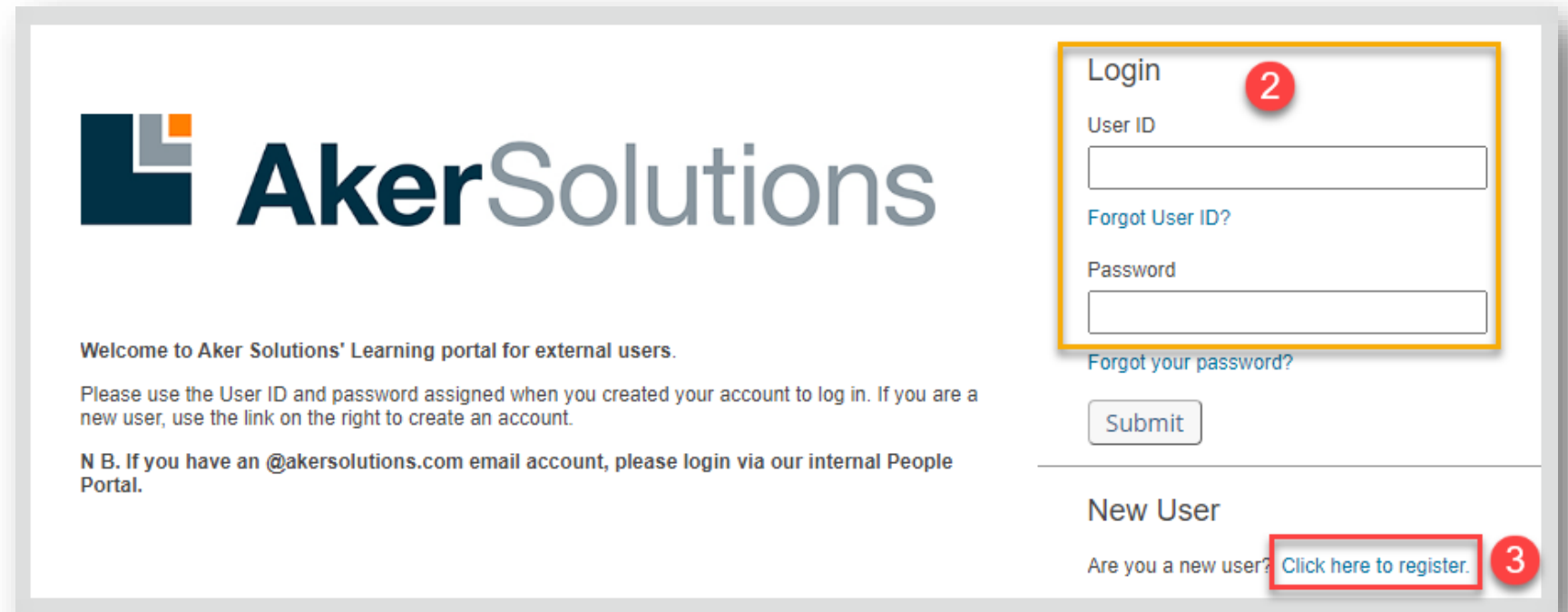
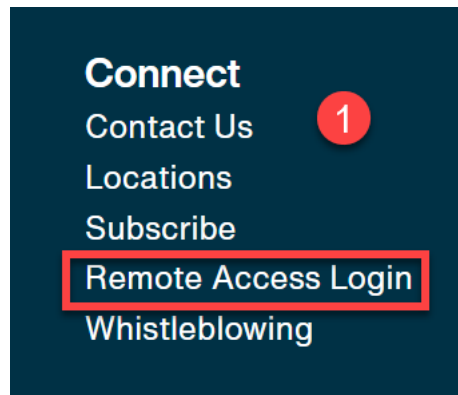


How to access Aker Solutions external learning portal

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.
2. If you already have an account, login with your User ID and password
3. To register and create a new account, click on **Click here to register**



How to register

4. Your new User ID is automatically assign. Please note it for future login.
5. Select a password with min. 12 characters. Ensure you will remember it for future login.
6. Select 2 security questions from the list and type your response. These will be use should you request to reset your password in the future.
7. Add your first & last name
8. Add your email address
9. Select your country of work
10. Select your job location (for Aker-related tasks)
11. Add the name of your company/employer
12. Select to which main Aker project your are associated with
13. Add the name of your main supervisor or contact within Aker Solutions
14. Select your preferred time zone
15. Submit the form

The screenshot displays a registration form with the following sections and fields:

- Account Information:**
 - * User ID : 74024 (4)
 - * Password : (5)
 - * Re-Enter Password : (5)
 - * Security Question 1 : Select a question (dropdown) (6)
 - * Response : (6)
 - * Confirm Response : (6)
 - * Security Question 2 : Select a question (dropdown) (6)
 - * Response : (6)
 - * Confirm Response : (6)
- Contact Information:**
 - * First Name : (7)
 - * Last Name : (7)
 - * Email Address : (8)
 - * Confirm Email Address : (8)
 - * Country/Region : Please choose a country/region (dropdown) (9)
- User Information:**
 - * Job Location : (10)
 - * External Company Name : (11)
 - * Assigned project : (12)
 - * Aker Solutions Supervisor or Contact : (13)
- Preferences:**
 - * Default Time Zone : Central European Time (Europe/Oslo) (14)

A red circle with the number 15 is positioned above a dark blue 'Submit' button at the bottom right of the form.

How to use the learning portal

Once the form is submitted, you will receive an email notification from People Portal Learning (noreply@successfactors.eu) confirming the activation of your account and your User ID. N.B. If you don't see this email in your inbox, please check your Junk/Spam folder.

You can now go back to the login page and access the portal by login in with your User ID and password.

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. To its right is a 'Home' button. In the top right corner, the user is greeted with 'Welcome Chantal Gagnon' and a 'Sign Out' button, which is highlighted with a red circle and the number 4. The main content area is divided into three panels. The first panel, 'My Learning Assignments', features a search bar for 'Course name or ID', a 'Select All' dropdown, and an 'All Assignment Types' dropdown. Below this, it states 'You don't have any assignments.' with a red circle and the number 1. The second panel, 'Find Learning', has a search bar for 'What do you want to LEARN today?' and a 'Go' button, with a red circle and the number 2. Below the search bar is a link to 'Browse all courses >'. The third panel, 'History', shows a 'Recently Added' section with a red circle and the number 3, and a 'View All' link. The bottom of the page contains the copyright notice '2023 © Aker Solutions', the date 'October 27, 2023', the slide number 'Slide 3', and the Aker Solutions logo.

Need help?

Contact: learning@akersolutions.com