

Siemens Xcelerator Academy

Usage Guide for Corporate Administrators

Version 5

Introduction

This document is intended for Siemens Xcelerator Academy corporate administrators to guide them in using the administration tools. Corporate accounts are used by companies that have more than 5 users that need Self-Paced Training. The administration tools can manage users, distribute memberships, and report learning progress.

Topics:

[Memberships](#)

[Users and Groups](#)

[Usage Reports](#)

[Learning Labs](#)

[Learning Credits](#)

Administration Dashboard

When you are assigned the role of a corporate administrator, you have privileges to access administration tools. The Dashboard provides high level metrics of the primary sections.

Sections includes:

- **Memberships:** membership details and configuration options
- **Usage:** usage reports for logins and membership activity
- **Users:** user management and membership distribution
- **Labs:** labs hours orders, assignment, and usage
- **Credits:** credit details and usage history



Memberships

This section provides information about the membership orders that are associated to your corporate account.

You can review how many memberships are in your account, number assigned, and options for self-registration.

This Section Includes:

[Membership Details and Configuration Options](#)

[Configure Membership Categories](#)

[Configure Membership for Self-Registration](#)

[User Process for Membership Self-Registration](#)

Membership Details and Configuration Options

The screenshot displays two membership management panels. The top panel is for 'Siemens DI SW Perform (100+) Memberships (LaaS32002-siemensdisw)' with a total of 20 memberships, 1 assigned. It includes a 'Purchase Additional' button, 'Configure Categories' button, and 'Self-Registration: OFF' status. Below this is a table with columns for Order ID, Quantity (Assigned), Renewal Status, Expiration Date, and Status. The bottom panel is for 'Corporate Learning Membership - NX Design (20+) Memberships (LAA580102-corp)' with a total of 25 memberships, 4 assigned. It includes a 'Purchase Additional' button, a 'Some membership products are hidden.' message, 'Configure Products' button, 'Self-Registration: ON' status with a code, contact, and group, and an 'Export Instructions' button. Callouts on the left and right explain these features.

Left Callouts:

- Total memberships and the number that have been assigned.
- Change the visible Products or Categories
- View Users Assigned to the Membership
- Expand Order History to view membership renewal status and its expiration date

Right Callouts:

- Purchase Additional memberships to increase Active Quantity.
- Configure Options allows you to toggle ON Self-Registration and generate a Self-Registration Code
- Export the instructions generates a PDF that can be distributed to your employees so they can self-register for a membership.

Configure Membership Categories

ACME Test Company
On-Demand Memberships

Corporate Learning Membership Membership Product Configuration
- NX Design (20+) Memberships
(LAAS80102-corp)

Some administrators prefer to present a subset of the standard membership to their users. You can choose to hide self-paced content from all users, by deselecting categories on the right.

Note: any new categories added to the membership catalog will automatically be included until you turn them off.

Always show all categories to Corporate Administrators

Last configured on: Sep 1, 2023
Last configured by: jdoe@acme.com

Show These Membership Products:

- Fibersim
- NX
- Simcenter 3D
- Simcenter FloEFD

You can choose to show only certain Products or Categories in the User's membership.

My Orders My Libraries Learning Maps My Labs My Transcript Documentation

My Libraries ? QuickLists Glossary

Membership: Xcelerator Academy Membership - NX Desi

Track: Any

Product: Choose Product...

Version: Any Language: Any

Filter: Selected (0)

Outline clear selections

Contains..

- Fibersim
- NX

Configure Membership for Self-Registration

Self-Registration: OFF

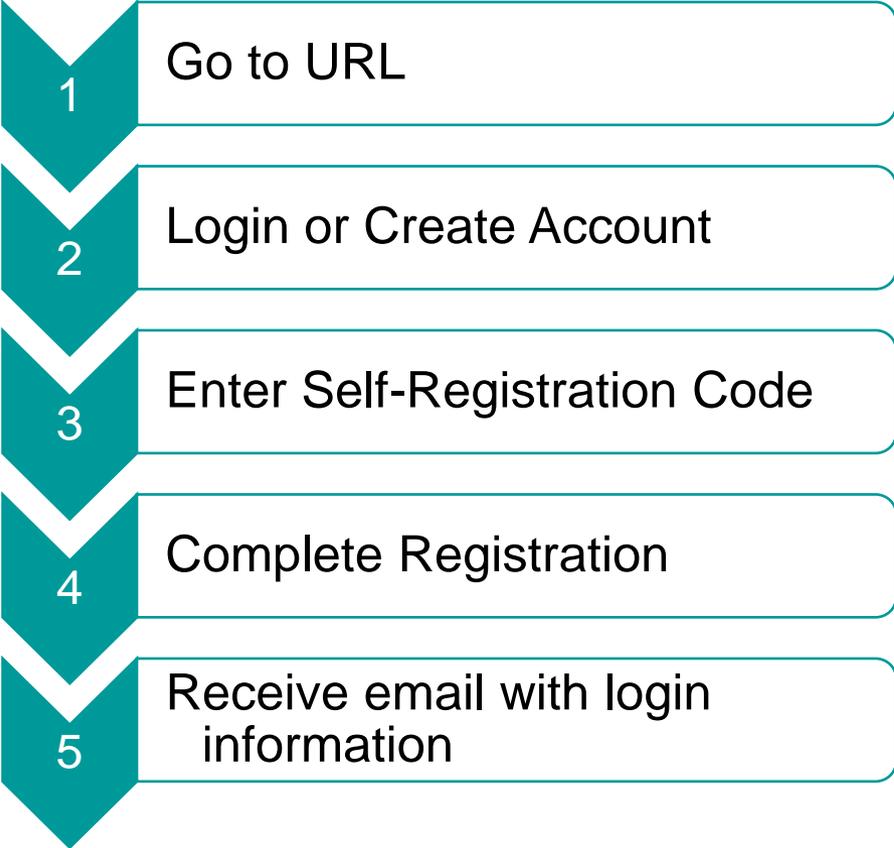
[Configure Options](#)

Toggle ON Self-Registration For Perform Memberships.
Learning Memberships require self-registration to be active, but the code can be changed.

Assign the administrator who will be the primary contact.

Select the group the users will be added to or allow them to choose, or leave blank if you do not want them to be added to a group.

User Process for Membership Self-Registration



<https://training.plm.automation.siemens.com/mytraining/selfreg.cfm>

Self-Registration

If your company/organization has an active Corporate Membership and has enabled self-registration, you can begin using the site by registering with the code provided by your company administrator.

Self-Registration Code

Submit

Users and Groups

Administrators can add Users into their corporate account and provide them memberships.

Administrators can also create Groups to organize users. Groups can be used to filter User lists and Usage Reports.

