'Register now!'. A sidebar on the left contains 'Course Offerings' (Course Catalog, Search) and 'General Information' (Training Center Intranet Homepage, Training Centers worldwide, Terms and Conditions, Certification). A 'Contact' and 'Help' button is also visible. Callout boxes highlight: 'Language Settings (only available in Internet)', 'Course Catalog/Search', 'Registration/Login Settings (after Login)', 'Contact', 'Help', 'General Information', and 'Login/Password request'.

1.1. Home

After successful navigation to the Siemens Healthcare Training Center Learning Platform, you see the start page, also called 'Home'.

On the left hand side, you will find '**Course Offerings**' with the sub-categories '**Course Catalog**' and '**Search**'. It is possible to search and browse the course catalog without being logged in.

Under '**General Information**', you can find the following sub-categories:

Training Center Intranet Homepage: Link to the intranet page

Training Centers worldwide: Information about each of our Training Center locations

Terms and Conditions: A detailed version of our terms and conditions

Certification: Link to detailed information about our Certification Programs ASE and SEE

1.2. Registration

If you do not have a **'MyTraining'** account yet, you can register for an account by clicking on **"Register Now"** in the top right corner. To book a course, an account is required.

Warning: If you already have an account, do not create another account as this will fragment your training records across multiple accounts.

Password Policy

The minimum length of a valid password is 8 characters. Additionally, three of the following four characteristics:

- At least one lower case character
- At least one upper case character
- At least one numeral
- At least one special character

The last 5 passwords cannot be reused. You have to change your password every 90 days.

1.3. Login

If you already have an account, you can login by clicking on "Login" in the top right corner, or alternatively you can enter your e-mail and password in the center of the start page.

You can reach the Learning Platform via two different links:

- <https://intranet.training.healthcare.siemens.com>
- <https://training.healthcare.siemens.com>

If you use the Intranet link, it is possible to login with e-mail and password OR via PKI. However, if you use the Internet link, you can only log in via email and password.

1.4. Request a new password

In case you have forgotten your password, you can request a new one on the start page of the Learning Platform.

In the center of the page, below the fields for email and password, you can click "Request new password".

You will be asked to enter your email address. If the email address is unknown to the system, you will be forwarded to the registration form.

Please refer to the password policy for further information about the requirements of the password.

Warning: If you already have an account, do not create another account as this will fragment your training records across multiple accounts.

1.5. Settings

You are able to change the settings of your account. Within the Learning Platform, you are able to access 'Settings' via the top right corner.



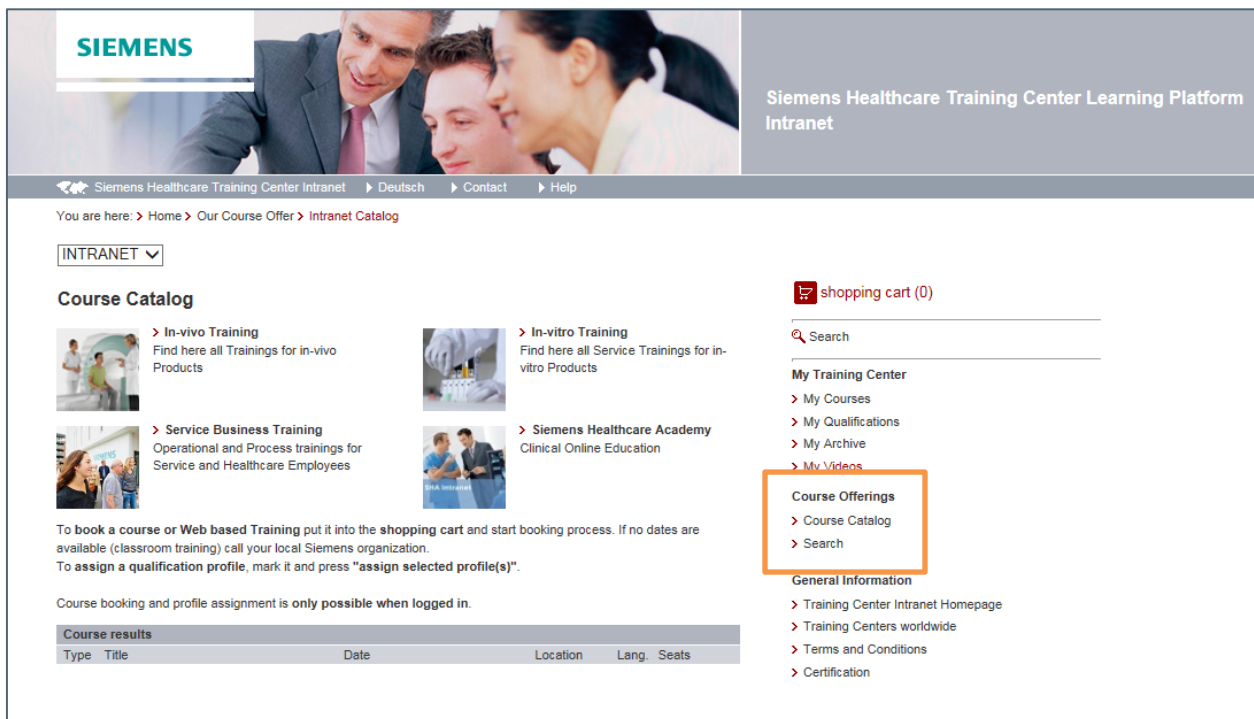
You will see the basic data of your account such as name, department, company address etc. By clicking on the button "Change" you will be able to change said data on the first of two forms available with data.

