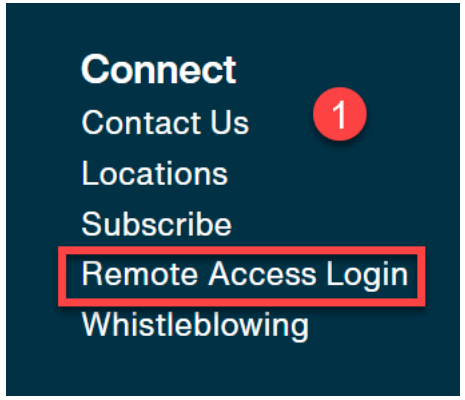
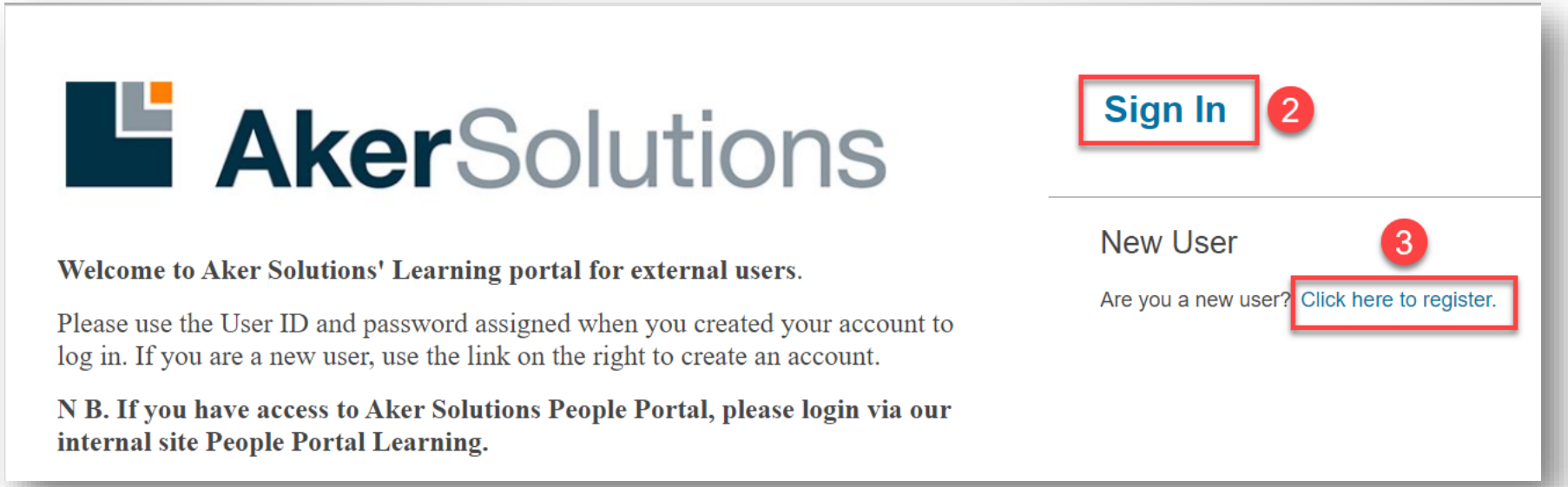
How to access Aker Solutions external learning portal

1. Go to www.akersolutions.com, scroll to the end of the page and click **Remote Access Login** You will find the link to the **external learning portal** on that page (bookmark for future use).
2. If you already have an account, click on **Sign in.** Enter your email or User ID and your password, then click Continue to access the portal.
3. To register and create a new account, click on **Click here to register**





