If you **have SSAB external user's USR-account,** you need to use those credentials, but first you need to request access to SSAB external eLearning site by going through below instructed steps.

If you **have SSAB external user's LDE-account used in the SSAB external eLearning site before,** the same credentials are valid and you need to use them. If you have forgotten them, see the end of part 1, how you can get them again.
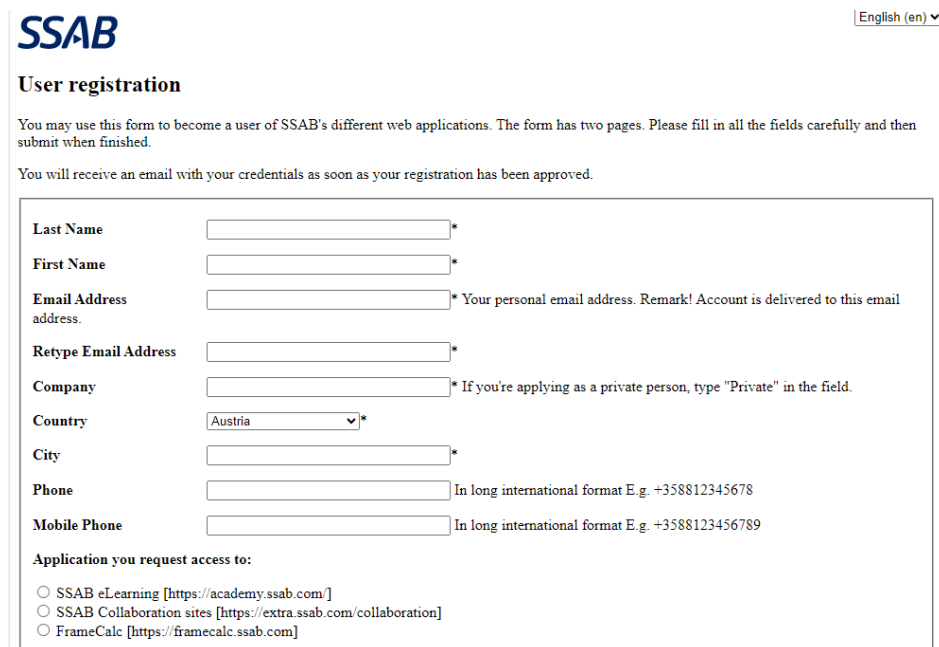
If you **don´t have** SSAB external user account, go through below instructed steps and you will be created the credentials to use for login to SSAB external eLearning site.

If you are unsure whether you have the SSAB external user account or not, it will be informed to you during the registration process instructed below.

1. **User registration when entering the site for the first time**

Do the registration on https://ldap.rrsteel.net/Register/

On the top right corner of the page you can choose the language (English/Finnish).

- Email address is personal, only one credentials per email address can be delivered.
- Email address can't contain local letters e.g. öäå or capital letters.
- For Company field, put SSAB, if you will be employed by SSAB.
- Choose your country. If you choose Finland, the tool and courses are in Finnish as default, if you choose some other country than Finland, the tool and courses will be in English.
- Choose, that you request access to "SSAB eLearnings"
- Click "Register" to get to next page.

After clicking "Register", next page you will be informed, whether you already have SSAB external user account in our systems or a new account will be created for you for SSAB external eLearning platform. In either case you need to complete the form to get the access to SSAB external eLearning platform.

Fill in information of the SSAB contact person and send the registration to be processed.

eLearning registration.

A new account will be created with the following information. Just fill in the last few fields before submitting.

- **Last Name:**   Test
- **First Name:**   Person
- **Email:**   test.person@kotinet.com
- **Company:**   Company Oy Ab
- **Country:**   FI
- **City:**   Raahe
- **Phone:**
- **Mobile:**

Email address of your SSAB contact person (or superior)

[ ]

Are you a summer employee?
○ YES ○ NO

Security Code: H1QATQX4

[ ]   Copy the red characters in the field.

[Send Request]

- Note: <u>Email address</u> is needed from the SSAB contact person. Please, do not use capital letters in email address.
- If the person given is not in the approver group, you´ll get the notification: "The information in the SSAB contact person (superior) is not the proper one. Please ask for the proper SSAB contact person (superior)."

After your registration to the eLearning platform has been processed, you´ll get an email notification of that (please check also the junk email folder). Your credentials will be activated in 2 hours from being processed, after that you will be able to login to the SSAB external eLearning site with the your credentials. Be careful, when copying the credentials, e.g. space in the end causes non-acceptance. The credentials are in personal only.

2. **Next time on the site**

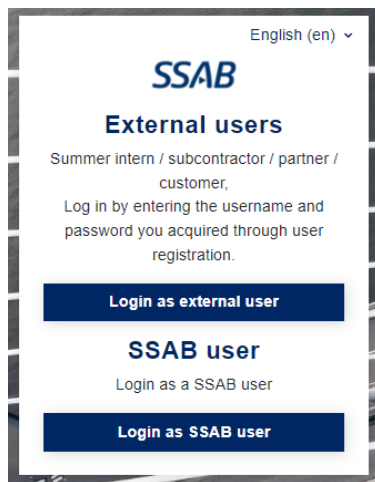**Same credentials are valid also later,** e.g. when returning to SSAB facilities after a while.

