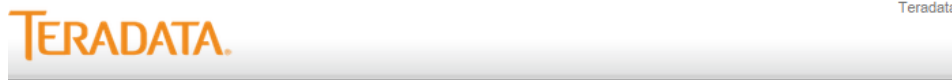


Logging In

1. Access Teradata Education Network at: <http://www.Teradata.com/TEN> and click Login.
2. You will need your login and password to access the site. The first time you log in, you will be asked to change your password and set up a security question. Your login and password are case sensitive.



Welcome

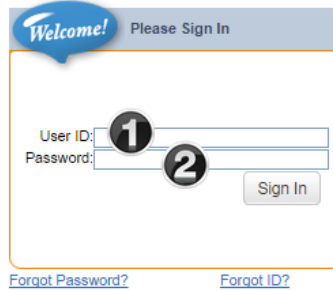
The **Teradata Education Network** is a learning community for Teradata customers and partners.

Expand your Teradata knowledge at your own pace on your schedule. From this portal you can access the latest in live and recorded virtual classes, web-based training and instructor-led classroom instruction.

To sign in, enter your user ID and password in the space provided to the right and click the Sign In button. If you have forgotten your user ID or password, links below the sign in box will assist you in recovering your credentials. If you do not have an ID and would like to register, please contact TEN.Support@Teradata.com.

Customers: If you would like to register for an Instructor-led class or enroll in a web-based class, contact TEN.Support@Teradata.com. Customers can also review Teradata.com/TEN for additional information. Teradata Applications users may contact Training.TDApps@Teradata.com for additional information or questions.

Teradata Associates: This login page is for customers and partners. Please use this link to access [Teradata University](#).



- 1 User ID** – Type your case-sensitive user ID.
- 2 Password** – Type your case-sensitive password.

Contents

| | |
|--|---|
| Logging In..... | 1 |
| Teradata Education Network Homepage..... | 2 |
| View Your Learning Assignments..... | 3 |
| Find and Register for Courses..... | 4 |
| Browse the Catalog..... | 4 |
| Simple Catalog Search - Registration..... | 4 |
| Advanced Catalog Search - Registration..... | 5 |
| Withdraw from a Scheduled Course..... | 5 |
| Access Online Training..... | 6 |
| Launch Online Training from a Catalog Search..... | 6 |
| Launch Online Training from Your Learning Assignments..... | 6 |
| Reports..... | 7 |
| Run a Report..... | 7 |
| View Your Learning History (Transcript)..... | 8 |
| Glossary..... | 8 |
| Teradata Education Network Interactive Demonstrations..... | 8 |

Need Help? Once you are logged in...

For help with Teradata Education Network, use any of these options:

- Click **Help** at the top of most pages (with the exception of the Homepage)



- Send an email to:

Americas:

TEN.support@teradata.com

International:

TeradataEducation@teradata.com

Teradata Education Network Homepage

The screenshot shows the Teradata Education Network homepage. At the top left is the Teradata logo. A navigation bar contains a 'Home' button with a circled '1' next to it. Below the navigation bar is a 'Welcome to Teradata Education Network' section. This section includes a paragraph of introductory text, a 'Watch the Demo' link with a circled '3', and a 'Need Help?' section with links to FAQs and email support for Americas and international customers. Below the welcome section is a 'My Learning Assignments' section with a circled '4'. It is divided into 'DUE LATER' and 'NO DUE DATE' categories. The 'DUE LATER' section shows a course titled 'Introduction to the Teradata Database (WBT)' with a 'START COURSE' button. The 'NO DUE DATE' section shows 'Recommended items' and 'Optional' courses, including 'Teradata Application Utilities (US Cust Ed)'. To the right of the assignments is a 'Find Learning' section with a circled '2'. It features a search bar with the text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar is a 'Browse all courses' link with a circled '6'. Further down is a 'FEATURED COURSES' section with a circled '5' and three course cards. At the bottom right is a 'Links' section with a circled '7', listing various navigation options like 'Curriculum Status', 'Event Calendar (US)', 'FAQs', 'Learning History', 'News', 'Options and Settings', 'Reports', 'Teradata Certification', and 'Virtual Tour'.

