

# Baker Hughes Learning Platform Quick User Guide

## Why should you request an LMS account?

The Customer Training Learning Management System (also known as “LMS”) is the Baker Hughes dedicated place for Customer Training materials and is open to everyone who is interested in:

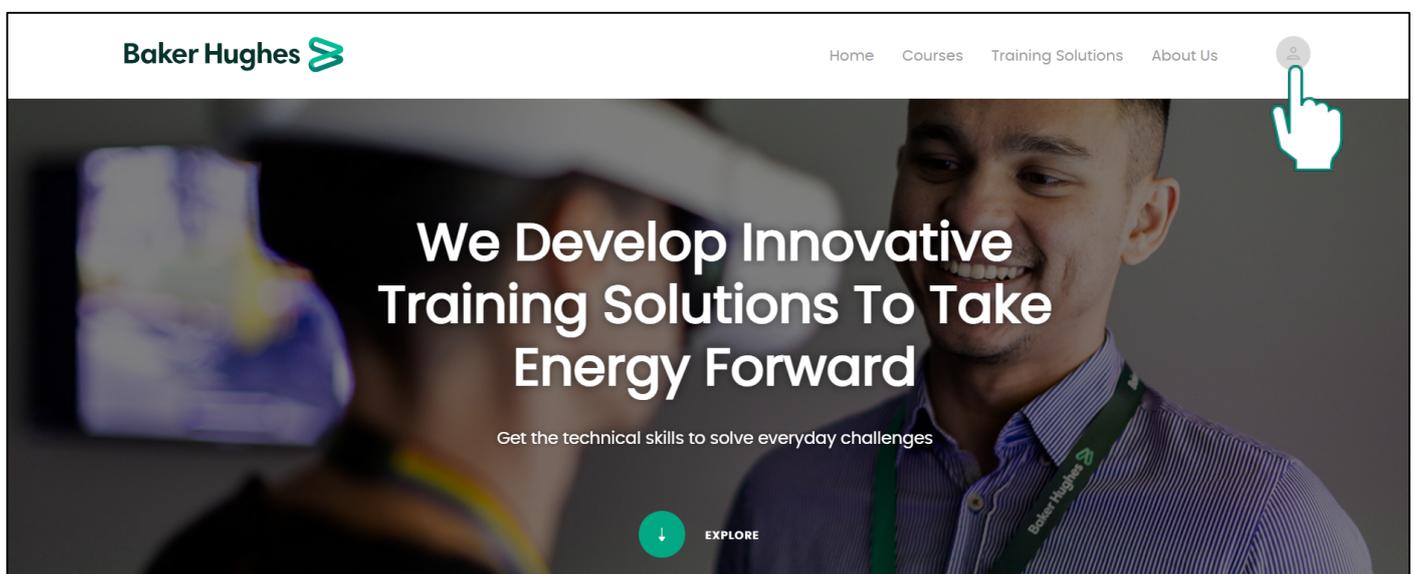
- browsing our customer training catalogue
- designing their own training path
- contacting us for more info or to receive a proposal for the selected training path

**Authenticated users can also submit requests for enrollment in public scheduled courses; enrolled users can attend eLearning modules, and course participants can find their training material.**