Groups can also include Group Administrators (who can manage the users within it) and Group Reviewers (who can view learning metrics of users within the group)

This Section Includes:

[Users](#)

[Groups](#)

[Add User](#)

[Edit User](#)

[Siemens ID Self-Registration and Learning Memberships](#)

[User Account Types \(Roles\)](#)

[Bulk Edit Users](#)

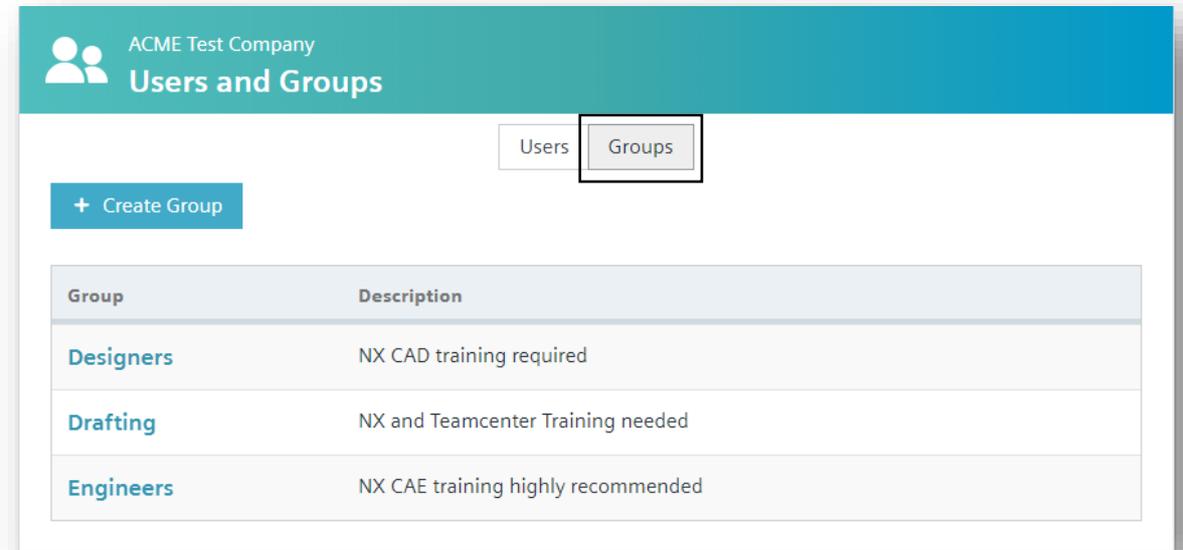
Groups

You can create a new group to help organize your user accounts.

After you add the group, you may go back and assign user accounts to this group as needed.

You may wish to assign users to groups if you wish to filter usage reports or manage membership distribution.

Groups may also be a helpful tool to organize user accounts as your organization grows or individual roles change.



Add User

Select Add User to include more employees in your Corporate Account

Use "Upload Users File" to use a simple spreadsheet to define and upload multiple user accounts in one step

Manually add each user as needed

The screenshot displays the 'Users and Groups' management interface for 'ACME Test Company'. The main window shows a list of users with columns for Name, Group, and Role. A modal window titled 'Adding Users to your Corporate Account' is open, providing instructions on how to add users. The modal includes a legend for feedback icons and two buttons: 'Upload Users File' and 'Manually Input User'.

ACME Test Company Users and Groups

Users Groups

+ Add User Bulk Edit Users

Group All Groups Role All Users

Showing 1-15 of 15 25 per page

Name	Group	Role
Doe, John	Designers	Key
	Designers	Group
	Designers	Group
	Drafting	Group
	Drafting	Group
	Power Users	Group
		Key
		Key
Doe, Stephen		Key

Adding Users to your Corporate Account

You can add users to your corporate account by either entering their information individually or by uploading a spreadsheet (.xls or .xlsx) file containing multiple users.

If you specify an existing user who isn't associated with your corporate account, they'll be emailed instructions on how to join. The user will appear in your corporate account as "invited" until they complete the required action.

After submitting user information watch for feedback to indicate whether there were any problems:

- ✓ Indicates a successful operation
- ! Indicates a successful operation
- ! Indicates an error - you should retry the operation or submit a Support Request

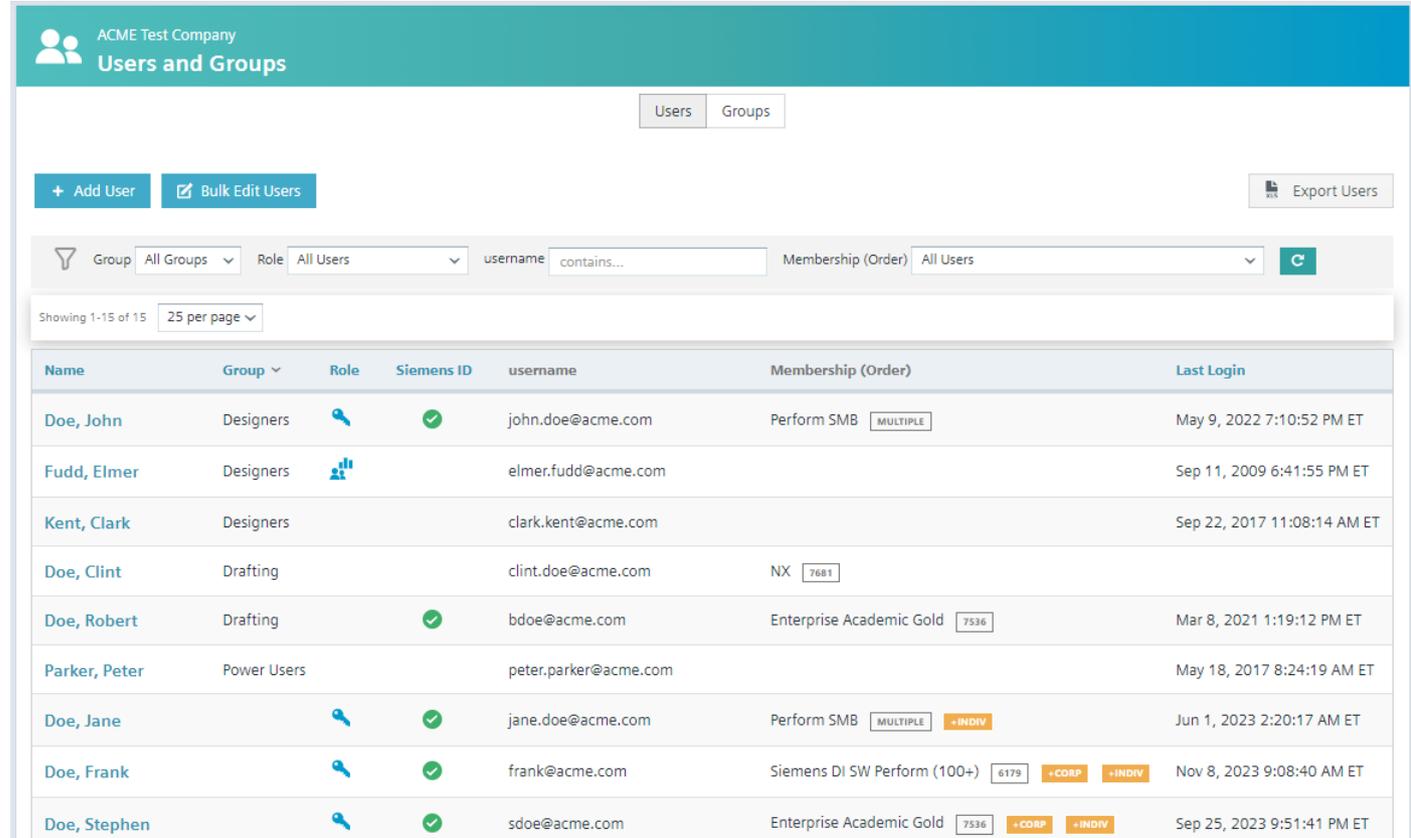
Upload Users File Manually Input User Cancel

Add User Continued

A confirmation page will indicate that the user's account was created and added to your corporate account. They will receive a "Welcome" e-mail with their login information.

If there are any issues with generating the user's account, then a warning or error message will be displayed

The users will then appear within the "Users and Groups" list.