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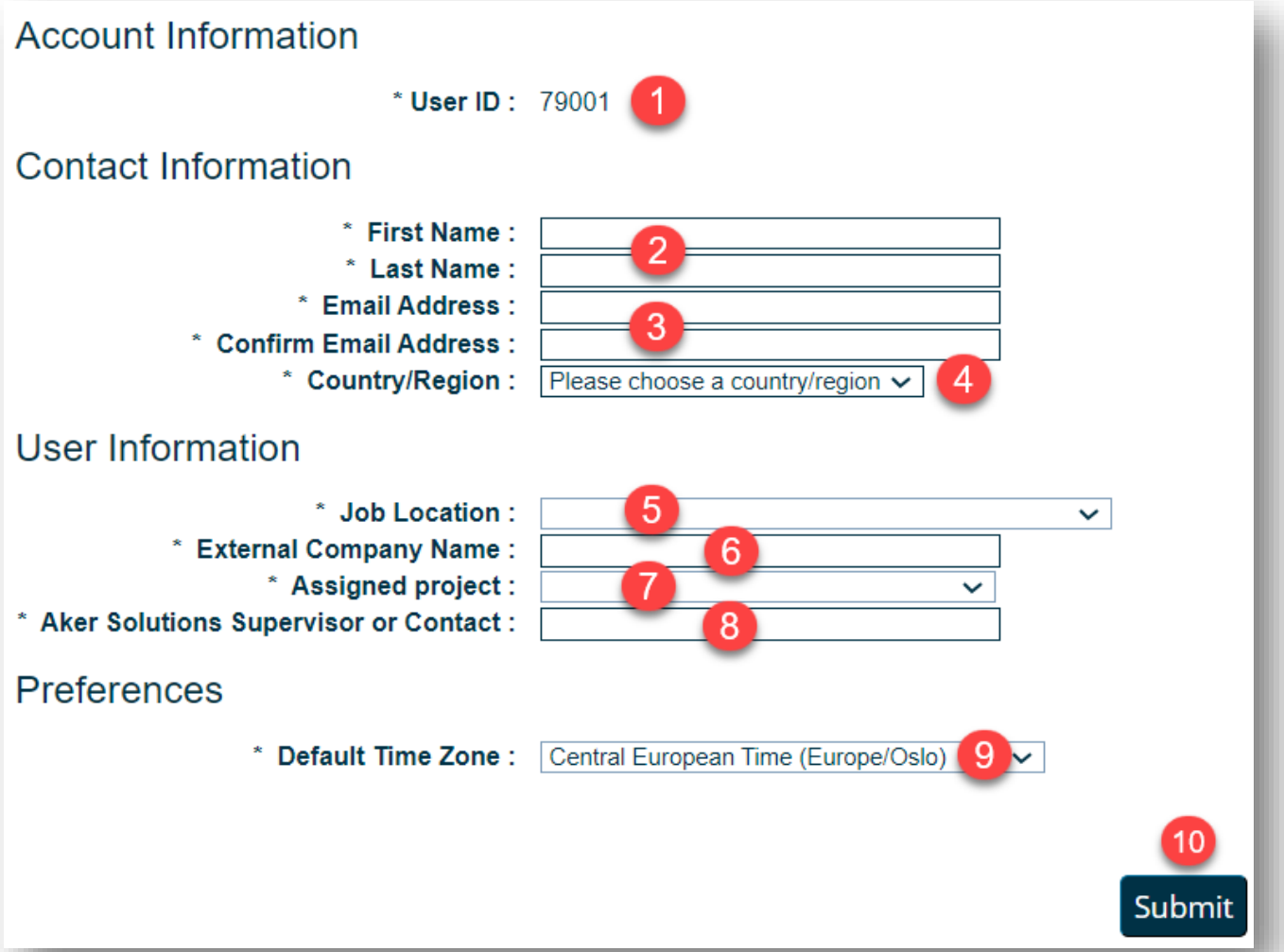
How to register as new user

1. Your new User ID is automatically assigned.
2. Add your first & last name
3. Add & confirm your email address
4. Select your country of work
5. Select your job location (for Aker-related tasks)
6. Add the name of your company/employer
7. Select to which main Aker project your are associated with
8. Add the name of your main supervisor or contact within Aker Solutions
9. Select your preferred time zone
10. Submit the form



