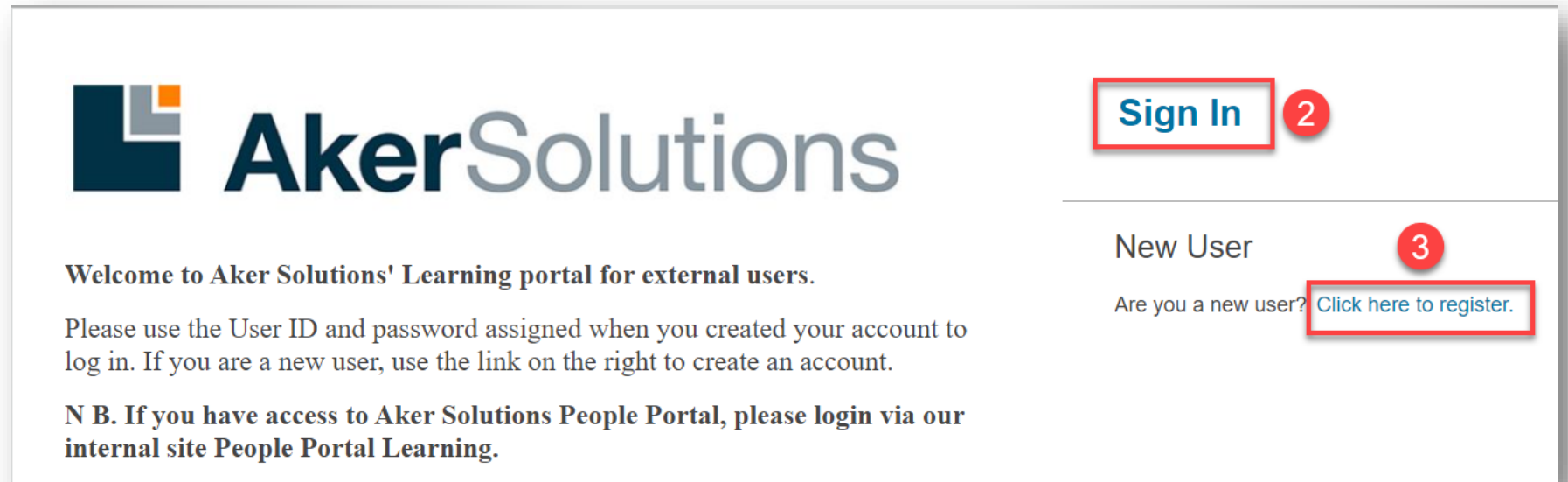
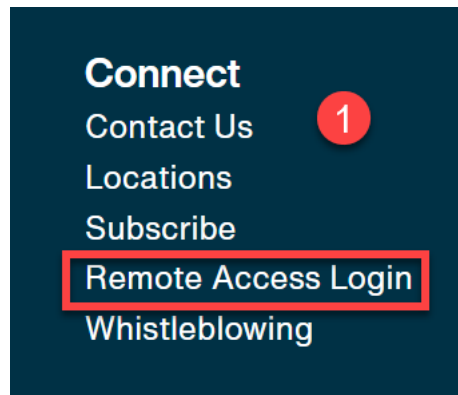