ACME Test Company
Users and Groups

Users Groups

+ Add User Bulk Edit Users Export Users

Group All Groups Role All Users username contains... Membership (Order) All Users

Showing 1-15 of 15 25 per page

Name	Group	Role	Siemens ID	username	Membership (Order)	Last Login
Doe, John	Designers			john.doe@acme.com	Perform SMB MULTIPLE	May 9, 2022 7:10:52 PM ET
Fudd, Elmer	Designers			elmer.fudd@acme.com		Sep 11, 2009 6:41:55 PM ET
Kent, Clark	Designers			clark.kent@acme.com		Sep 22, 2017 11:08:14 AM ET
Doe, Clint	Drafting			clint.doe@acme.com	NX 7681	
Doe, Robert	Drafting			bdoe@acme.com	Enterprise Academic Gold 7536	Mar 8, 2021 1:19:12 PM ET
Parker, Peter	Power Users			peter.parker@acme.com		May 18, 2017 8:24:19 AM ET
Doe, Jane				jane.doe@acme.com	Perform SMB MULTIPLE +INDIV	Jun 1, 2023 2:20:17 AM ET
Doe, Frank				frank@acme.com	Siemens DI SW Perform (100+) 6179 +CORP +INDIV	Nov 8, 2023 9:08:40 AM ET
Doe, Stephen				sdoe@acme.com	Enterprise Academic Gold 7536 +CORP +INDIV	Sep 25, 2023 9:51:41 PM ET

View and Edit User

Select a user's Name to view and edit their account.

An Administrator can change the user's account details, Group, and Role.

A user can have one Perform Membership

Assign the user available Learning Memberships with the checkboxes. Uncheck it to free up a membership. Learning Memberships require a [Siemens ID](#).

The screenshot displays the 'Users and Groups' management interface for 'ACME Test Company'. A table lists users, with 'Doe, John' selected. A modal window titled 'Corporate User Details' is open, showing fields for Email (john.doe@acme.com), First name (John), Last name (Doe), Role (corporate administrator), and Group (Designers). It also shows 'Perform Membership (TGx, LaaS3x)' with 'Perform SMB (multiple)' selected, and 'Learning Memberships and ODT' with an unchecked checkbox for 'Corporate Learning Membership - NX Design (20+) (7788)'. Other fields include User Status (Active), User Created (Apr 5, 2007), Added to Corp Account (Jul 31, 2007), and Last Login (May 9, 2022 7:10:52 PM ET). Buttons for 'Update', 'Remove From Corp Account', and 'Cancel' are at the bottom.

View the user's content activity including a transcript of their membership achievements and general usage of their memberships.

Select Remove From Corp Account if the user is separated from your company. The user will become an Individual account and can join another corporate account. They will lose access to their Corporate Memberships and you will lose access to their Usage Reports.

Siemens ID Self-Registration and Learning Memberships

Users without a Siemens ID cannot have Learning Memberships assigned to them until they register for a Siemens Account.

You can have a user self-register for a Siemens Account [here](#), or by sending a self-registration email for the Learning Membership below.

If the user does not have a Siemens ID, a self-registration email for a Siemens Account and the selected membership can be sent.

The Learning Membership will not be assigned until after the user completes the self-registration process for the Siemens Account and selected membership.

After the user has created a Siemens ID, memberships can be assigned by a corporate administrator.

Name	Group	Role	Siemens ID
Doe, John	Designers		
Fudd, Elmer	Designers		
Kent, Clark	Designers		<input type="checkbox"/>

Details Transcript Usage

Corporate User Details

Email (username) clark.kent@acme.com

First name

Last name

Role

Group

Products **Perform Membership (TGx, LaaS3x)**

Membership Last Updated: Jun 30, 2020

Learning Memberships and ODT

Corporate Learning Membership - NX Design (20+) (7780)

User Status

User Created Jun 25, 2008

Added to Corp Account Apr 10, 2007

Last Login Sep 22, 2017 11:08:14 AM ET

i An email with Self Registration instructions will be sent to the user. Users without a Siemens ID who need access to Learning Memberships available in this corporate account must use the Self Registration process.

Users will receive this email instructing them to register for the Siemens Account first, then register for the membership.

Start Your Learning

You have access to the following organization's account: **ACME Test Company**

To access your Corporate Products click the buttons below:

Step 1: Create your Siemens Account

- Your email address to create your account is clark.kent@acme.com
- Check your email for a verification message from webtech.plm@siemens.com
- Review the [Siemens Account FAQ](#) for more information if needed

Step 2: Self-Register your Product

- Click the button above and use your Siemens Account to login
- You will be taken through the product self-registration process
- After the self-registration process is complete you will be provided access to this product when you log into [Siemens Xcelerator Academy](#)

User Account Types (Roles)

If a user requires access to Administration tools in their corporate account, the Corporate Administrator may set their Account Type (Role) as follows:

- **Group Reviewer** is permitted access to the usage reports for those users in their group only. No permissions are provided to manage memberships or modify user accounts.
- **Group Administrator** may review usage reports for those in their group. They may create user accounts in their group only, modify user accounts within their group and distribute memberships among users in their group.
- **Corporate Administrator** has total access to usage reports for all users associated to the corporate account and may create or modify user accounts and groups as needed. Note that more than one corporate administrator account may be defined so that more than one person has access to these functions.

Dashboard Users Memberships Credits Usage Reports

ACME Test Company
Users and Groups

Users Groups

Add Corporate User - Manual Input

Account Type user
user
Group Reviewer
Group Administrator
Corporate Administrator

Membership (Order)

Group none

Email

Name First Name Last Name

Title

Bulk Edit Users

You may need to edit multiple user accounts to have the same value.

You can change multiple user's:

- Group
- Perform Memberships*
- Add Lab Hours*

You can remove multiple users from the Corporate Account as well.

Group All Groups Role All Users username contains... Has Lab Hours All Users

Membership (Order) All Users

Change selected users to

Group (no change) Perform Membership (Order) (no change)

Assign 0 lab hours to selected users Total: 0 (60 Hours Available) Lab hours cannot be removed once assigned to a corporate user!

Update Users Remove From Corp Account Cancel

Showing 1-24 of 24 25 per page

<input type="checkbox"/>	Name	Group	Role	Siemens ID	Username	Membership (Order)	Lab Hours	Last Login
<input type="checkbox"/>	Doe, John	Designers			john.doe@acme.com	Perform MULTIPLE +CORP	5	May 9, 2022 7:10:52 PM ET

* Note – users can have only one Perform Membership. A maximum of 10 lab hours can be assigned at a time. Learning Memberships cannot be bulk edited. Click the information icons for more details.

Usage Reports

Usage Reports enable an Administrator, Group Administrator, or Group Reviewer to monitor their user's learning metrics, which include:

- Logins
- Membership activity
- Chapter views and completions
- Learning Path views
- Badges

This Section Includes:

[History Reports](#)

[Library Reports](#)

[Details Report](#)

[Logins](#)

[Users Usage](#)

