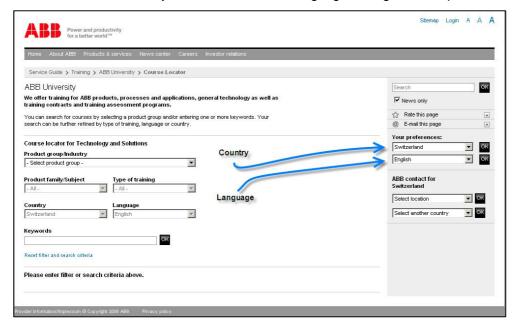
Step-by-Step Guide

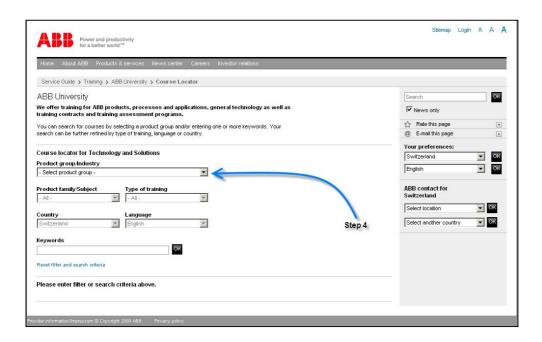
ABB University Switzerland Online registration

- 1) Launch your browser and enter the URL: http://www.abb.ch/abbuniversity/courses.aspx
- 2) Please choose the country Switzerland and the language to English, then press OK.

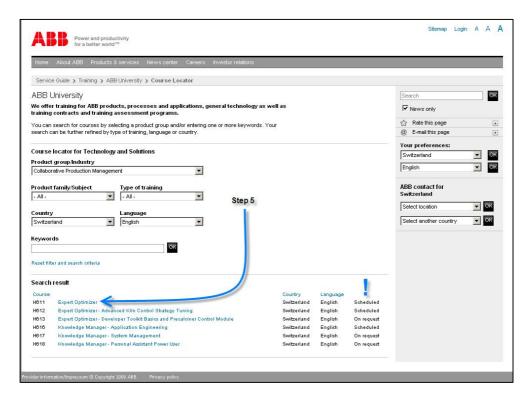


A new window will open and the next step will be...

- to type in a keyword, for example Expert Optimizer or
- 4) to select the desired product group/industry



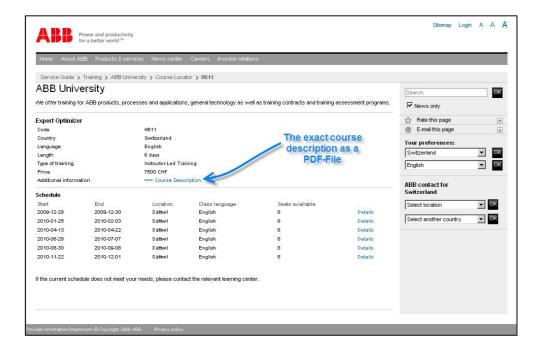
If you would like to attend a Collaborative Production Management course. You choose the group "Collaborative Production Management" and make sure that the course you want to attend is scheduled.



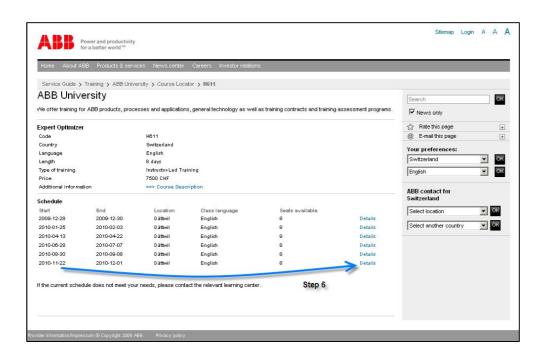
5) After that you click on the course that you would like to attend.

A new window will open and now you can see the information about the course as well as the dates and the available number of seats.

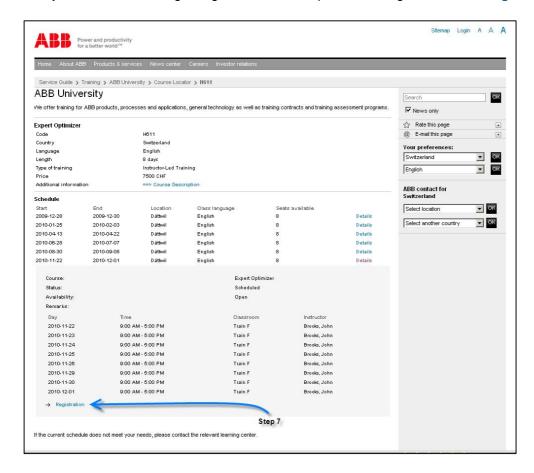
If you want to read more details about the course content, select the link Course Description.



6) Please select your preferred start date and press "Details".



7) Now you see all details regarding the course set-up. For final registration click **Registration**.



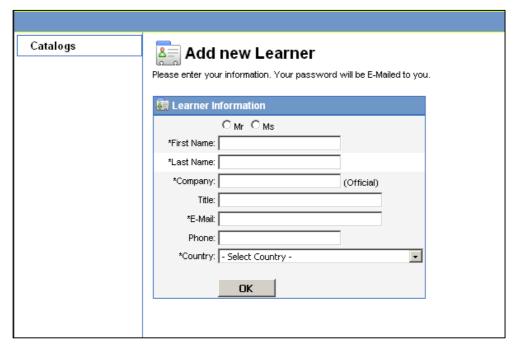
Registration details

8) If you are already a registered user, fill in your username and password and log on. If not,

Please click "register"

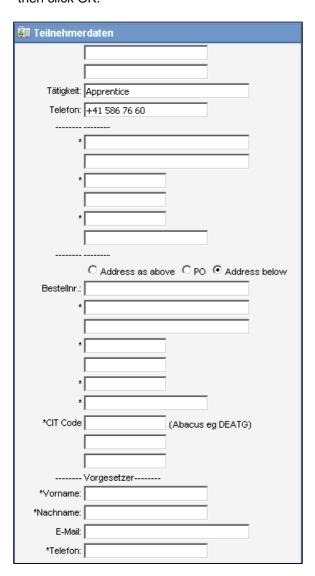


9) Make sure that you have filled in the mandatory fields (all fields with an *) and then press OK.



10) Afterwards you will get an email with your password to log in.

11) Update your personal information and make sure that you have filled in all the fields with an *, then click OK.



12) After you have updated your personal information, you will be automatically registered for the course.

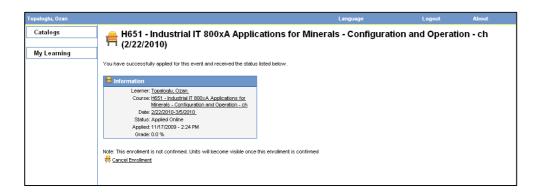


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