

Training Registration Instructions

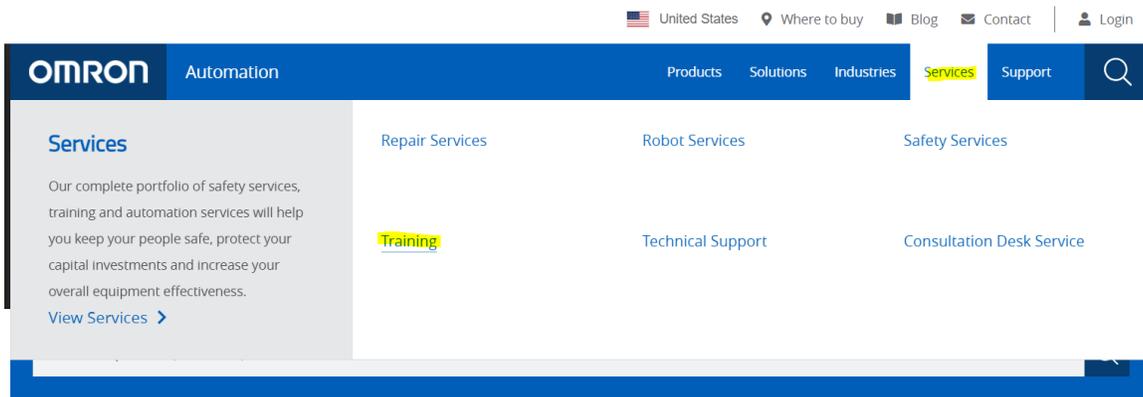
An OmronNow account gives you access to self-service tools, resources, the latest product and service news, industry and solution updates and a host of other information. You will now be gaining access to all Omron training materials using the same account through single sign-on.

Additionally we have streamlined the online payment process. Credit card orders are directly entered into the system for immediate purchase of a course. Payment via purchase order is also available. Identifying the appropriate payee name and purchase order number when registering for a course will help expedite enrollment confirmation.

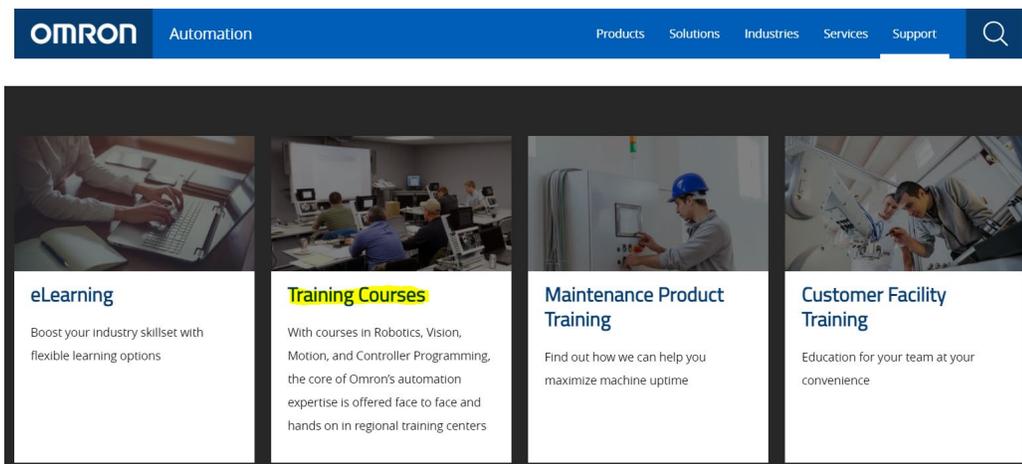
*We are implementing this capability for the Canada and US regions, with Mexico to follow later this year.

Browse Training Courses

1. To browse for training courses select **Services** and then **Training** from the main menu.



2. Click on the **Training Courses**.



3. If at any point you need assistance, please click on the **Contact Training** button at the top of the page.



4. Use the filtering options on the left to easily find your desired course.
- Category** – allows the user to filter courses by product technology
 - Location** – allows the user to filter courses by location of the course
 - Language offered** – this is the language the course will be delivered in
 - Training type**- allows the user to filter based on different delivery methods.
 - **In Person:** *this is an instructor led class held in one of our training facilities*
 - **On-demand:** *this is a prerecorded video content*
 - **Virtual:** *this is an instructor led virtual course*

Once you have selected a course:

For returning users you will need to sign in with your Omron Now account to view cost and course details.

Sign-in Required

You need to sign-in to see personalized pricing and real-time availability information...

Proceed

If this is your first time taking a training course, you will be prompted to tell us more about yourself.

**this will only ask you to provision a Learning Management System (LMS) account once.*

Almost There

You need to provide some more information so we can provision an LMS account for you...

Proceed

Your name will be prefilled. Select the appropriate answer from each of the drop down menus. Select **Submit**.

NOTE: for **User Type**, if you are an Omron authorized system integrator select distributor. If you are an Omron authorized distributor select distributor. Otherwise, select customer. For Omron employees, you must use your employee email

Almost there...

Just confirm your details and select preferred options, then you can proceed to booking...

First name	Last name
<input type="text" value="Customer"/>	<input type="text" value="One"/>
User Type *	
<input type="text" value="Select an option"/>	
Country of Origin *	
<input type="text" value="Select an option"/>	
Preferred Time Zone *	
<input type="text" value="Select an option"/>	
<input type="button" value="Submit"/>	

1. The *course location, your cost, and code* (part number) will be displayed.

For In person and Virtual courses, select **Check Availability** to view course availability.

 Location Virtual Training	 Cost \$1320	 Code SSYSMACPROGVLBOEI	<input type="button" value="Check Availability"/>
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For on demand classes, select **Book** to begin your registration.

