QUICK REFERENCE GUIDE

IBM EDUCATION PACK - ONLINE ACCOUNT

How to purchase the IBM Education pack - online account:

Go to: ibm.com/training/us/savings/edpack

- Read and accept all terms and conditions prior to completing your application
- Once your application is processed you will receive confirmation of your Ed Pack –online account status
- You will also receive confirmations with your account sign on information
- Your Ed Pack online ID (not account #) and Password is required to access your account
- Your ID and Password will NOT be sent in the same confirmation
- If you have previously purchased an Ed Pack you will not receive a different password
- The Ed Pack online **Account Owner** must manage the IBM Education Pack online account and allocate how training funds should be applied. IBM does not automatically deduct funds from your company account.

How to Access your IBM Education Pack – online account:

Go to: http://www.ibm.com/training/epoa

At the sign in screen enter your **Ed Pack online ID** (the e-mail address provided on your purchase application) * (**This is normally the Account Owner's e-mail address**)

- Enter your **Password** (your initial password was sent to you via a confirmation after your order was processed)
- **NOTE**: Your Ed Pack online account will be active on the "activation date" indicated on your purchase application. If you chose up to a 60 day delayed activation date for your account it will remain in INACTIVE status. It will become CURRENT on the activation date specified.
- <u>IMPORTANT</u> The Ed Pack online **Account Owner** must create a voucher for payment to indicate what class or conference the funds should be allocated for.
- <u>IMPORTANT</u> If vouchers are not created prior to class the customer will be billed for the class or conference. IBM does not automatically take funds from the customer's account. Vouchers CANNOT be submitted after the class is over and has been invoiced.

How to use your IBM Education Pack on-line account:

- After you register for a Public Class, access your Ed Pack –online account and create a Public Class Voucher for payment. The class number required to create the voucher is located on your class confirmation. You must provide a guaranteed method of payment when you register / enroll for a public class.
- Before you register for e-learning Self Paced Virtual class access your account and create an e-learning Self Paced Voucher. You must provide a guaranteed method of payment when registering for e-learning classes. You will need the voucher number to complete the online order form for eLearning.
- When you confirm an **Onsite** /**Private** class <u>you must have a guaranteed method of payment</u> when the class is booked. After you receive your EDUSM letter access your Ed Pack –online account and create a **Private Class Voucher** for payment.
- Please be reminded that other discounts will not be honored if using an Education Pack as payment.

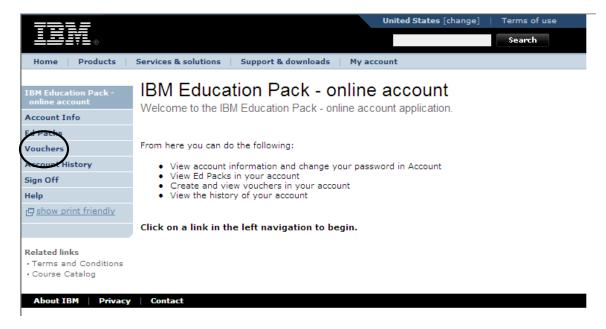
How to create a voucher:

Sign on to your account

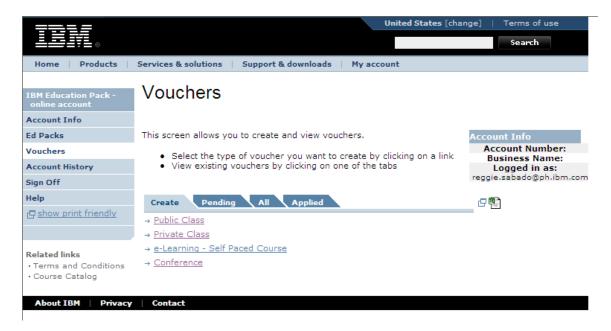
Go to: http://www-01.ibm.com/services/learning/edpackweb/EdPackEngine?cmd=gotoEdPackWelcomeScreen



Click on Sign In.



Click on Vouchers.



A list of Voucher Types will appear: Public Class, Private Class, E-learning – Self-Paced Course and Conference.

Click on the type of course you will take.

Public Class are for those classes whose schedules are listed online. Anyone from different companies will be able to enroll in Public Classes.

Private Class vouchers are for those classes which are either customized for the customer or scheduled only for students of the company. Not everyone will be able to enroll in Private Classes.

E-Learning vouchers are for online courses that the student can take at his own pace.

Conference vouchers are for IBM Conferences. A list of the conferences will be shown. Click on the conference that the student wants to take.

Fill in requested information and click Submit.

A voucher number will be shown.

Vouchers can be viewed at any time in your account.

Notes:

Please remember that the start date of the classes should be before the Education Pack expires.