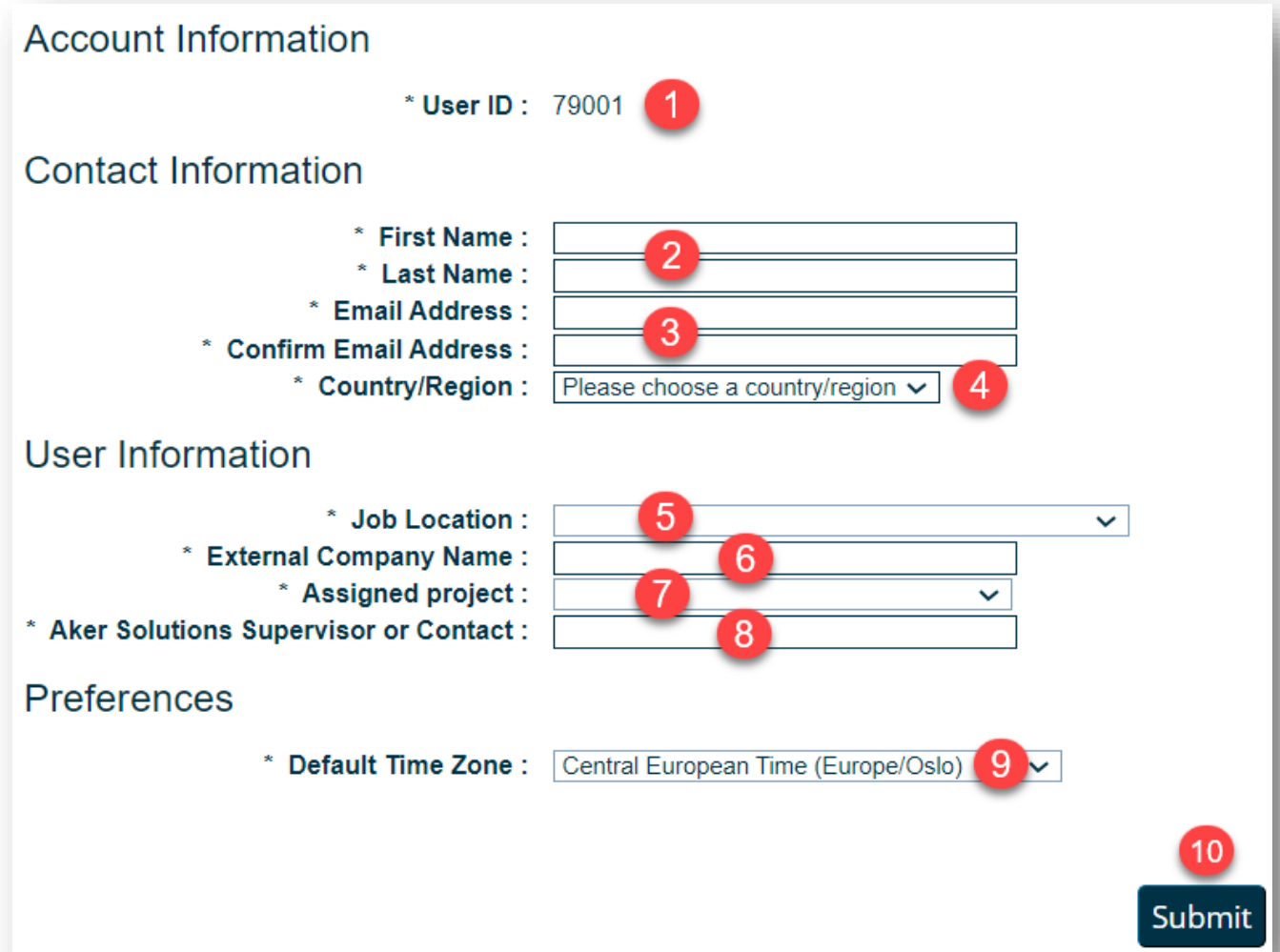
How to access Aker Solutions external learning portal

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**



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



The registration form is divided into four sections: Account Information, Contact Information, User Information, and Preferences. Each field is marked with a red circle containing a number from 1 to 10, corresponding to the steps in the list on the left. Step 1 points to the User ID field, which is pre-filled with '79001'. Steps 2 and 3 point to the First Name and Last Name fields, and the Email Address and Confirm Email Address fields, respectively. Step 4 points to the Country/Region dropdown menu. Step 5 points to the Job Location dropdown menu. Steps 6 and 7 point to the External Company Name and Assigned project dropdown menus, respectively. Step 8 points to the Aker Solutions Supervisor or Contact text field. Step 9 points to the Default Time Zone dropdown menu, which is set to 'Central European Time (Europe/Oslo)'. Step 10 points to the Submit button at the bottom right of the form.

Account Information

* User ID : 79001

Contact Information

* First Name :

* Last Name :

* Email Address :

* Confirm Email Address :

* Country/Region :

User Information

* Job Location :

* External Company Name :

* Assigned project :

* Aker Solutions Supervisor or Contact :

Preferences

* Default Time Zone :

