

iPortal Training Form

Partner or Branch Name:

Individual Student Name:

Individual Student Email Address:

V3 Coupon Code: se-axcpt-v3trng

STEP 1: Purchase your training in iPortal – Must have iPortal ordering access to purchase AccessXpert training. Person listed above must have previously enrolled in AccessXpert v2 training.

- There are 2 Training package options. This form is for the AX-ATC-B only.
 - o **AX-ATC1-B: Online Bridge Training**
For a Schneider Electric Partner or Branch individual that has currently been enrolled and completed the AccessXpert v2 training. The additional AccessXpert v3 training modules are added to the students current training account. Current v2 modules will remain active.
- Fill out this iPortal Training Form associated with the Training Option you selected in your iPortal cart. Person listed above must have previously enrolled in the AccessXpert v2 training.
- Attach this form to your order.
- Complete your iPortal purchase as normal.

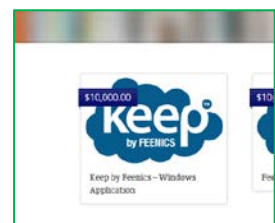
STEP 1: Navigate to the Training site

- <https://www.feenics.com/training/>
 - o Do not worry about the pricing displayed on the opening page.



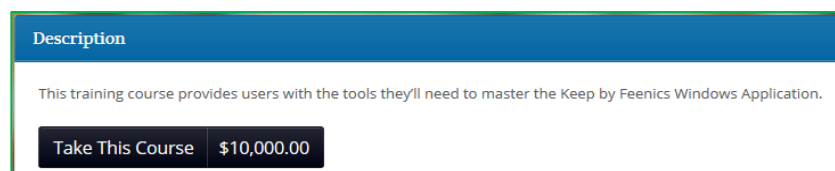
STEP 2: Click Keep by Feenics – Windows Application.

- o Do not worry about the pricing displayed here either.



STEP 3: Activate the Course by clicking the Take This Course option

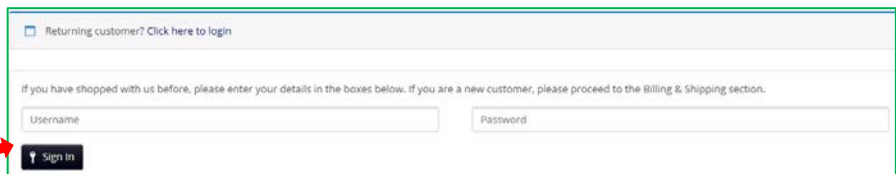
- o Do not worry about the pricing displayed here either.



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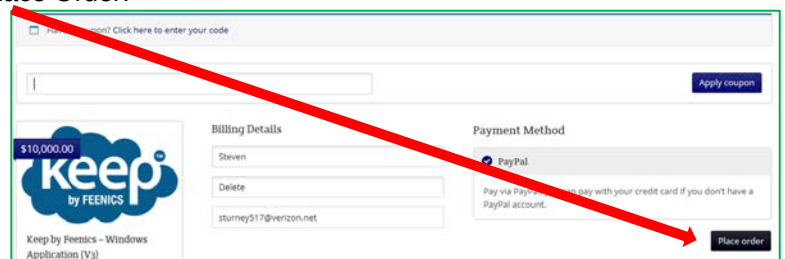
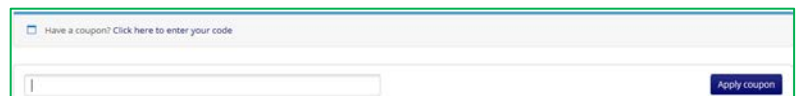
STEP 4: Sign In:

- Click the Returning Customer? Click Here to login
- Login using your current training account credentials
- Note this step may vary depending upon the browser being used and if your password has been cached.

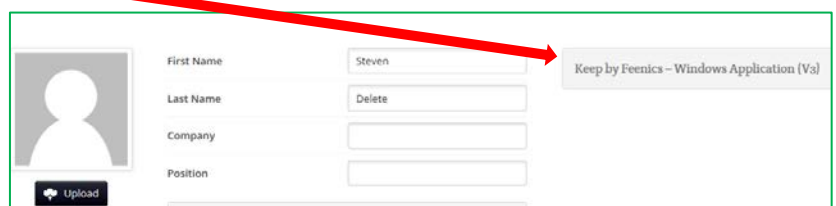
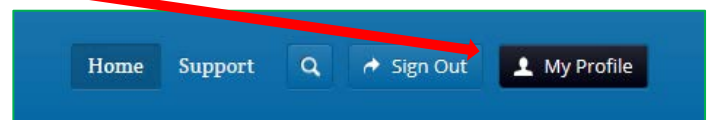


STEP 5: Account Activation: Activation of the new content for your account may take up to 24 hours.

- Apply the coupon code - **se-axcpt-v3trng**
- Enter the billing details as noted then Click Place Order:

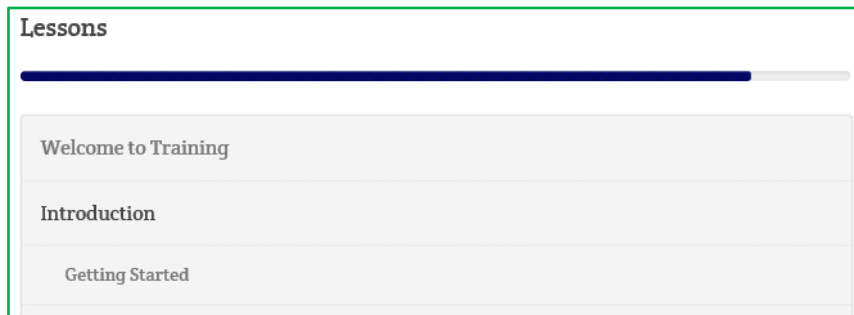


- Once you have applied the coupon code, your account will be activated to include the v3 content which is accessed by clicking the Keep by Feenics – Windows Application (v3) option from the training home (seen in Step 2) page or from your “My Profile”.
- For the purposes of this guide we will be using the My Profile link.
- Click the Keep by Feenics – Windows Application (v3) link.



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- Once logged in you will be presented with a list of courses available for AccessXpert v3. The layout of the content is similar to v2 where the main menu items are the main headers and the sub menu items are the secondary headers
- Start by clicking Welcome to Training



- As you go through and complete the various modules make sure to check them as complete by clicking the Mark Complete button.



Once you have completed the training process the blue status bar will show as completed and when you complete the Windows Client Course Validation you will be notified.

Availability

The AccessXpert training is available as of this announcement for strategically selected countries including the United States and Canada and continues to exist with both the existing Andover Continuum and TAC INET offers.

Further Information

Product Support <https://www.nampss.com/>

Knowledge Base <http://buildingskb.schneider-electric.com/>

Exchange Online <https://ecobuilding.schneider-electric.com/accessxpert#tab/documents>

Sales Contacts Please contact your Regional Security Specialist

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