

# GE OIL & GAS TRAINING LEARNING PLATFORM

USER MANUAL

[NEW REGISTRATION](#)



# HOW TO CREATE YOUR ACCOUNT

## STEP 0 – START REGISTRATION PROCESS

- 1 Go to [www.geoilandgasttraining.com](http://www.geoilandgasttraining.com)
- 2 Click on Register New User

The screenshot displays the GE Oil & Gas website interface. At the top, there is a dark navigation bar with social media icons for Twitter, LinkedIn, and YouTube. Below this, the GE logo and 'GE Oil & Gas' text are on the left. The main navigation menu includes 'HOME', 'CALENDAR', 'TRAINING SOLUTIONS', 'DIGITAL', and 'NEWS & MEDIA'. On the right, there are icons for 'LOCATIONS', 'SEARCH', and 'LOGIN'. A large blue arrow points from the 'REGISTER NEW USER' button in the top right corner of the main content area to the text in the instructions above. The main content area features a large image of an industrial plant at dusk with the text 'Guaranteeing Plant Reliability to Excel in Oil & Gas Industry' and a sub-headline 'A well trained workforce is the most valuable resource to face uncertain markets and the most complex company dynamics'. Below the image is an 'Explore More' button. In the bottom right corner, there is a 'Live Support' chat window with a close button and a status indicator showing 'Offline'.



# HOW TO CREATE YOUR ACCOUNT

## STEP 1 – USER INFORMATION

- 3 Select *Customer*
- 4 Fill out all mandatory fields (marked with a \*)
- 5 Click on *Next*

1 Step 1: User Information   2 Step 2: Company Information   3 Step 3: Verify

**\*Group**


Customer  GE Employee

**\*First Name:** John **\*Last Name:** Doe

**\*Email:** John.Doe@company.com **\*Verify Email Address:** John.Doe@company.com

**Username:** John.Doe@company.com

Next >> 5



Use only **Corporate email address** (e.g. john.doe@company.com)



# HOW TO CREATE YOUR ACCOUNT

## STEP 2 – COMPANY INFORMATION

6 Fill out all mandatory fields (marked with a \*)

7 After having checked all the information, click *Next*

1 Step 1: User Information    2 Step 2: Company Information    3 Step 3: Verify

**\*Job Title:**  **6**

**\*Business Unit / Department Name:**  ?

**\*Site / Plant Name:**  ?

**\*Training Coordinator:**  ?

**\*Company Name:**  4

**\*Country:**  ▼

**\*Zip / Postal Code:**

**\*State / Region / Province:**  ▼

**\*City:**

**\*Telephone Number**

<input type="text" value="111"/>	<input type="text" value="111"/>	<input type="text" value="1111"/>
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**\*Will you need to enroll other users?**  ▼

<< Previous    Next >>    **7**



# HOW TO CREATE YOUR ACCOUNT

## STEP 3 – VERIFY

- 8 Check the information inserted during the registration process
- 9 Click *No*, to go back and re-edit your data or *Yes* to continue

<b>Group:</b> Customer	<b>First Name:</b> John
<b>Last Name:</b> Doe	<b>Email:</b> John.Doe@company.com
<b>Username:</b> John.Doe@company.com	

### Company Information

<b>Job Title:</b> Rotating Equipment Engineer	<b>Business Unit / Department Name:</b> Maintenance
<b>Site / Plant Name:</b> John Doe's Refinery	<b>Training Coordinator:</b> TBD
<b>Company Name:</b> John Doe's Chemical	<b>Country:</b> USA
<b>Zip / Postal Code:</b> 11111	<b>State / Region / Province:</b> Alabama
<b>City:</b> Madison	<b>Telephone Number:</b> 111-111-1111
<b>Will you need to enroll other users?</b> No	

