06/28/2018

Thank you for your interest in registering for an Emerson education course using MyCONNECT.

MyCONNECT is your online resource for Emerson training. You will be able to self-register, pay for training online, place yourself on a waitlist, track your progress and maintain a historical record of your training with Emerson.

You will need to click <u>HERE</u> to access the MyCONNECT portal and register yourself by selecting the button. You will be able to search the events calendar and select and purchase the training session that you would like to attend. Follow the prompts carefully on how to add the session to your cart and complete registration for courses in MyCONNECT (see screenshot of payment instructions below).

## **Payment Method**

EMERSON EMPLOYEES WITHIN THE US: Please select **Purchase Order** as your Payment Method and enter your **Manager's Name** in the PO field. You will NOT need to provide a hard copy of an actual Purchase Order. An Educational Services administrator will verify your manager's name and complete your enrollment. You will receive a confirmation email once that process is complete.

EMERSON EMPLOYEES OUTSIDE OF THE US: You have the option to pay with a Credit Card or Purchase Order. If you choose to provide a Purchase Order as your method of payment, you will need to email a copy of your PO to education@emerson.com or fax a copy to 641-754-3431 within 5 business days. Please understand that you are NOT firmly enrolled until a hard copy of your Purchase Order has been received in the Educational Services office. Once the Purchase Order has been received, an administrator will complete your enrollment and you will receive a confirmation email.

METHOD OF PAYMENT: Method of payment may NOT be changed after registration has been completed.

WIRE TRANSFER OR ECHECK: This option is NOT available to Employees within the US.

Once you have successfully registered for the course you will receive an email confirming your registration. Please visit the website link below and select the appropriate training center location for hotel and logistic information:

https://www.emerson.com/en-us/automation/services-consulting/educational-services/global-training-centers/training-centers-na

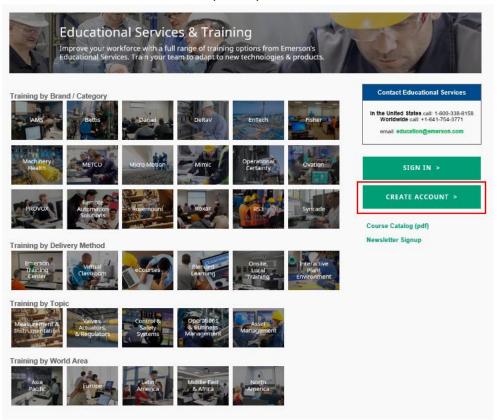
If you have any questions, please contact us at education@emerson.com or by phone at 800-338-8158 or +1 641-754-3771.

## Best Regards,

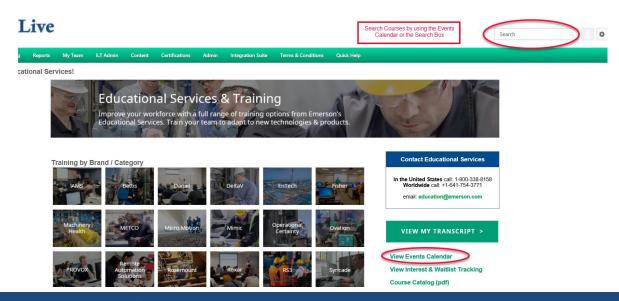
**Emerson Educational Services** - Maximize your investment! 205 South Center Street | Marshalltown | IA | 50158 | USA T +1 641 754 3771 | F +1 641 754 3431 | +1 800 338 8158

education@emerson.com | www.emerson.com/education | www.emerson.com/myconnect

CLICK: CREATE ACCOUNT to create your MyCONNECT account.



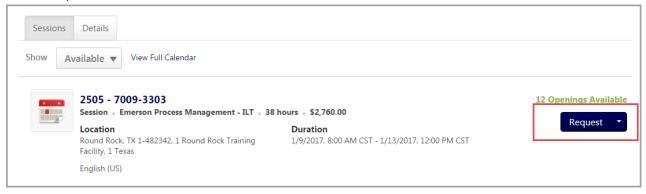
- ENTER: The course number you want in the search box.
  - OR -
- CLICK: On the EVENTS CALENDAR to view scheduled training classes by month.



• CLICK: On the course name.



CLICK: Request



- YOU ARE NOW REGISTERED.
- YOU WILL RECEIVE A CONFIRMATION EMAIL CONTAINING TRAINING DETAILS & THE WEBSITE LINK TO HOTELS & LOGISTIC INFORMATION

