

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.
- **IMPORTANT** - The Ed Pack – online **Account Owner** must create a voucher for payment to indicate what class or conference the funds should be allocated for.
- **IMPORTANT** – *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.
- After you register for a **Conference**, access your Ed Pack – online account and create a **Conference Voucher** for payment. You must provide a credit card number when your register for a conference.
- After your 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.
- When you confirm an **Onsite /Private** class you must have a guaranteed method of payment 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>

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IBM Education Pack - online account

Sign In

Related links

- Terms and Conditions
- Course Catalog

By using the IBM Education Pack - online account you and employees at your company can learn valuable new skills, attend the hottest courses and in-depth technical conferences, purchase e-learning offerings and save money for your company while you train.

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Account Info

Ed Packs

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Related links

- Terms and Conditions
- Course Catalog

From here you can do the following:

- View account information and change your password in Account
- View Ed Packs in your account
- Create and view vouchers in your account
- View the history of your account

Click on a link in the left navigation to begin.

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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.