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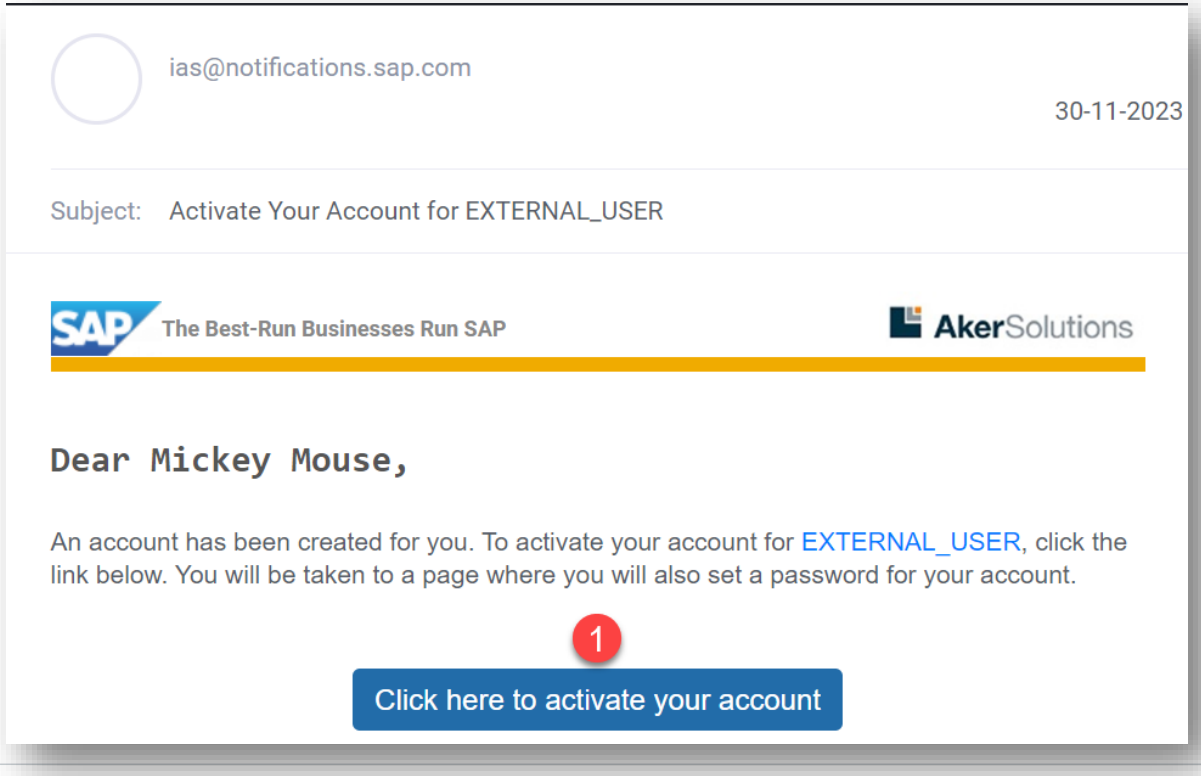
How to activate your account – step 1

Once the form is submitted, you will receive an email notification from our system provider, SAP (ias@notifications.sap.com) with information on how to activate your account as an external user.

N.B. If you don't see this email in your inbox, please check your Junk/Spam folder.