Usage Reports – History, Library, Logins, Users

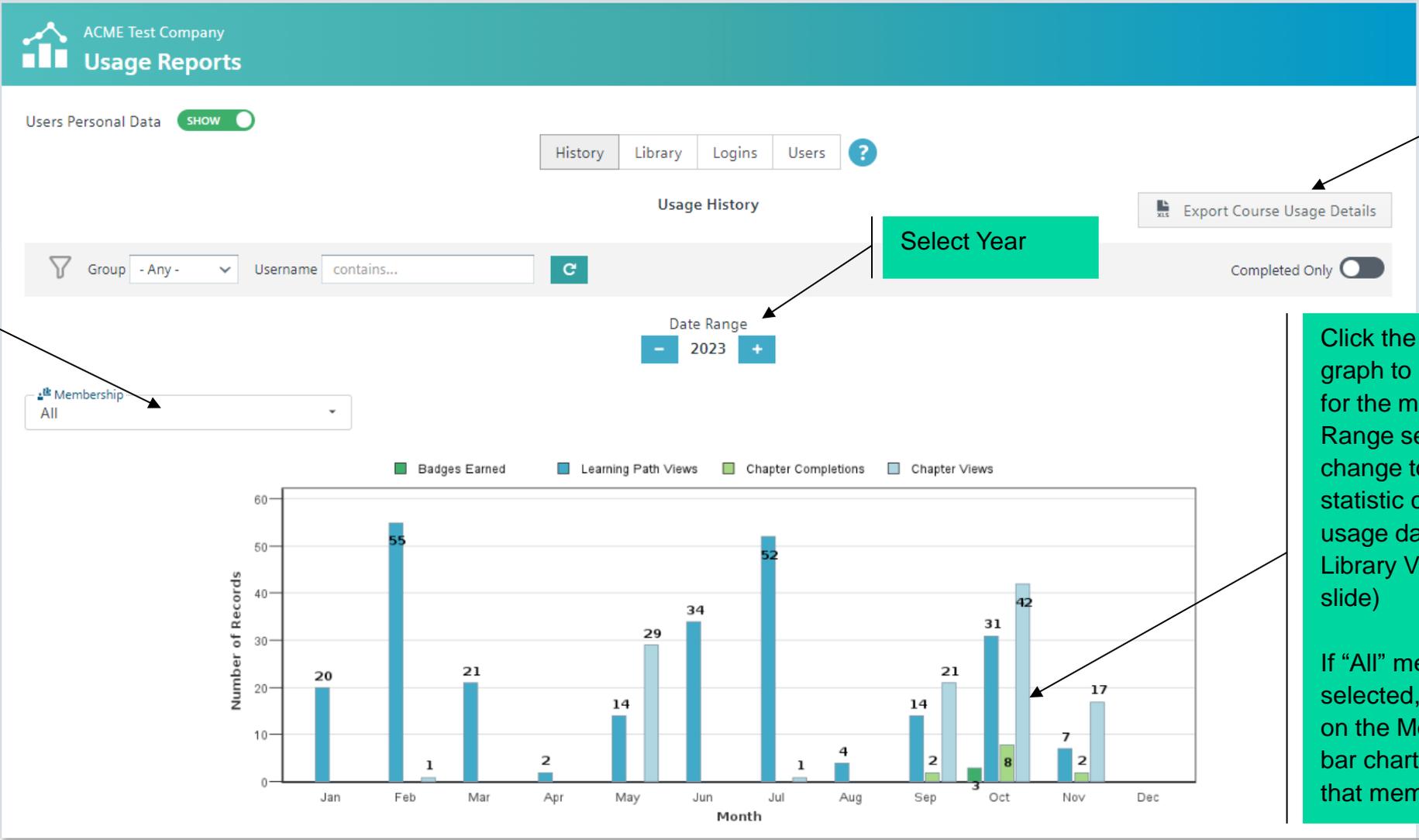
- A. **History** - View usage data per year and month.
- B. **Library** – View usage data per library over a custom date range.
- C. **Logins** – View overall login data for corporate users.
- D. **Users** – Lists users and their usage data. Only available if “Users Personal Data” is set to “Show”.

Toggle off Personal Details to hide user specific metrics. This feature is only available to the Corporate Administrator.

Select type of usage report.

The screenshot shows the 'Usage Reports' page for 'ACME Test Company'. At the top, there is a navigation bar with 'Dashboard', 'Users', 'Memberships', 'Credits', and 'Usage Reports'. Below this is a teal header with the company logo and 'Usage Reports'. A toggle for 'Users Personal Data' is set to 'SHOW'. Below the header are four tabs: 'History', 'Library', 'Logins', and 'Users'. A callout 'A' points to the 'History' tab. Below the tabs is a 'Usage History' section with search filters for 'Group' (set to '- Any -'), 'Username' (set to 'contains...'), and a 'Date Range' selector (set to '2023'). A callout 'B' points to the 'Date Range' selector. There is also a 'Completed Only' toggle. A callout 'C' points to the 'Logins' tab. A callout 'D' points to the 'Users' tab. At the bottom, there is a 'Membership' dropdown menu and a message: 'Select a Membership to view usage records for the year.' An 'Export Course Usage Details' button is also visible.

History Report



Select a membership to view its records. "All" will return every membership record and can be slow.

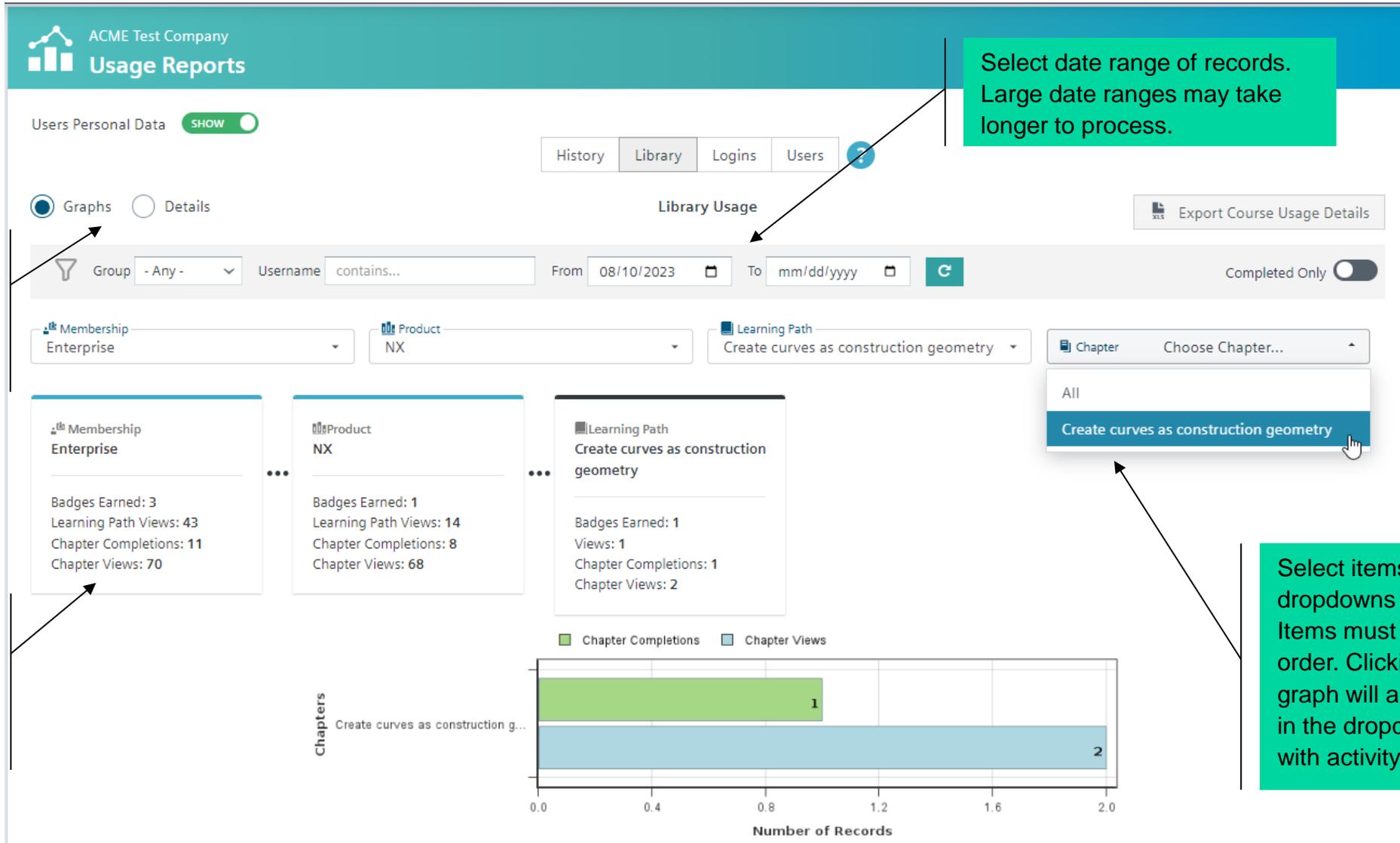
Select Year

Export filtered results to an Excel file

Click the bars on the graph to see the usage for the month. The Date Range selector will change to Months and statistic cards will display usage data, similar to the Library View (see next slide)

If "All" memberships are selected, selecting a bar on the Monthly horizontal bar charts will filter for that membership.

