Education.EMC.com

System Features Tutorial

EMC Education Services
# FEATURES/FUNCTIONS AT A GLANCE

Click on the topic or corresponding area in the image to view details

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1  **SHOPPING CART**

Purchase multiple courses/offerings at once

- Click **Cart** to view the list of items in the shopping cart and to proceed to checkout
- Click **Checkout Now** and follow the instructions on the screen to purchase selected items. To purchase training using a PO or with Training Units, select the appropriate mode in the **Payment Options** screen during the checkout process
- To purchase using subscriptions, click **Activate** to activate your subscription. Add the training you wish to purchase to your shopping cart and proceed to checkout

**See also:**  
[Log in or Register as New Member](#), [Register for Courses](#), [Account Balance](#)
2. COURSE TITLE/NUMBER SEARCH

Catalog Search

- Enter the **Course Title/ Number** of the course and specify **Delivery Mode** and **Language** of your preference
- Click **Go** to display results
- Note: If you do not have a Delivery Mode and/or Language preference, select ALL

See also: [Shopping Cart](#), [Log in or Register as New Member](#), [Register for Courses](#)
3 VALUEPAK SEARCH

Catalog Search

- Enter EMC product or product family name
- Click Go to display results

See also: Shopping Cart, Log in or Register as New Member, Register for Courses
4. FIND TRAINING BY CATEGORY

Catalog Search

- Click Go to view a list of pre-defined categories for which training is available
- Select the category to view results

See also: Shopping Cart, Log in or Register as New Member, Register for Courses
Find Training by Location

Catalog Search

- Click Go to view a list of training locations
- Select the location to view the list of current scheduled Instructor-led and/or Online Instructor-led training. Use the filter options to narrow the search results to display classes scheduled in the specified time period in the region and/or location nearest to you.

See also: Shopping Cart, Log in or Register as New Member, Register for Courses
Click My Training to view all the courses you have enrolled in and/or completed

Click Cancel to opt out of a course/class

Click View Progress to check course completion status

Click Launch to start/resume training

Click View Confirmation to check registration details

If you have ordered a Video Instructor-led Training DVD/ROM, click Shipping Information to view ship date, tracking number, and destination address

Click Course Title to view course details and Course Description. If you are registered for Instructor-led or Online Instructor-led Training, you will also be able to view class schedule.

See also: Shopping Cart, Register for Courses
• Click Cancel to opt out of a course/class and remove from your list of current courses enrollments in My Training
Click **View Progress** to check course completion status.
Click **Launch** to start/resume training.
Click **View Confirmation** to check registration details.
If you have ordered a Video Instructor-led Training DVD/ROM, click Shipping Information to view ship date, tracking number, and destination address.
• Click **Course Title** to view course details and Course Description. If you are registered for Instructor-led or Online Instructor-led Training, you will also be able to view class schedule.
Click on **Learning Path Progress** to view learning paths/ValuePaks available to you

Click on the title under My Learning Paths to view details of the assigned learning path

Click **Launch** to start/resume training

Click **View Progress** to check course completion status

Click **View Learning Path Progress** to return to My Learning Paths page

See also: Catalog Search, Register for Courses, Account Balance, Shopping Cart
ACCOUNT BALANCE

My Account

- Click **Account Balance** to view your company’s pre-purchased training such as ValuePaks, Subscriptions, and/or Training Units.

See also: Catalog Search, Shopping Cart, Register for Courses

Click **Activate** to assign the selected item to your account.

Click **Search Catalog** to look for more training.
RECOMMENDATIONS

Course recommendations based on your learning history

See also: Shopping Cart, Account Balance
LOG IN OR REGISTER AS NEW MEMBER
EMC Account

Enter your User ID and Password to log in
Select your Country and Language, and click Register. Follow the instructions on the screen to have your new User ID and Password e-mailed to you.

OR

See also: Shopping Cart
REGISTER FOR COURSES AFTER VALUEPAK ACTIVATION

Instructor-led and Online Instructor-led Training

- Click **View Schedule** to view list of current scheduled Instructor-led and/or Online Instructor-led Training
- Use **Start Date**, **End Date**, **Region**, and **Location** to narrow results
- Click **Register** to register for the class you wish to attend

See also: **Shopping Cart**
REGISTER FOR COURSES WHEN ADDING TO SHOPPING CART

Instructor-led and Online Instructor-led Training

- Click **View Schedule** to view list of current scheduled Instructor-led and/or Online Instructor-led Training
- Use **Start Date, End Date, Region, and Location** to narrow results
- Click **Add to Cart** to register for the class you wish to attend and proceed to checkout

See also: Shoping Cart