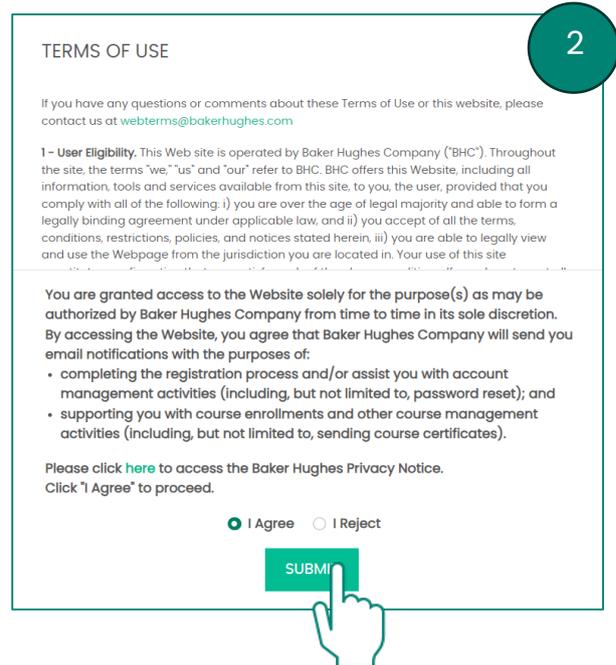
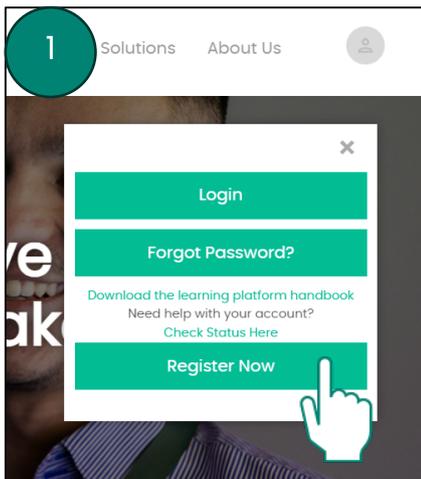
## How to request your LMS account?

Before proceeding, please consider that only Baker Hughes customers can be granted an LMS account.

In order to request your LMS account, please go to the [training.bakerhughes.com](https://training.bakerhughes.com) page and click on the icon in the top right corner:



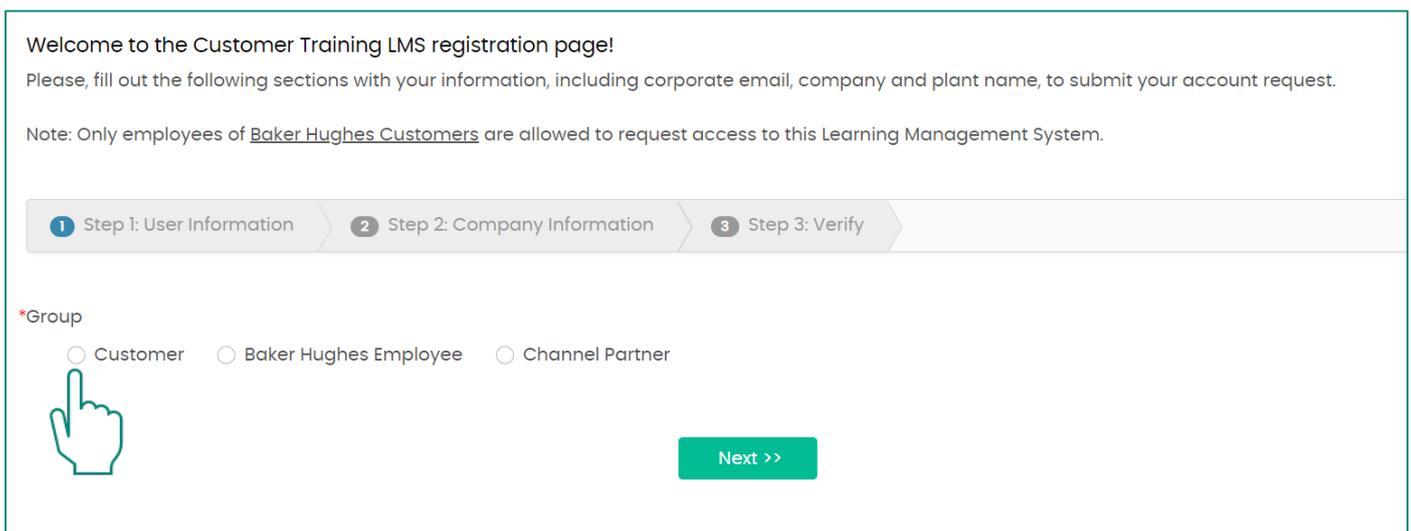
Then, select the "Register Now" button (1) and read carefully the "Terms of Use" (2) notice.



The user shall accept the Baker Hughes terms and conditions to proceed to the "New User Registration" page.

The registration has three steps: User Information, Company Information and the final verification.

In the User Information, select Customer and fill at least all the mandatory fields:



\*Group  
 Customer    Baker Hughes Employee    Channel Partner

\*First Name:

\*Last name:

\*Email:

\*Verify Email Address:

Username:

[Next >>](#)

Note: when submitting a registration requests, please remember to use your corporate email address.