Library Report



Select date range of records. Large date ranges may take longer to process.

Choose between viewing graph data or details per user

Each card will display usage data per item level to show a clear progression

Select items from the dropdowns to display data. Items must be selected in order. Clicking bars on the graph will also select the items in the dropdown. Only content with activity is shown.

Details Report

ACME Test Company
Usage Reports

Users Personal Data SHOW

History Library Logins Users ?

Graphs Details **Library Usage**

Group: - Any - Username: contains... From: 08/10/2023 To: mm/dd/yyyy Completed Only:

Membership: All

Name (Username)	Group	Active	Badges Earned	Learning Path Views	Chapter Completions	Chapter Views	Last Login
Doe, Robert (rdoe@acme.com) ^		Yes	3	40	12	69	Nov 08, 2023
Membership			Badges Earned	Learning Path Views	Chapter Completions	Chapter Views	Last Accessed
Enterprise ^			3	36	11	67	Nov 08, 2023
Product			Badges Earned	Learning Paths Viewed	Chapters Completed	Chapters Viewed	
Active Workspace v			0/94	2/94	0/491	3/491	
Capital v			1/23	5/23	2/165	4/165	

Results can be filtered down to the chapter level.

Each user with results in the date range is listed. Their general usage is shown and details will appear once expanded

Once expanded their usage per membership is listed. Ratios are included per product level

Logins

ACME Test Company
Usage Reports

Users Personal Data **SHOW**

History Library **Logins** Users ?

History Totals Details

Group: - Any - Username: contains... **C**

Date Range: - 2023 +

Export Login Details

Month	User Logins
Jan	27
Feb	25
Mar	12
Apr	18
May	16
Jun	15
Jul	13
Aug	10
Sep	19
Oct	19
Nov	30
Dec	0

History shows logins graphs per year and month.

Totals shows a table of total logins per user.

Details show a chronological list of logins.

Export the login data. The information matches the Details view

Selecting a bar on the graph will reduce the date range to the month then day. Daily records are listed in a detailed table

Users Usage

ACME Test Company
Usage Reports

Users Personal Data SHOW

History Library Logins Users ?

Users Usage Export Users Usage

Group: All Groups | username: contains... | Membership (Order): All Users | Activity From: 11/10/2022 | To: mm/dd/yyyy

Showing 1-5 of 5 | 25 per page

Name (username)	Group	Membership (Order)	Badges Earned	Learning Path Views	Chapter Completions	Chapter Views	Logins	Last Login
Doe, Tanya (tdoe@acme.com)		+CORP INDIVIDUAL	0	2	0	5	55	Nov 10, 2023 12:09:58 AM ET
Doe, Jane (jane.doe@acme.com)	Perform SMB	MULTIPLE +INDIV	0	3	0	0	8	Nov 09, 2023 7:56:07 AM ET
Doe, Rob (rdoe@acme.com)	Siemens DI SW Perform (100+)	6179 +CORP +INDIV	3	201	12	98	117	Nov 08, 2023 9:08:40 AM ET
Doe, Steve (stevedoe@acme.com)	Perform Now! (50+)	6252 +INDIV	0	2	0	1	33	Nov 03, 2023 2:25:37 PM ET
Doe, Larry (ldoe@acme.com)	Enterprise Academic Gold	7536 +CORP +INDIV	0	23	0	2	12	Sep 25, 2023 9:51:41 PM ET

Filters for user's based on Group, active membership, and the date range of activity.

Export the table to an Excel file

Sort the table using the blue table headers

Click the user's Name to view their graph data for the date range

The user's cumulative totals over the date range. Click to view user's usage details.

Learning Labs

Learning Labs allow users to access virtual training environments to use Siemens software without needing to install it locally.

Learning Labs are used in combination with other Learning Memberships and selected Live Training classes.

Lab hours are managed via a lab membership, with hours added to it with orders. There is no limit to the number of users that can be assigned labs.

Once users have lab hours assigned, the hours cannot be removed from their account.

This Section Includes:

[Learning Labs Dashboard](#)

[Assigning Lab Hours](#)

[Accessing Content with Labs](#)

[Launching a Lab](#)

[Controlling a Lab](#)

Learning Labs Dashboard

Dashboard Users Memberships Labs Credits Usage Reports

ACME Test Company
Labs

For help with corporate labs, please contact Customer Support.

Assignment and Usage

User (username)	Assigned	Used	Remaining
Alan, Doe (alan.doe@acme.com)	15.00	0.00	15.00
Doe, John (john.doe@acme.com)	5.00	0.00	5.00
Fudd, Elmer (elmer.fudd@acme.com)	5.00	0.00	5.00
Doe, Jack (jack.doe@acme.com)	10.00	0.00	10.00
Kent, Clark (clark.kent@acme.com)	5.00	0.00	5.00

Export Log

Lab Hours Pool

Total Lab Hours: 100
Available Lab Hours: 60
Assigned Lab Hours: 40
Lab Hours Used: 0
Assigned Users: 5

Assigned Available Used

Lab Membership and Orders

Learning Labs Memberships (LAAS-XA-LAB-corp) [Purchase Additional](#)

Total Lab Hours: 100
Expiration Date: Dec 17, 2025

[+ Order History](#)

Click the navigation link or main dashboard chart to access the labs dashboard.

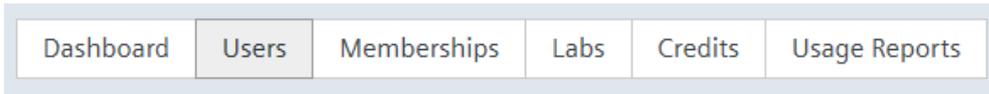
Lists the current hours status of users with hours. Click their name to go to the user's view to add more hours.

Lab Membership status and previous orders. Subsequent orders add hours to the total.

The Lab Hours Pool section provides a condensed view of the current labs status.

Clicking the graph will go to the list of users with assigned lab hours in the User's and Groups view.