Additionally, it is possible on the second page to change the password. To save your changes, do not forget to press "complete".

2. Course Booking / Offerings

2.1. Course Catalog

You are able to browse the course catalog and look through selected modalities. They are divided into In-vivo Training, In-vitro Training, Service Business Training and Siemens Healthcare Academy.



2.2. Search

You are also able to search for a certain course if you know the course ID. You can enter the course ID in the search bar. Alternatively, it is possible to do a full text search.

Courses from the chapter Technical Service Training are not bookable in the Internet. If you are interested in this training please contact your local Siemens organization.

Search

Search for Courses Search for Profiles ? Help

Full text search and or

Course number

Select multiple criteria by using the Ctrl-key.

Segment:
All segments
Technical Training
Application Training
Process Training
Service Business Training

Training Method:
All methods
Classroom Training
Computer-based Training
Web-based Training
Virtual Classroom Training

Language:
All languages
English
German
Chinese
Japanese

reset start search

0 Hit(s)

| Number | Type | Title | Lang | Location | Seats |
|--------|------|-------|------|----------|-------|
|--------|------|-------|------|----------|-------|

| | |
|---------------------|------------------------------------------------------------------------|
| Course Types | Course Curricula, Curriculum Path consisting of several course modules |
| CC | Regular Training, Classroom Training, Seminar, Workshop |
| RTR | Regular Training, Classroom Training, Seminar, Workshop |
| SEM | Seminar |
| WBT | Web-Based-Training – Online Training |
| TST | Online Assessment – Qualification test that can be executed online |
| SVU | Synchronous Virtual University (Virtual Classroom) |
| CBT | Computer-Based Training – Training Software on CD-ROM |
| CER | Certificate |

2.3. How to book a course

To be able to book a course, you first have to be logged in. If you don't have a 'MyTraining' account yet, please see chapter [1.2 Registration](#)

Browsing and searching for courses is possible without being logged in. However, if you have found a course you would like to book and after you have chosen a date and location (if more than one is available), you can add the course to the shopping cart. It is possible to add more than one course to the shopping cart. You have to log into your account before you are able to check out. The Booking Wizard will guide you through the booking process.