**Requests coming from generic email address providers will be automatically rejected.**

Once completed, click the [next](#) button.

In the Company Information, fill the mandatory fields as required and click the [next](#) button.

1 Step 1: User Information   2 **Step 2: Company Information**   3 Step 3: Verify

\*Job Title:    Employee ID#

Business Unit / Department Name:  ?   \*Company:

\*Site / Plant Name:  ?   Training Coordinator:  ?

\*Country:    Zip/Postal Code:

State/Region/Province:    City:

Telephone Number:    \*Will you need to enroll other users?

[<< Previous](#)   [Next >>](#)

In the last step, check and verify the information you provided and select your desired privacy and marketing preferences.

Be aware that, in order to proceed, at least the first two boxes should be flagged.

Telephone Number: N/A Will you need to enroll other users? No

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### User Accounts and Privacy Consents

At Baker Hughes, we respect your privacy and data protection rights and recognize the importance of protecting the personal information we collect and process. Our [Privacy Policy](#) is designed to help you understand what personal information we collect about you and how we use and share it in support of our business activities.

- I acknowledge that I am 18 years of age or older
- I agree with the Baker Hughes [Privacy Policy](#)

By submitting the registration request, you agree that Baker Hughes will send you email notifications with the purposes of:  
completing the registration process and/or assist you with account management activities (including, but not limited to, password reset); and  
providing you with course enrollments and other course management activities (including, but not limited to, sending course certificates).

### Marketing Preferences

Our solutions and products are updated from time to time. Tell us if you would like to be informed about upcoming news.

- Yes – I agree to receive invitations to events, surveys and newsletters from Baker Hughes Company and its affiliated companies (together “Baker Hughes”).
- Yes – I agree to be informed about new training products and solutions from Baker Hughes.

If you opt in to receive marketing communications, you can withdraw your consent at any time by changing your communication preferences in your user account profile, or by using the unsubscribe link found at the bottom of marketing communication emails from Baker Hughes.

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 **Is the above information correct?**

Once completed, click the “Yes” button at the bottom of the page to submit your registration request.

The application will be verified and processed by the Customer Training team and an email will inform you about the outcome of your request.

Due to the large amount of requests, the average processing time usually takes a couple of weeks.

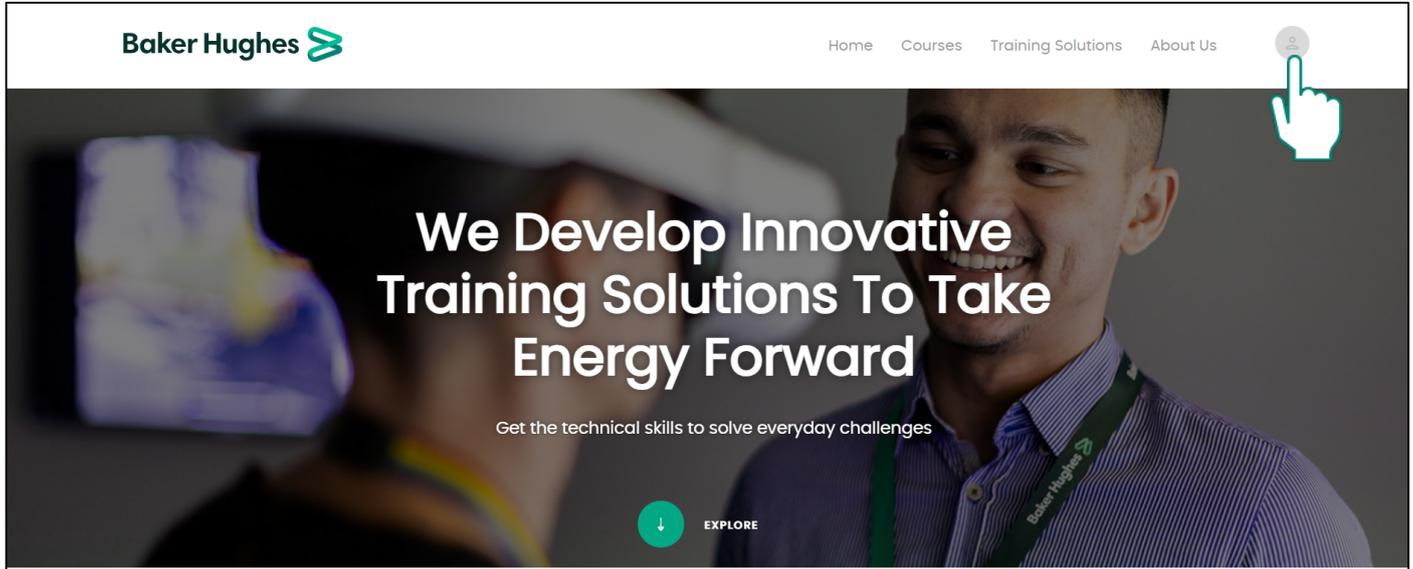
For any further assistance, don’t hesitate to contact us at:

[customer.training@bakerhughes.com](mailto:customer.training@bakerhughes.com)

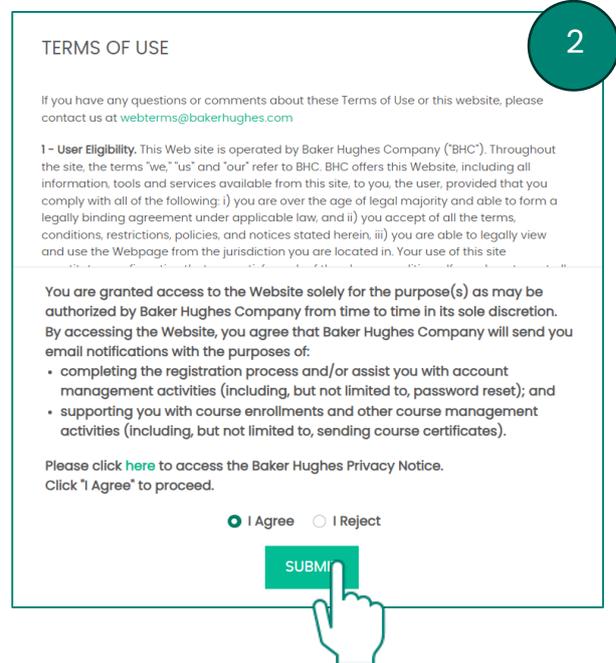
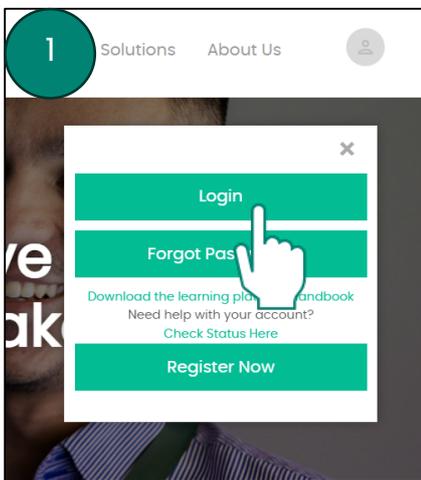
## How to enroll in a public scheduled course?

Note: Only authenticated users can apply to be enrolled in a public scheduled course.

To do so, please go to the [training.bakerhughes.com](https://training.bakerhughes.com) page and click on the icon in the top right corner:



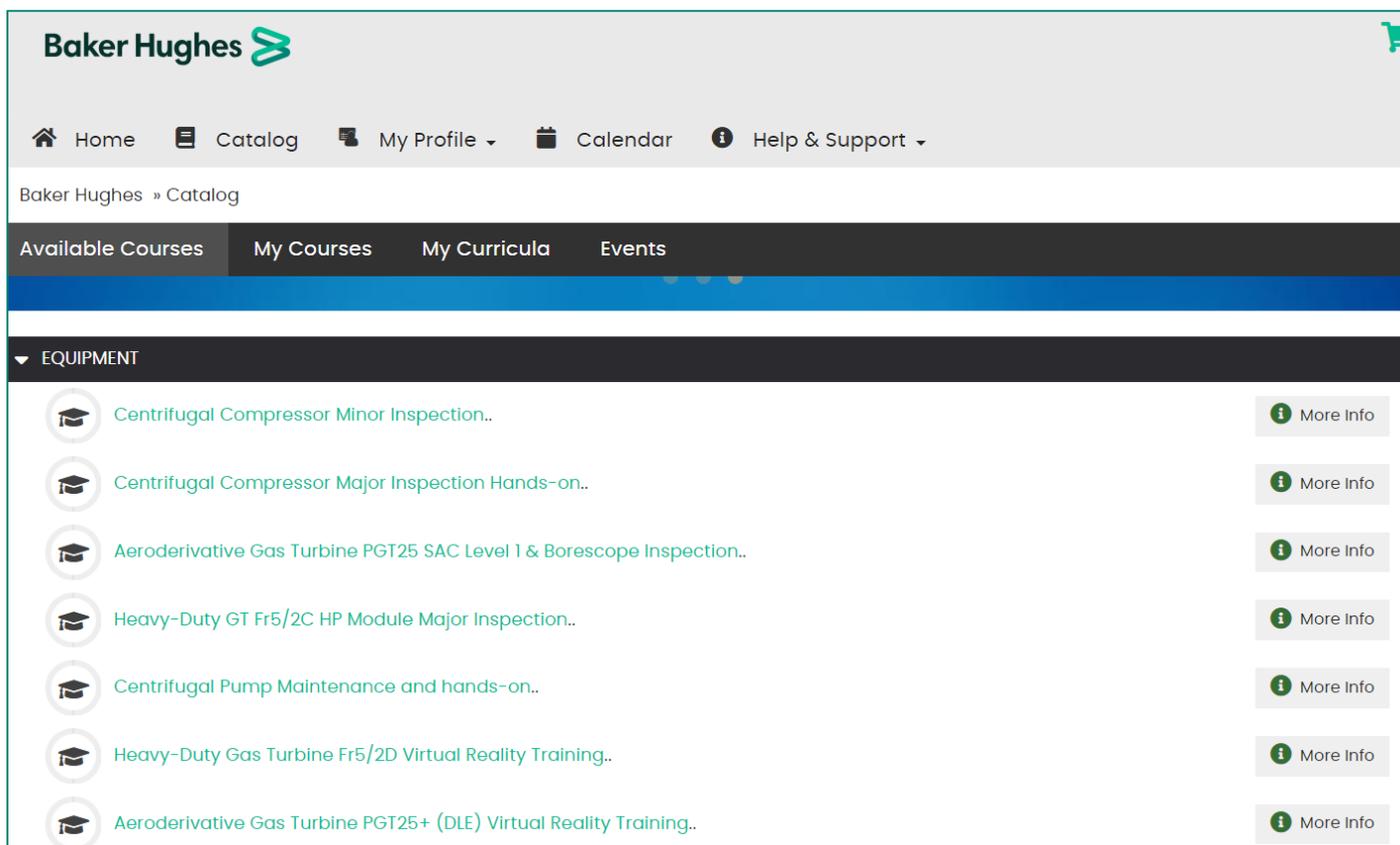
Then, select the "Login" button (1) and read carefully the "Terms of Use" (2) notice:



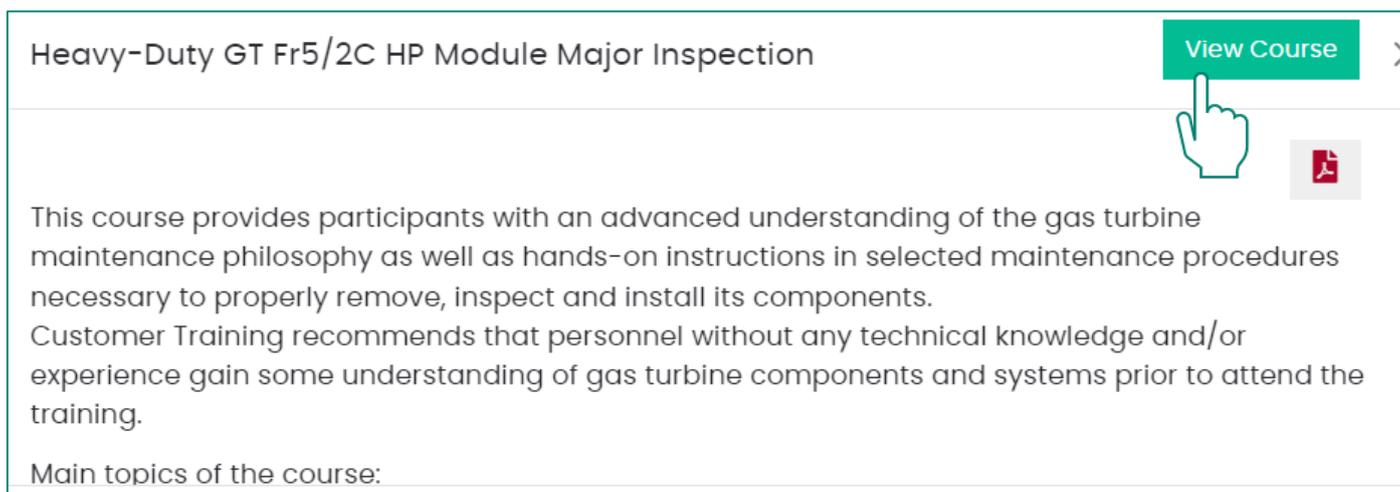
Note: the user shall accept the Baker Hughes terms and conditions before each login session.