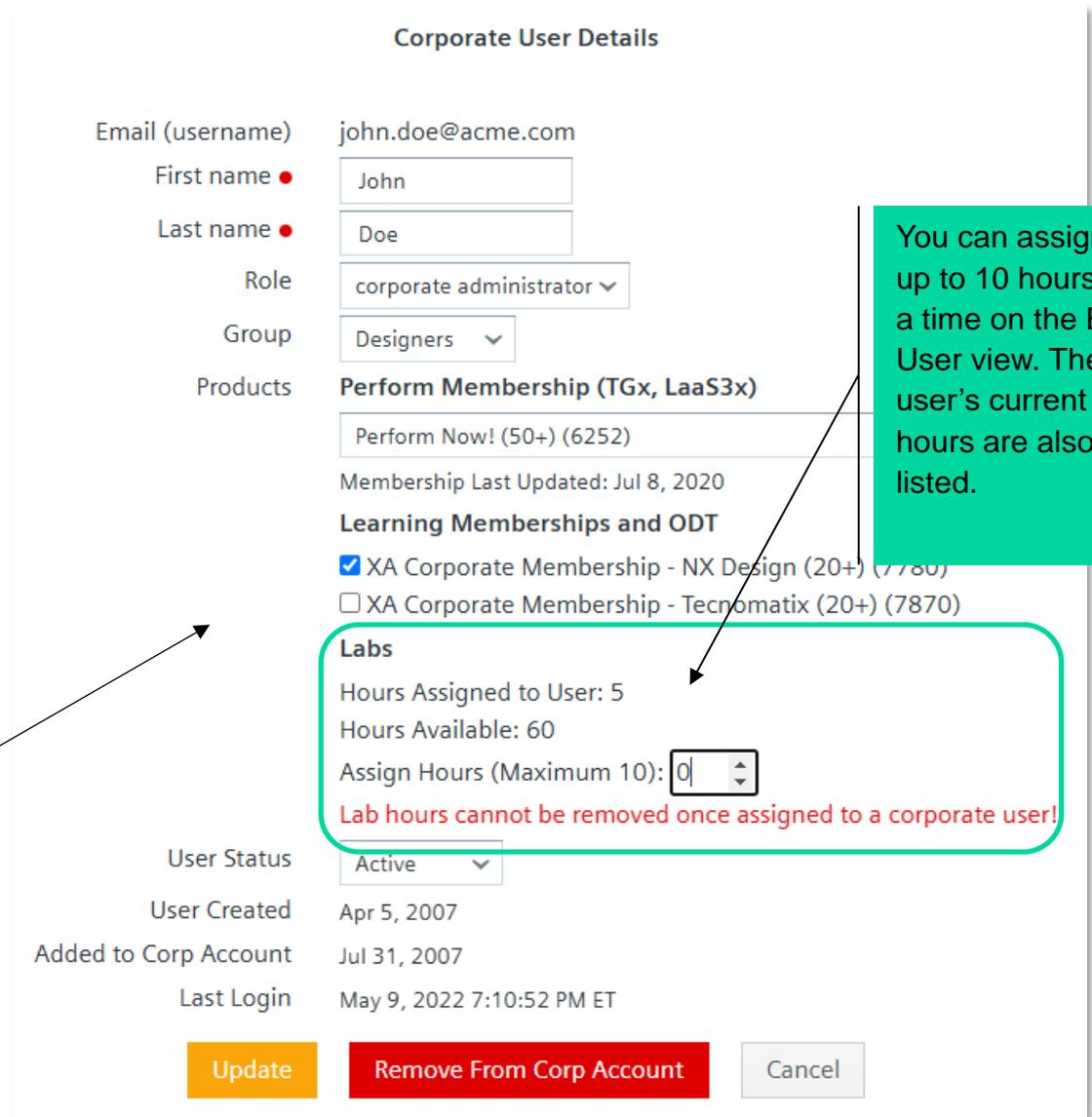
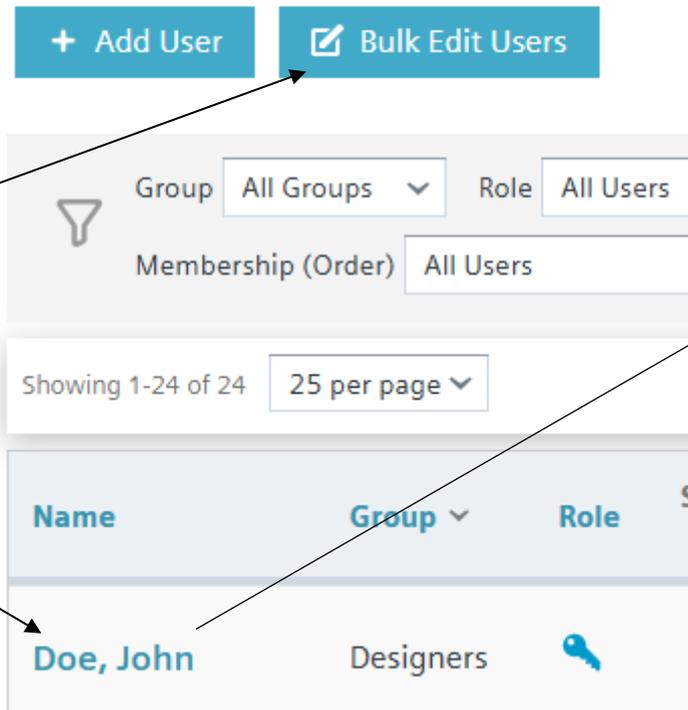
Assigning Lab Hours



To assign lab hours, navigate to the Users and Groups section.

You can bulk assign up to 10 hours at a time to the users.
[Click here for more details.](#)

Click the user's name to add hours to just one user.



You can assign up to 10 hours at a time on the Edit User view. The user's current lab hours are also listed.

Labs
Hours Assigned to User: 5
Hours Available: 60
Assign Hours (Maximum 10): 0
Lab hours cannot be removed once assigned to a corporate user!

Accessing Content with Labs

Users can access their lab information via the Memberships section and clicking on My Labs.

The user can select to use either their corporate or individual lab hours with the dropdown. This can also be changed when selecting the lab.

User's current labs status is listed.

Siemens Xcelerator Academy > Memberships > My Labs

Memberships On-Demand Training Live Training Browse and Buy Administration Support

Libraries Search...

Learning Maps My Libraries My Labs My Transcript My Orders

My Labs My Memberships with Labs

Membership Summary

Membership Learning Labs - Corporate Set As Default YES

Membership Name	Learning Labs	Remaining
Type	Corporate	
ID	LAAS-XA-LAB-corp (cm)acmetech-26)	
Hours Used	0.00	15
Hours Remaining	15.00	
Expiration Date	Dec 17, 2025	
Labs Accessed	2	

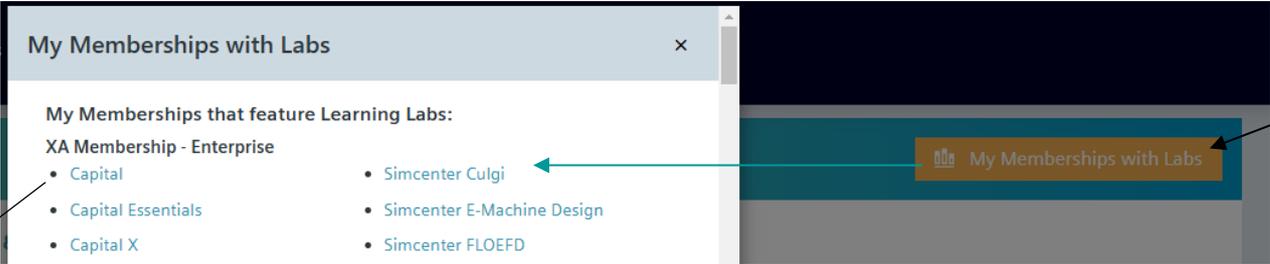
Active Labs

No active labs at this time.

Users can see what content uses labs (see next slide).