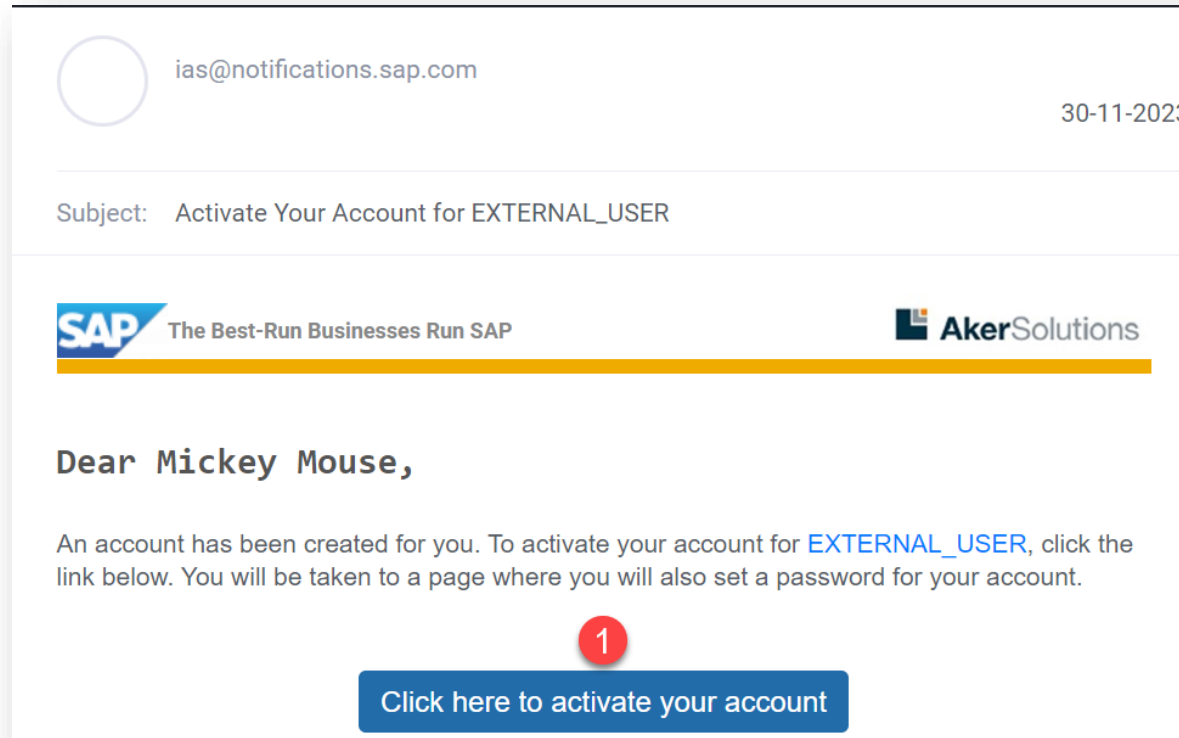
Submit

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



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**

AkerSolutions

Activate Your Account

EXTERNAL_USER

1 An account has been created for you with Identity Authentication for use with EXTERNAL_USER. The account information we already have for you is below.

To begin using your account for EXTERNAL_USER, set a password below.

TELL US ABOUT YOURSELF

First Name
Mickey

Last Name *
Mouse

Email *
wasali8673@dpsols.com

SET PASSWORD

Password * **2**

Re-Enter Password * **3**

Continue

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

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

AkerSolutions

Account Successfully Activated

EXTERNAL_USER

2 Thank you for registering and activating your account
wasali8673@dpsols.com

4

Continue

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.

The screenshot displays the Aker Solutions learning portal interface. At the top left is the Aker Solutions logo. In the top right corner, it says "Welcome Chantal Gagnon" with a "Sign Out" button next to it, which is highlighted with a red circle containing the number 4. Below the header is a "Home" button. The main content area is divided into three sections: "My Learning Assignments", "Find Learning", and "History". The "My Learning Assignments" section has a search bar with the text "Course name or ID" and a "Select All" dropdown, with a red circle containing the number 1. The "Find Learning" section has a search bar with the text "What do you want to LEARN today?" and a "Go" button, with a red circle containing the number 2. The "History" section has a "Recently Added" section with a "View All" link and a red circle containing the number 3.

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, reenter your email address and click **Continue**.
3. You will receive an 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.

Sign In
EXTERNAL_USER

Email or User Name
test@test.com

Password
Password

Keep me signed in

1 **Forgot password?**

Forgot My Password
EXTERNAL_USER

To reset your password, enter your email address and choose Continue.

Email or User Name *

Get access another way?
[Return to Sign In](#)

2 **Continue**

Reset Your Password
EXTERNAL_USER

Reset the password for your account chantalberntzen@gmail.com:

New Password *

Re-enter New Password *

Save

4

Need help?

Contact: learning@akersolutions.com