Training e-Portal Course Registration Procedure

March, 2018
Login at the training portal

1 For new users (first time registration):
Create an account here
* A verification email would be sent to your registered email. Upon confirmation from both the user and training center, you would then be able to log in at 2.
Login at the training portal

2. For existing users: Login here using your registered email and password

Email: amirahaisyahanuar@gmail.com

Password: [masking]

Remember me

Trouble logging in?
If you have trouble logging into your account, you may contact our technical support at +603 80649888 or support.service@yokogawa.com.my
## Browse Course

4. Select the course you are interested to join (e.g. CENTUM VP OPERATION)

<table>
<thead>
<tr>
<th>CENTUM VP COURSES</th>
<th>SELECTED SOLUTION COURSES</th>
<th>SAFETY COURSES</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTUM VP OPERATION</td>
<td>CENTUM CS 3000 BATCH</td>
<td>TÜV Rheinland FUNCTIONAL SAFETY ENGINEER - SAFETY INSTRUMENTED SYSTEMS</td>
<td>Centum VP Engineering (4day)</td>
</tr>
<tr>
<td>CENTUM VP ENGINEERING</td>
<td>EXAPILOT</td>
<td>DETAILS ON FUNCTIONAL SAFETY</td>
<td>Introduction to PID Control and Tuning</td>
</tr>
<tr>
<td>CENTUM VP MAINTENANCE</td>
<td>CAMS – Consolidated Alarm Management System</td>
<td>ProSafe – SLS</td>
<td></td>
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<tr>
<td>CENTUM VP FOR ASSET EXCELLENCE</td>
<td></td>
<td>ProSafe – COM</td>
<td></td>
</tr>
<tr>
<td>AD SUITE ENGINEERING</td>
<td></td>
<td>ProSafe-RS</td>
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</tr>
</tbody>
</table>

**Fundamental Courses for Process Technicians and Engineers**
- PROCESS MEASUREMENT & CONTROL APPRECIATION
- PROCESS MEASUREMENT AND CONTROL ESSENTIALS
- FOUNDATION FIELDBUS APPRECIATION
- FOUNDATION FIELDBUS ENGINEERING
Course information

Course details (e.g. duration, course fee etc.) can be found here:

If you are interested to join this course, proceed by clicking **Class Schedules** to view the available course dates.
Course registration

In this page, you would be provided with a list of available dates for the desired course.

**NOTE: All classes displayed on this page are tentative only. Class confirmation is subjected to the class reaching a minimum no of pax as well as availability of training resource, which would be informed 2 weeks before the training commencement date.**

6  Click **Register for this Class** to register for the desired slot.

7  You may choose to register for yourself or for others.
Course registration

Course Registration

Course Registration Form

Participant Details
Please use this form to add participants for course registration.

EMAIL: testing@gmail.com
NAME: test
DESIGNATION: test
DEPARTMENT: test1

I want to register for a participant without email:
Add Participant with no email

Participant List

EMAIL / User ID: amirahaisyahani
NAME: Nur Amira Asyia
DESIGNATION: TRAINER
DEPARTMENT: LCS

Payment Details: (please check one, mandatory to enable processing)
PO required:

Fill in the Participant Details at 8, then click the add button at 9.

Your details would appear here as soon as it is added above.
11 Enter your Payment Details

TAKE NOTE: **State if PO is required for invoicing (YES or NO)**
- If YES, please advise the address where the quotation should be sent to;
- If NO, we would then follow up accordingly

*If you are registered under a project contract/MSSA/AMC, please refer to the next slide*
Payment details (Others)

Kindly insert the following details in the **Others** column for seat registrations as below:

a) **Project contract**: please indicate the project details as follows:
   - Project name
   - PIC from Yokogawa (e.g. PM, Project engineer etc) (if possible)

b) **MSSA free seats**: please indicate ‘**MSSA**’ and which **FY** to redeem from

c) **AMC**: please indicate ‘**AMC**’ and the **relevant FY**
Once it is submitted, you are good to go! 
We would follow up on your registration from here onwards!