2.3.1. Confirmation and invitation

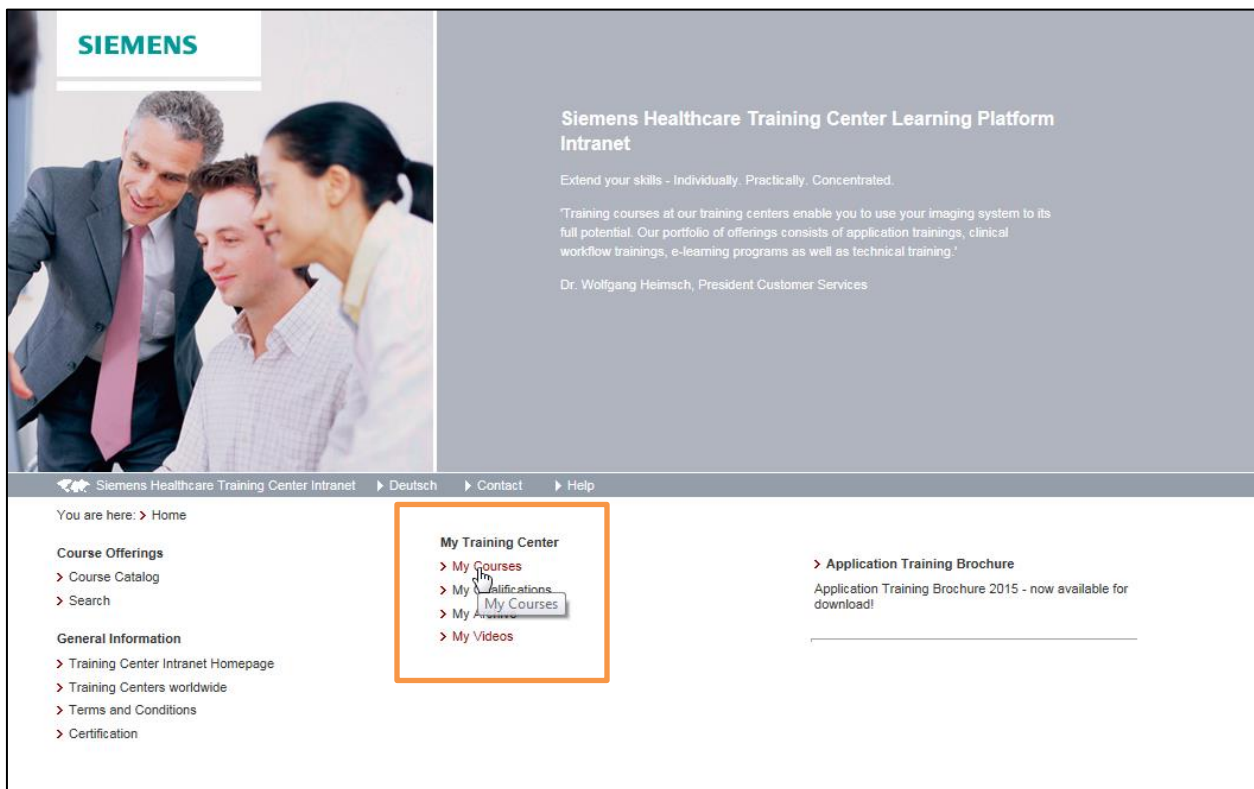
If you have booked a course, you need two confirmations, one from your Booking Contact and one from the respective Training Center your course will take place at. Of course, this only applies to classroom trainings and not e-learning courses. The Training Center has to process every booking and makes sure a course has not been over-booked. The Training Center will account the bookings in the order of their arrival.

After your course participation has been confirmed by the Booking Contact and the Training Center, you will receive an invitation e-mail. The email will provide detailed information about the location, the booked dates and additional useful information.

Your invitation will also be stored at **MyTraining > My Courses**.

2.3.2. How to view a previously booked course/WBT

In the middle of the screen, you are able to access previously booked Web-based Trainings at **My Training Center > My Courses** at any time. You are also able to view your previously booked classroom trainings there.



2.4. How to change or cancel a course

If you have to cancel a booked course, use the Login of **'My Training Center'**.

Under **'My Courses'** click on the status of the course you want to cancel / change.

You are here: > Home > My Courses > Rebook

View/change/cancel booking

Your booking

| Number | Title | Type | Date, Place |
|-----------|------------------------------|-----------|---------------------------------------------|
| ZZ2CLASS2 | Testcase for curricula Basic | Classroom | 9/14/15 - 9/15/15, Erlangen Start: 08:30 |

What do you want to do?

Cancel your course

back

next

You will be informed about a potential cancellation fee and have to confirm your cancellation. Your cancellation will be confirmed within the Learning Platform and via an e-mail sent to you immediately.

Siemens employees do not require the confirmation of their Booking Contact.

It is also possible to change the dates of your booked training there. If another date is available and has not been fully booked yet, you can easily change the desired course date. The Booking Contact will have to confirm the change.

If another date is not available, you can select to be added to the wait list.

3. Appendix

Booking Contact

A Booking Contact (BC) is assigned to each Siemens employee as an *approval manager*. The BC has to authorize the courses booked by an employee. The booking contact is visible after login in the top right corner of the training platform.

Hotel Booking

Booking Contact for Siemens Employees
Book IT for non Siemens Employees

BOOK-IT
Carl-Thiersch-Str. 2c
91052 Erlangen
Phone: +49 9131 6101 300

Ordner Number

Siemens employees and customers receive their purchase order number from the sales representatives in charge. Customer can use it as their internal accounting number.

OrgID

The Org ID is a worldwide standardized number. It identifies a purchasing or sales organization inside the Siemens company.