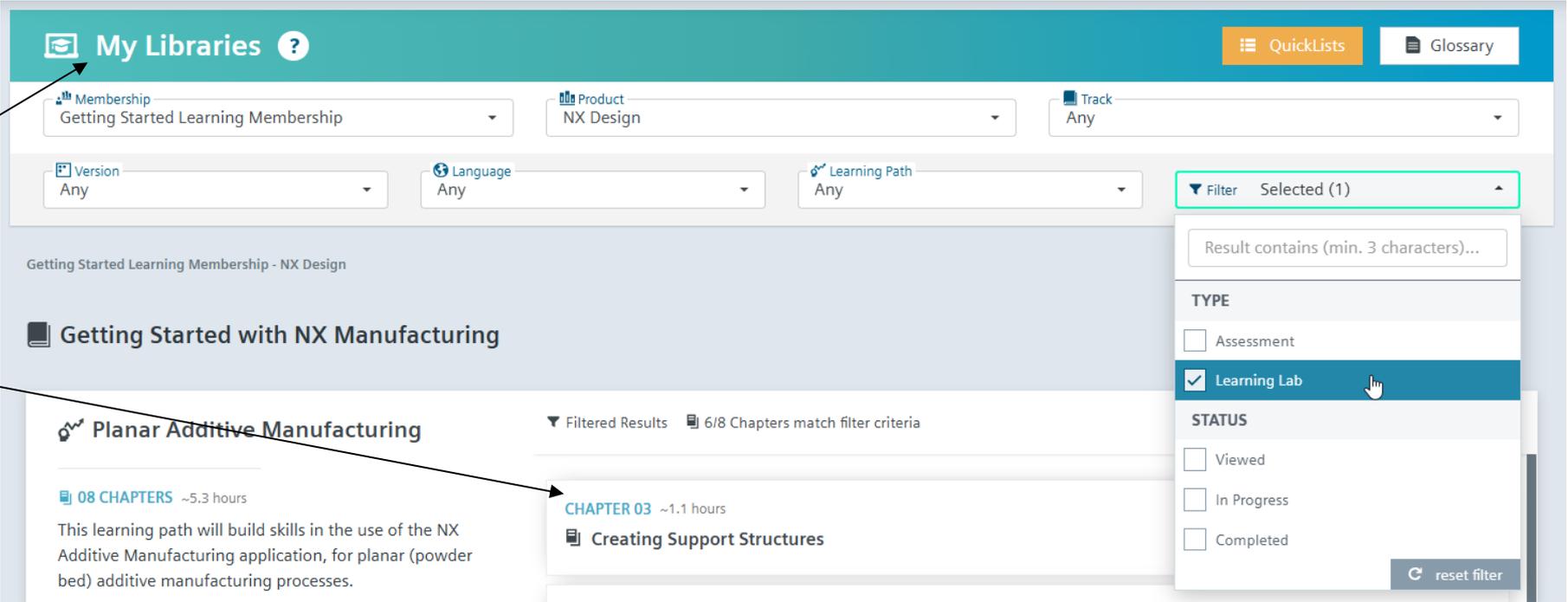
Users can see their history and access resources further down the view

Accessing Content with Labs continued



In the 'My Labs' view, users can see what content uses labs by clicking the 'My Memberships with Labs' button.

Clicking a product under the desired membership will take the user to the 'My Libraries' view with the Labs pre-filtered for the membership and product.



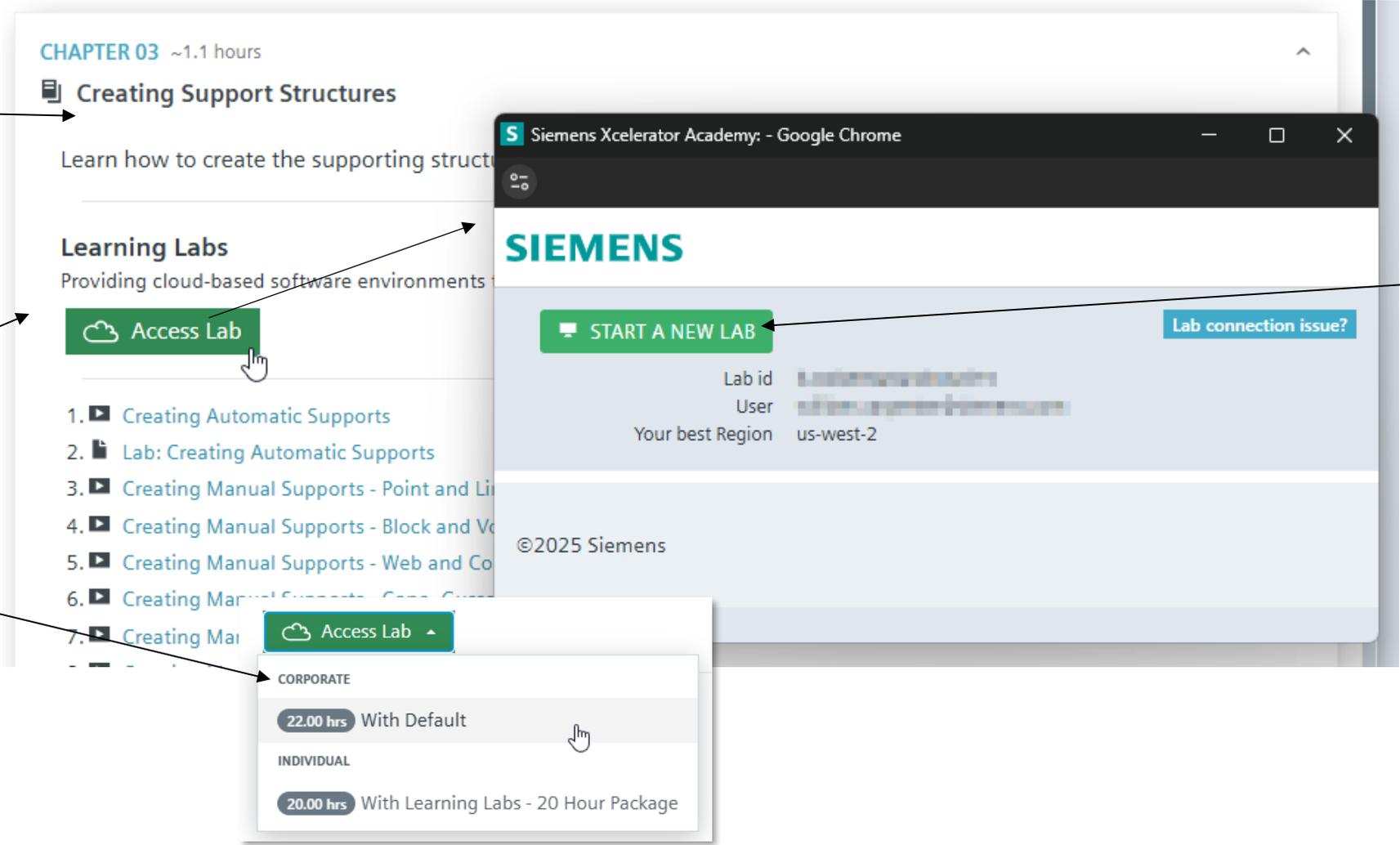
The user can then click a chapter to expand its contents and launch a lab.

Launching a Lab

Clicking the chapter title will expand the chapter and show the 'Access Lab' button.

Clicking the 'Access Lab' button will open the pop-up window to launch the lab.

If the user has a corporate and individual pool, they can choose which one to use hours from when clicking the access lab button.