If the SSAB contact person/superior has changed in the meanwhile, please update that before conducting new e-learnings so that the e-learning completion notification will be sent to the correct contact person. The SSAB contact person/superior is updated via this link: https://ldap.rrsteel.net/SSABContactChange/

If you lose the given credentials, you may request them via https://ldap.rrsteel.net/ldapweb/RequestForLostCredentials.aspx by given the email address you gave when registering. If not receiving them, please check also the junk email box. The user name is usually in the mode LDE01234, the password is a combination of letter and numbers e.g. ZiXy48E!1. Be careful, when copying the credentials, e.g. space in the end causes non-acceptance.
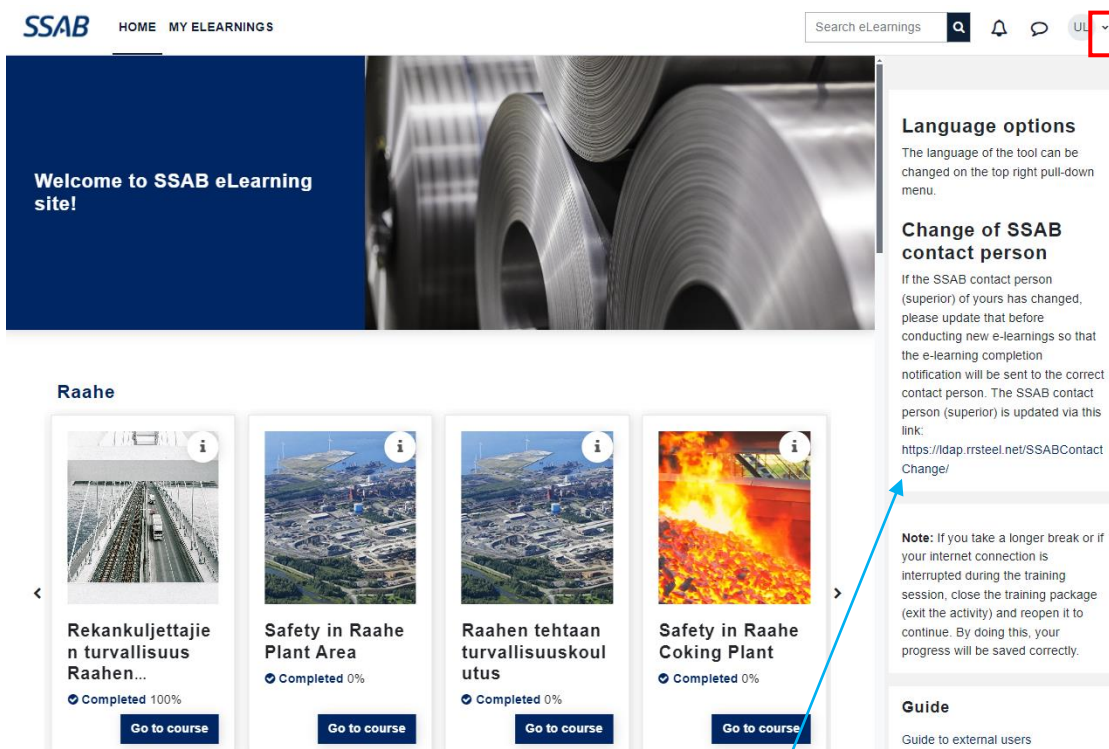
If you can´t get the credentials with above mentioned link (all user types can´t be renewed via below link), please contact SSAB Service Desk, +358 2059 20002

3. Login to SSAB eLearning site: https://academy.ssab.com/

➔ Login as external user

On the top right corner of the page you can choose the language of the tool (English/Finnish). This will effect on which language the course are available.

Language options
The language of the tool can be changed on the top right pull-down menu.

Change of SSAB contact person

If the SSAB contact person (superior) of yours has changed, please update that before conducting new e-learnings so that the e-learning completion notification will be sent to the correct contact person. The SSAB contact person (superior) is updated via this link:
https://ldap.rrsteel.net/SSABContactChange/

Note: If you take a longer break or if your internet connection is interrupted during the training session, close the training package (exit the activity) and reopen it to continue. By doing this, your progress will be saved correctly.

Guide

Guide to external users

If the SSAB contact person/superior has changed in the meanwhile, please update that before conducting new e-learnings so that the e-learning completion notification will be sent to the correct contact person.

On the main page, click first the site then the name of the training you need to complete. Follow the instruction to go through the training as instructed.

If you are retaking the training, please note that you need to remove the previous completion before starting.

You may interrupt the training and continue later in the place where you were when interrupting.

The training usually contains a test which you need to pass with the required result in order to complete the training. Training completion will be confirmed on display in the end of test. In addition the training completion will be confirmed to you and the SSAB contact person by email within 24 hours.