Use your credentials to enter the LMS page for authenticated users.

In the "Available Courses" section, you will find all the available public scheduled courses:



Select "More info" to get more details on the selected course and click on "View Course" to enter the course page.



In the course page, read carefully the training information, check the course price and select the “Click to enroll” button to move forward.

Baker Hughes » Course Details

### Schedule

Location : [Florence, Italy](#)

Location	Start Date	Schedule	Classroom	Course Cost*	Seats Remaining	Status
FLOR	[REDACTED]	9:00 AM - 4:00 PM Central European Time		[REDACTED]	[REDACTED]	<a href="#">Click here to enroll</a>

\* Cost includes any applicable discount.



In the next page, you can add the event to your calendar and complete your request by clicking on the “Book a seat” button.

### Course Enrollment

Course Cost : [REDACTED]

 [Add this Event to your Calendar](#)

[Book a seat](#) [Return to Course Catalog](#)



### Availability

[Enrollment Open](#)

This course is available for enrollment.

[Course Dates](#)

### Book a seat

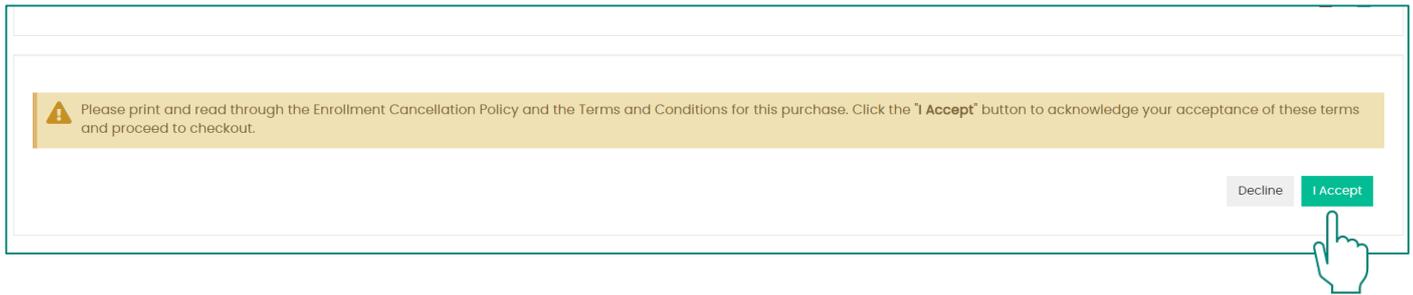
 Any applicable taxes will be added to the request once it has been submitted, based on the class' location.

Type	Course	Dates	Price	Action
	Heavy Duty GT Major Inspection	[REDACTED]	[REDACTED]	
			Total:	[REDACTED]

[Return to Course Catalog](#) [Enrollment Request](#)



Click on the “Enrollment Request” button, review the contract and accept it.