1. Click on the activation button in the email



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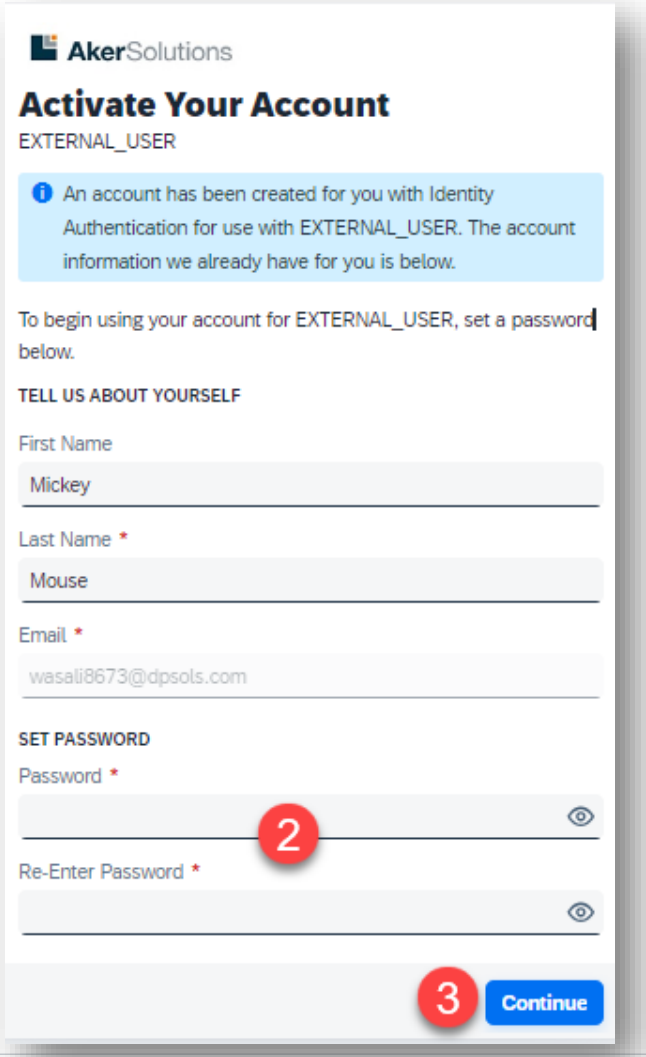
How to activate your account – step 2

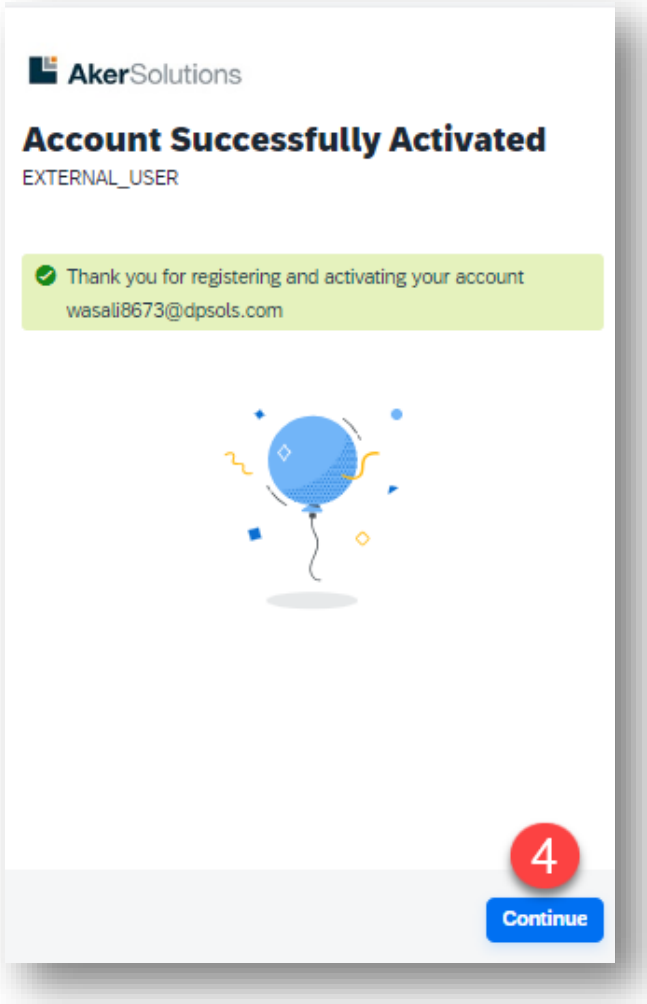
In the activation window, your name and email are already registered, but you can still correct it if necessary. Then:

2. Add and confirm your password. Password must be between 8 and 255 characters and include 3 of the following:
   - Uppercase letter
   - Lowercase letter
   - Numbers
   - Symbols
3. Click **Continue**



You will receive confirmation that your account has been successfully activated.