**i** Is the above information correct?

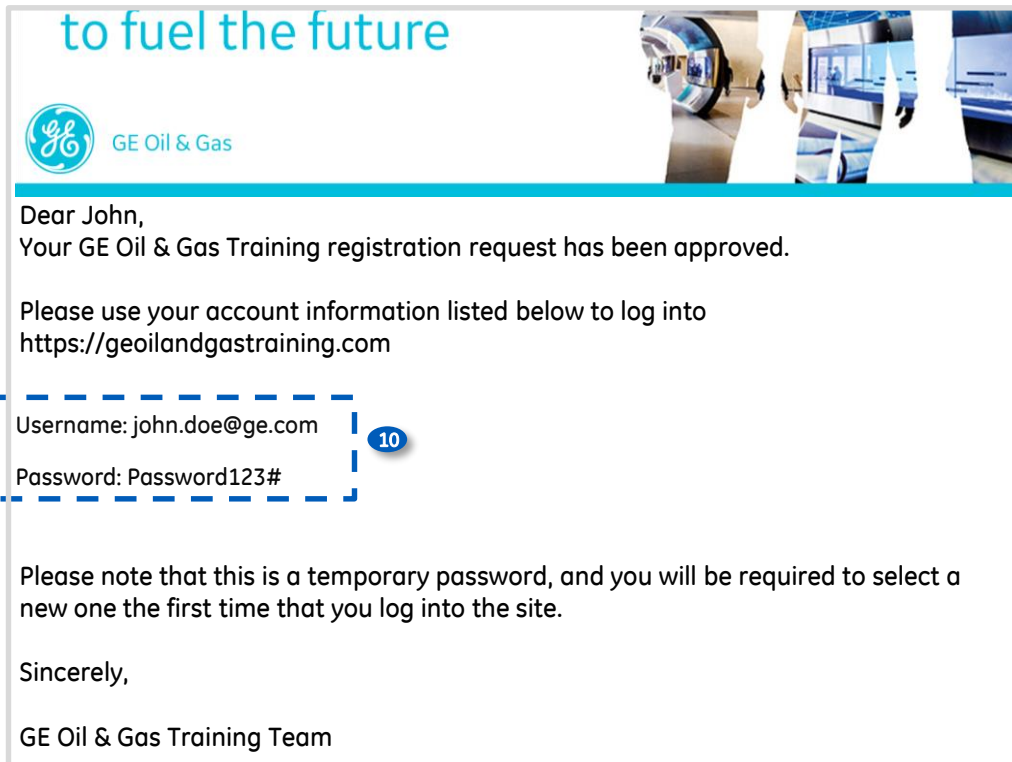
No Yes 9



# HOW TO CREATE YOUR ACCOUNT


## STEP 4 – REGISTRATION APPROVED

- 10 Check your inbox for confirmation email from [admin@geoilandgastraining.com](mailto:admin@geoilandgastraining.com) (if you didn't find it, check your SPAM folder)
- 11 Go back to the homepage ([www.geoilandgastraining.com](http://www.geoilandgastraining.com)) and log in with the Credentials just received to access our Learning Platform



The image shows a simulated email confirmation template. At the top, it says "to fuel the future" in blue text. Below that is the GE logo and "GE Oil & Gas". The main body of the email reads: "Dear John, Your GE Oil & Gas Training registration request has been approved. Please use your account information listed below to log into https://geoilandgastraining.com". A dashed blue box highlights the login information: "Username: john.doe@ge.com" and "Password: Password123#". A blue circle with the number "10" is next to the password. Below the login info, it says: "Please note that this is a temporary password, and you will be required to select a new one the first time that you log into the site." The email ends with "Sincerely, GE Oil & Gas Training Team".

to fuel the future

 GE Oil & Gas

Dear John,  
Your GE Oil & Gas Training registration request has been approved.

Please use your account information listed below to log into  
<https://geoilandgastraining.com>

Username: john.doe@ge.com

Password: Password123#

Please note that this is a temporary password, and you will be required to select a new one the first time that you log into the site.

Sincerely,  
GE Oil & Gas Training Team

Registration Successful!

For further assistance contact us at: [admin@geoilandgastraining.com](mailto:admin@geoilandgastraining.com)