*if you are an employee, you will select **Enroll**.

 Location TBD	 Cost \$825	 Code SCXPROGL2VOEBOEI	<input type="button" value="Book"/>
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*cancellation policy is listed on the website by course, for *Channel Partners* the Training Partner Cancellation policy applies to all courses

2. For In Person and Virtual courses, select **Book**, next to the date you would like to register to.
*if you are an employee, you will select **Enroll**, next to the date you would like to register too.

Example below is of a customer

Register your place

Choose your preferred date and location

Virtual Training

April 19, 2021 (4 days)

Book

Virtual Training

June 14, 2021 (4 days)

Book

3. You will be taken to your Order Summary Cart and select your desired payment.

For USA payment options are – Credit card, PO and Voucher

For Canada payment options are – PO and Voucher

Paying by credit card (only available for USA)

Please select credit card and click **Proceed to Checkout**.

Select a payment method:

- Credit Card
- Purchase Order
- Voucher

Apply Promo Code

Subtotal: USD \$1,320.00

Total: USD \$1,320.00

Clear Cart

Proceed to Checkout

Select Continue Order

Payment Information

Pay with Credit Card	
Sysmac Programming - Virtual (English)	USD \$1,320.00
Total:	USD \$1,320.00
<p>Continue Order</p>	

Type in your credit card information and select **Pay Now**

> Pay with credit or debit card

Card number

Expiration date /

mm yy

CSC

[What is this ?](#)

Smarter ecommerce payment details screen will appear with a “Thank you for your payment “message. Check your email for an “Order Acknowledgement” email as well as an *Omron training confirmation* email with class confirmation details.

Paying by Purchase Order (PO)

Select Purchase Order and click **Proceed to Checkout**.

Order Summary ✕

[\$] US Dollars (USD) ▼

<p>Added: 3/19/2021 11:57 AM [Remove]</p>	<p> Sysmac Programming - Virtual (English) Date: Saturday, March 20, 2021 8:00:00 AM -- Saturday, March 20, 2021 5:00:00 PM Instructor: Gil Cabrera Venue: Virtual Training</p>	<p>USD \$1,320.00</p>
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Select a payment method:

 Purchase Order

 Voucher

Subtotal: **USD \$1,320.00**
Total: **USD \$1,320.00**

On the payment information screen, please enter your PO Number if you are the Payee or if paying through distribution please enter the Distributor Name as the payee name. Select **Order for these items Complete**.

Payment Information ✕

 Pay with Purchase Order

Sysmac Programming - Virtual (English)	USD \$1,320.00
Total:	USD \$1,320.00

Order for these items complete.

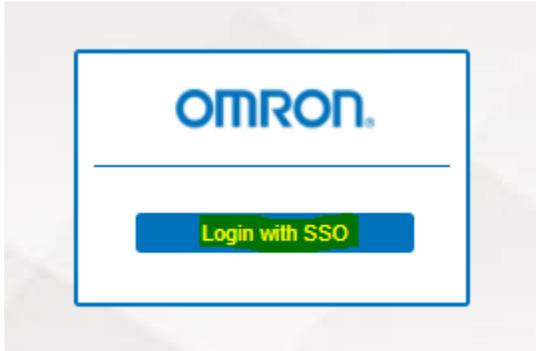
[Back to Order Summary](#) [← Continue Shopping, Continue Shopping](#)

Complete order for these items window is displayed with the course purchased. Check your email for an **Order Acknowledgement** email with order details. Once the PO is processed a separate **Order training confirmation** email will be sent to you with the class details.

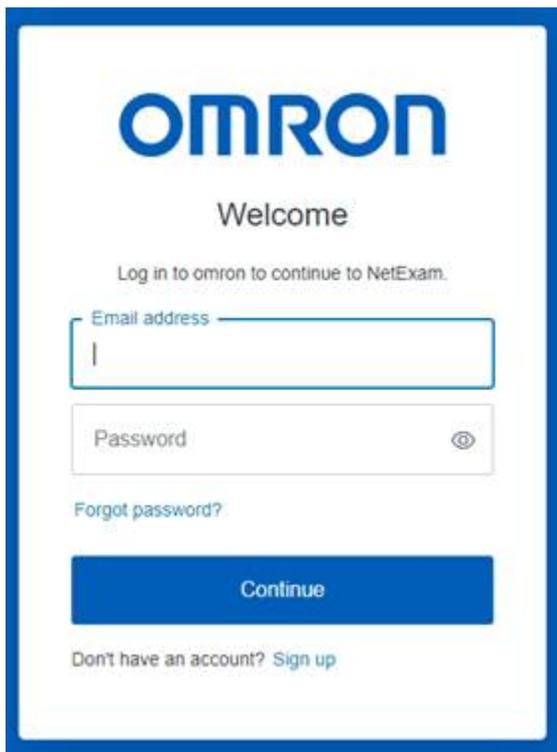
All training POs should be sent to the emails listed below.

Accessing the Training Course

Once you have been enrolled into the desired course. You will receive a email confirmation from the system which will contain the link to your course. When you click on the link you will be routed to the following page: Select Login with SSO



You will be routed the following log in, on this next screen use your OMRON Now log in information to access. *NOTE: you will only have to do this once.*

A screenshot of the OMRON login page. It features the OMRON logo at the top, followed by the word "Welcome". Below that is the text "Log in to omron to continue to NetExam." There are two input fields: "Email address" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields is a link for "Forgot password?". At the bottom is a blue "Continue" button and a link for "Don't have an account? Sign up".

If you have any questions please feel free to contact our training team.

USA- IAB.training.OEI@omron.com

Canada- IAB.training.OCI@omron.com