4. Click **Continue** to access the learning portal.



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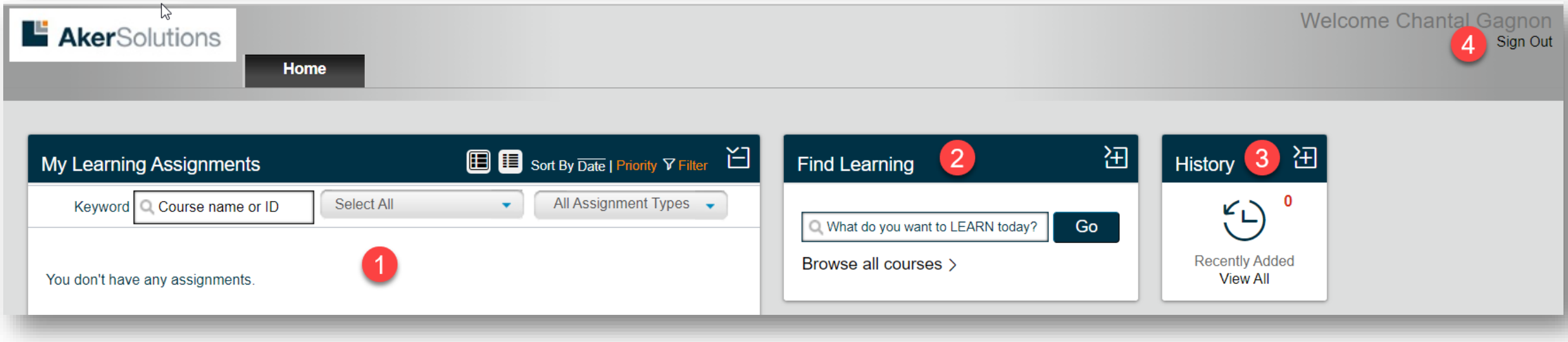
How to use the learning portal

1. Any course assigned to you will appear in your **Learning Assignments** within 1h after registering.
2. Use **Find Learning** to search for a specific course or browse all courses available to you.
3. All completed courses will be registered in your Learning **History**.
4. To leave the portal, click on **Sign Out** in the upper right corner.

