SIEMENS
Ingenuity for life

Guide for booking a course

SITRAIN – Digital Industry Academy

This guide will help you to book a course on the SITRAIN Germany website.

www.siemens.de/sitrain-personal

Here you can search for courses and you find MyTraining

You´ll get further information about our course offers here

Course search

Numerous selection options and a search function help you to find your course.

Login / Registration

After login you find you booked courses here

Here you can search for courses

Booking

On the detail page of a course you will find information about it, e.g. objectives or needed requirements.

On the detail page of a course you can switch between description and dates

On the date view you will find an overview of dates of the selected course.

Here you can see at which place and at what time a course occurs. By using the information icon you can see details of the course, e.g. the exact address.

The date view shows all bookable dates

In the list of appointments you'll find information about place, time and duration of a course. You can book a course by using the shopping cart icon.

By using the info icon details of place are shown.

You can start your booking by using the shopping cart icon.

In the first step of the 5-step booking process course details are displayed again.

The open booking steps are displayed in white

In the middle the details of the selected course are shown

With „Previous" you can correct your already entered data. With „Next" you´ll go to the next booking step

With the "Previous" button you can go to the previous step, "Next" takes you to the next booking step.

In the step „Participant" you will probably be asked to insert additional data.

If you already booked our courses in the past, the input form is already filled with your data of previous bookings.

Please validate your participant data thoroughly. With * marked fields are required fields and you have to fill in them to continue the booking process.

Save your data to go to the next booking step.

If you already know your billing information, you can insert them in the "billing" step optionally.

In this step you can change your booking and billing contact.

Note:

Booking contact:	*Person used by SITRAIN to receive booking confirmation, course invitation and other contacts.*
Billing contact:	*Person who should receive the bill of booked courses.*

The step "overview" shows in summary all entered data and the chosen course in an overview.

You can enter additional information which could be important for SITRAIN in the notes field.

Entered data are shown in summary in this overview

If necessary you can add additional information by using the notes field

Please accept the GTC and privacy policy before booking

After accepting the GTCs and privacy policy you can complete the booking by using the "register" button.

After sending the booking you will receive a message to the entered e-mail address.

With this message you receive the confirmation of the receipt of your booking in our system but NOT a confirmation of your booking.

SITRAIN Germany

SIMATIC PCS 7 System Course
ST-PCS7SYS

Dear Mia Mustermann,

Thank you very much for your SITRAIN registration.

Within the next few days you will receive a separate confirmation.
Before the course begins we will send all registered customers a separate invitation, in which location and time will be confirmed.

Please check the following details of your registration below. If you notice any mistakes, we kindley ask you to inform us immediately.

> Registration confirmation.
> This is NOT a
> confirmation of booking!

Due to export control laws we have to verify all bookings.

After completing the verification, you (or your deviating contact) will receive a binding confirmation of your booking.

SITRAIN Germany

SIMATIC PCS 7 System Course
ST-PCS7SYS

Dear Mia Mustermann,

Thank you for registering the following participant.
Please indicate **transaction number 12756769** when making any inquiries.

Participant	Alfred Reinholz
	SIEMENS
Your reference	DF CS SD CSS KMT DBI 2212345678
Training	SIMATIC PCS 7 System Course
	ST-PCS7SYS
Course language	English
Course location	Siemens AG, SITRAIN Trainingscenter
	Gleiwitzer Str. 555, 90475 Nürnberg, Germany

> Booking confirmation
> with information to the
> booked course

You need more information?
We will be pleased to advise you personally.

SITRAIN Customer Support

Tel.:   0911/895-7575
E-Mail: sitrain.de@siemens.com
Web: www.siemens.de/sitrain-personal