Note: The public scheduled courses are also accessible through the page at the following link:

<https://training.bakerhughes.com/courses.php>

For any further assistance, don't hesitate to contact us at:

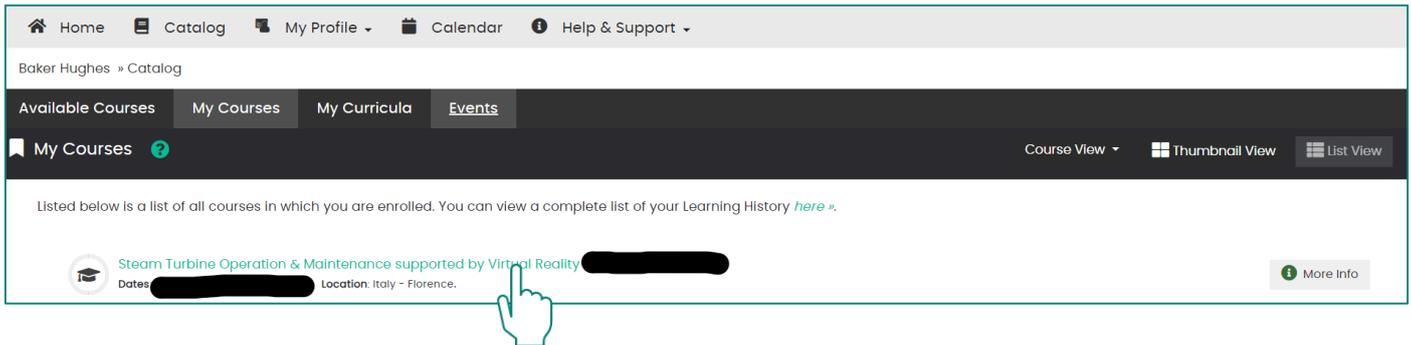
[customer.training@bakerhughes.com](mailto:customer.training@bakerhughes.com)

## How to download the training material?

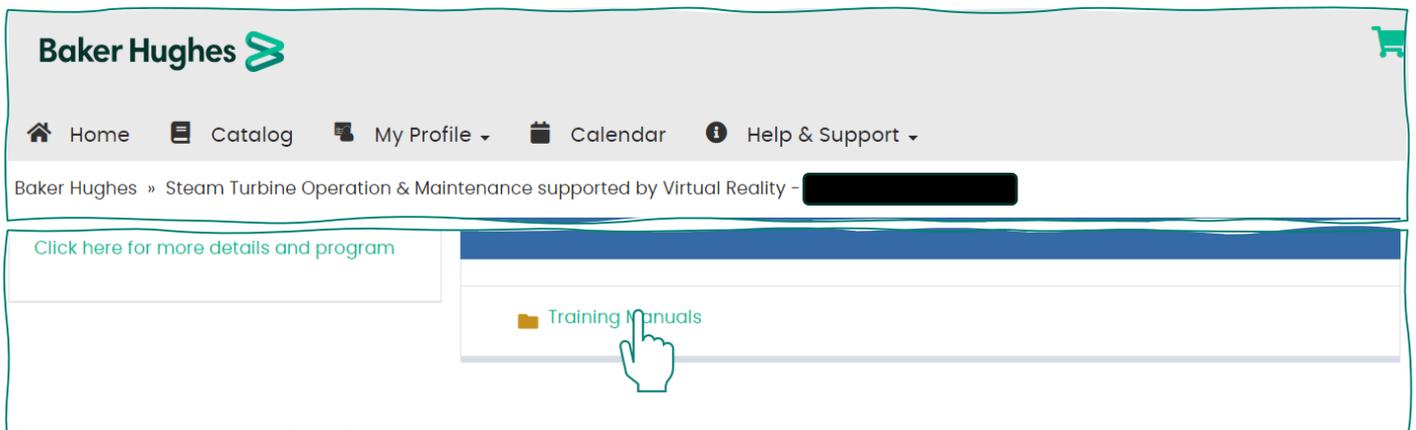
Note: Only authenticated users can attend the customer training course.

To access your courses, please go to the [training.bakerhughes.com](https://training.bakerhughes.com) page and complete your login as already explained in the previous pages.

Selecting the tab “My Courses”, the system shows the courses which the user is enrolled in:



Select the course for which you would like to download the training material and click on the “Training Manuals” link to access all the training documents for the selected course.



For any further assistance, don't hesitate to contact us at:

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**Baker Hughes** 