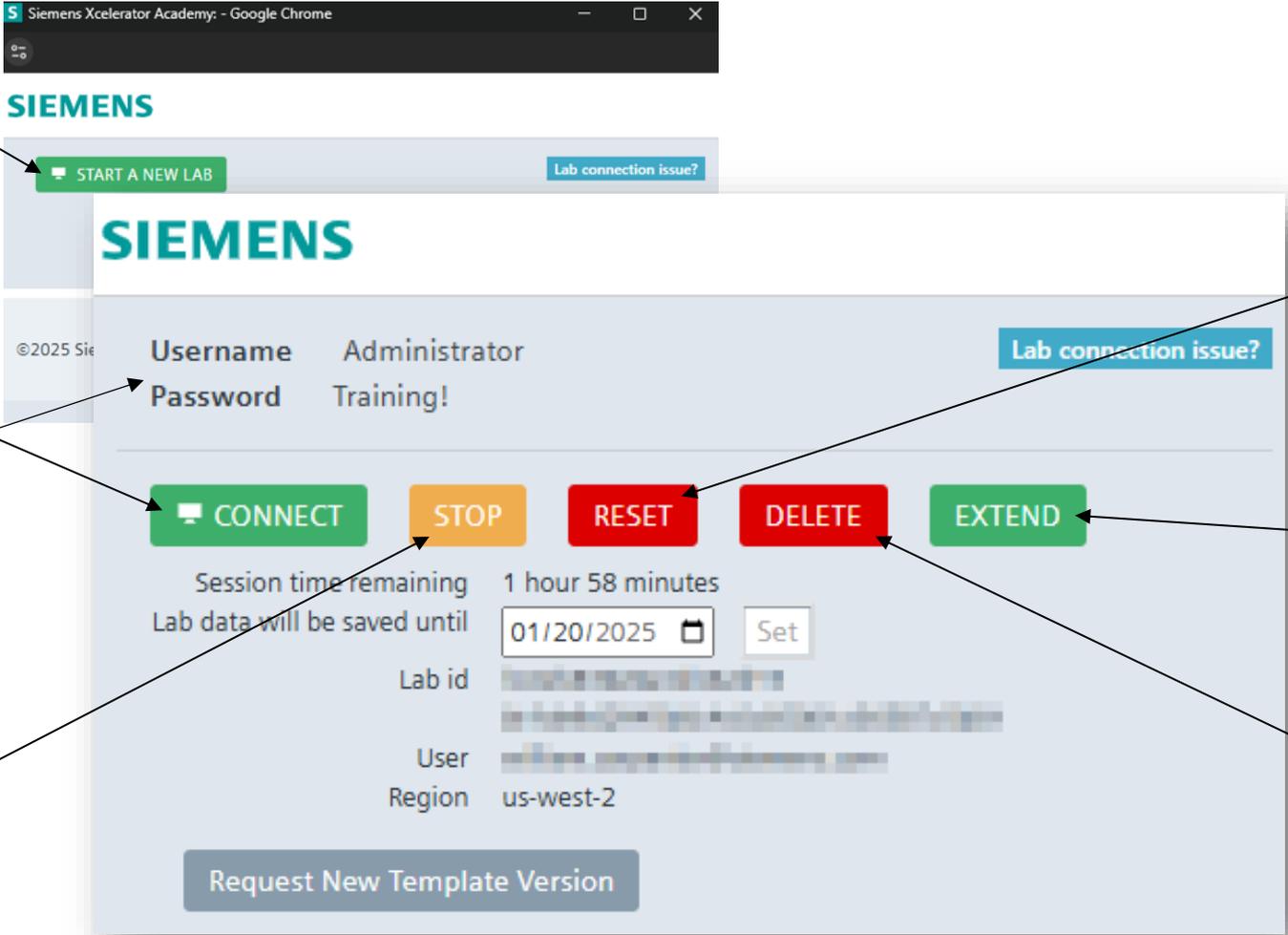
Within the pop-up window the user can launch the lab.

Controlling a Lab

Once started new options will appear to control the lab

CONNECT will open the virtual lab environment. Use the Username and Password to login.

STOP will suspend the current session and retain all user data



RESET will revert the instance back to it's initial state and delete all user data

EXTEND adds more time to the current session

DELETE will end the instance and all user data

Learning Credits

Learning Credits provide you with learning options now and throughout the year. Credits may be redeemed for:

- Center-Based and Client Site Training
- Virtual Instructor-led Training
- On-Demand Learning Memberships

This Section Includes:

[Learning Credits Details](#)

[Redeeming Learning Credits from a Pool](#)

[Expiration Email Alerts](#)

Learning Credits Details

Dashboard | Users | Memberships | Credits | Usage Reports

ACME Demolition
Learning Credits Purchase Credits

Display expired credits

United States: ADC Training Pool 2020 (28) Remaining Credits: **\$47,250.00** Expiration Date: **Jun 26, 2021**

Effective: Jun 26, 2020
Purchased Credits: \$50,000.00
Consumed Credits: \$2,750.00
Credits Contact: Mark Gibson
Mark.Gibson@acme.com
Currency: USD
Code: CC0G-LWgU-4sdY-dYdlw

- Transaction History

Date	Description	Type	Amount	Balance
Jun 26, 2020	Credit	Credit	\$50,000.00	\$50,000.00
Jun 26, 2020	Jul 6–10, 2020 -- CAD FastStart for Experienced 3D CAD Users -- 12.0 -- St. Louis (Maryland Hts), MO Scott Sedam	ILT	(\$2,750.00)	\$47,250.00

Select to Purchase a new Credit Pool.

Date when the Credits will expire, which is the date they can no longer be used to purchase learning services.

Select Training History to view transactions within the credit pool.

Credits Pool Name

Remaining Credit Pool Balance

Code used to redeem Pool Credits.

Redeeming Learning Credits from a Pool

The image shows a screenshot of the Siemens Class Finder registration interface. A central teal box contains the text: "Ensure the Pool has sufficient Credit before using its Code to purchase a learning service." To the left, a green box says: "Select Learning Credits as the Payment Method", with an arrow pointing to the "Payment Method" dropdown menu which is set to "Learning Credits". Below that, another green box says: "Enter the Code and complete the registration.", with an arrow pointing to the "Learning Credits Code" input field containing "CCOG-LWgU-4sdY-dYdW". On the right, a green box says: "Register for the learning service", with an arrow pointing to a "Register" button that is circled in black. The background shows a search form with filters for Region/Country, Month, Solution, Software, and Version. Below the filters is a table of class listings with columns for Dates and Software. At the bottom of the registration form is a reCAPTCHA "I'm not a robot" checkbox.

Expiration Email Alerts

- When the Credit Pool is nearing expiration, an email alert will be sent to notify you about the date.
- Automated email will be sent to the Pool Administrator(s) 90, 60 and 30 days prior to expiration

The screenshot shows a Siemens Learning Credits Status page. At the top, there are navigation tabs: Dashboard, Users, Memberships, Credits, and Usage Reports. The page header includes the Siemens logo, 'Learning Services', and the date 'Mar 28, 2021'. A prominent teal banner reads 'Learning Credits Status: Credits are Expiring'. Below this, a message states: 'Your Learning Credits are about to expire so plan accordingly.' The page displays financial details: Initial Order: \$12,000.00 (USD), Consumed: \$372.00 (USD), and Balance: \$11,628.00 (USD). The expiration date is highlighted as 'Jun 26, 2021 (expiring soon)'. A code 'o0E0-8DZA-2nyr-W5kc' is provided. The account is sold to 'acmetech' with Order Number: 4. On the right side, a table shows account balances, with the date 'Jun 26, 2021' circled in red. On the left, a table lists credit transactions, including one from 'United States: ADC T (28)' and another from 'Jun 6-10, 2 Hts), MO Scott Seda'.

Date	Description
Jun 26, 2020	Credit
Jun 26, 2020	Jul 6-10, 2 Hts), MO Scott Seda

Amount	Balance
000.00	\$50,000.00
50.00)	\$47,250.00

Siemens Xcelerator Academy

Learning Support: <https://training.plm.automation.siemens.com/support/index.cfm>