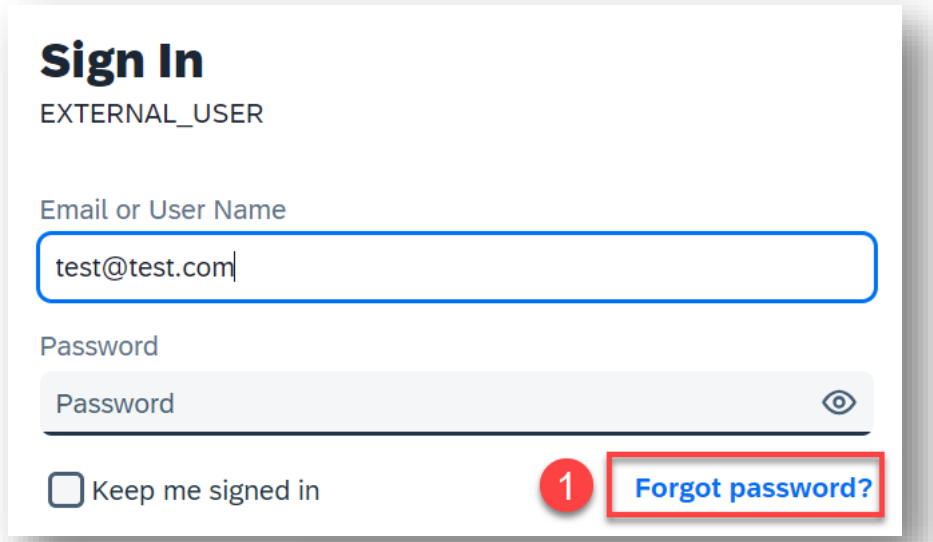


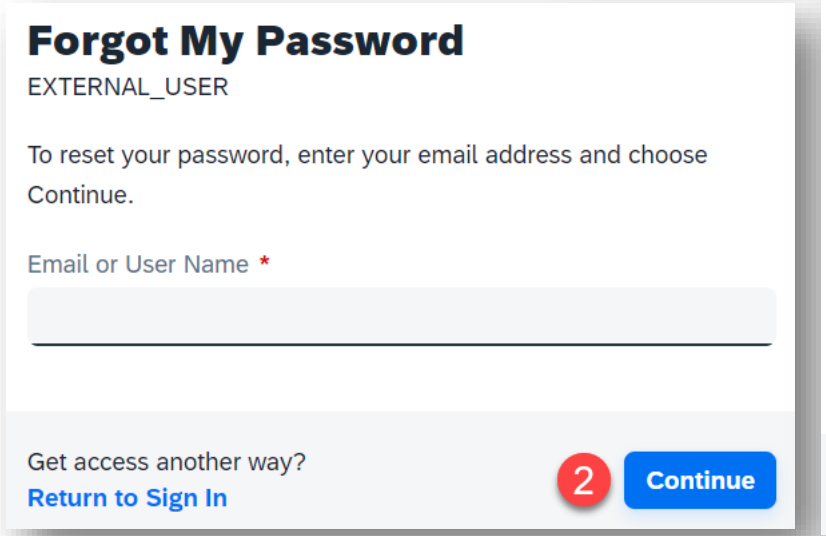
How to reset your password

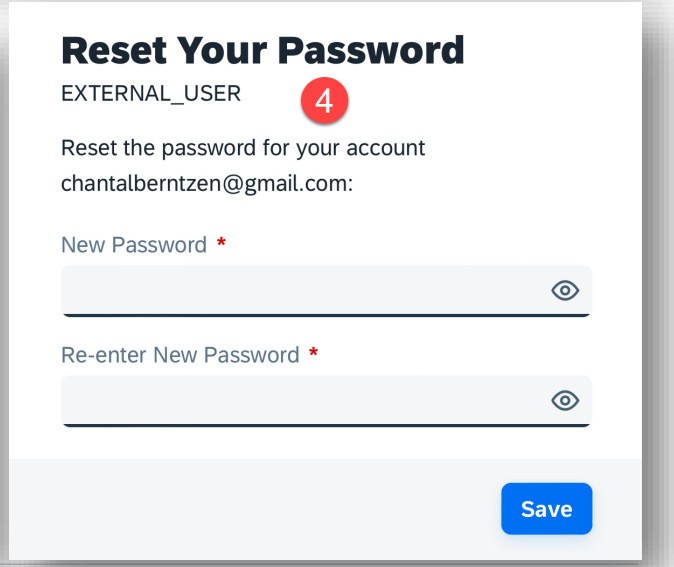
If you have forgotten your password:

1. From the **Sign In** page, enter your email address or User ID and click **Forgot password**.
2. On the next page, renter your email address and click **Continue**.
3. You will receive and email from our system provider, SAP (ias@notifications.sap.com) with a link to reset your password. Click the link in the email to access a page where you can reset your password. The link in the email will expire in 2 hours.
4. Select a new password and click **Save.**

   You will then be forwarded to the learning portal.







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Need help?
Contact: learning@akersolutions.com

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