- 1 **Home** – Click here from any screen in Teradata Education Network to return to your Homepage.
- 2 **Find Learning** – Type a course number or keyword(s) and click **Go** to search the catalog.
- 3 **Demo & FAQs** – Click the expand arrow on the Welcome tile for assistance with using the site.
- 4 **My Learning Assignments** – View assigned and past-due learning on your Learning Assignments.
- 5 **Featured Courses** – Click the expand arrow to see new or featured courses.
- 6 **Browse all courses** – Click here to browse the Teradata Education Network catalog by Subject Area.
- 7 **Links**
 - **Curriculum Status** – Displays the curricula assigned to you. Click **Go to Curriculum Status** to view details
 - **Learning History** – Click here to see all completed courses, and re-launch them
 - **News** – View your website access information, Upcoming Webcasts
 - **Options & Settings** – Select your location & time zone, set up your security question
 - **Reports** – Select a Report from the list below to run a report.
 - **Teradata Certification** – Click here to go to the official Teradata Certified Professional Program website
 - **Virtual Tour** – Need to understand how to use the site? Take one of our Virtual Tours.

View Your Learning Assignments

On the **Homepage**, view the **My Learning Assignments** tile to conveniently view your Learning Assignments. You can see assigned items and current registrations, enroll in or change current registrations and launch online self-paced, web-based learning.

- 1 **Course Details** – Mouseover the item title and then click More to view course description, duration, and more.
- 2 **Type** – The icons on the left indicate whether an item is instructor-led, online, a document, or a curriculum.
- 3 **Required /Optional** – Indicates if the training is required or optional. Past due (required) items appear in red.
- 4 **Status** – Your current registration status is indicated for each course. Use these buttons to register, request a scheduled offering, view a registration, or launch online learning.
 - Register – A course in which you have not yet enrolled.
 - Enrolled – A course (Scheduled Offering) in which you are enrolled.
 - Pending approval – A course for which you have requested registration and are submitting purchase information
 - Start Course – An online course that is ready to launch.
 - Continue Course – An online course already launched but not completed.
- 5 **View Details/Withdraw Registration** – If you want to view the registration details or withdraw from a self-assigned course, click the list arrow next to the status.

My Learning Assignments Filter

Keyword All Course Types All Assignment Types

▼ DUE LATER

28/APR/2015 | REQUIRED **3** START COURSE >

2 Introduction to the Teradata Database (WBT) More ▼ **1**

WBT 28438

Part of Teradata Professional Network Plus Member

▼ NO DUE DATE

4 CHOOSE COURSES >

4 Recommended items

Requirement - 2 items from item pool
Next Action - Complete next course
Part of Teradata Professional Network Plus Member

OPTIONAL

5 ENROLLED Withdraw

Teradata Application Utilities (US C) View Registration

ILT 25987

Begins 10/Jun/2014 Self-Assigned

Quick Tip – Use the action buttons (on the right) to start or continue a course, withdraw from or remove a course from your Learning Assignments, view registration, choose courses in a curriculum, etc.

Find and Register for Courses

You can register for Teradata Education Network courses in three convenient ways: 1) Use the Browse Catalog option to search by your role and training topic; 2) Use the Simple Search option if you know part of the title or description of an item; or 3) Use the Advanced Catalog Search if you know the course ID or other related information.

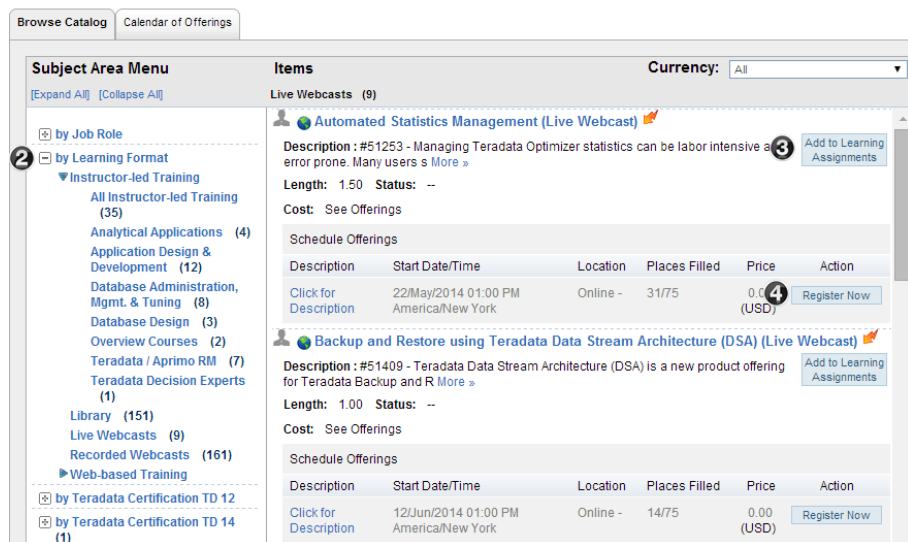
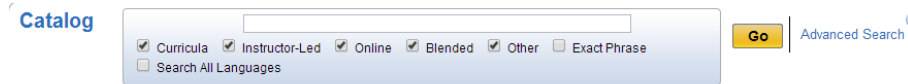
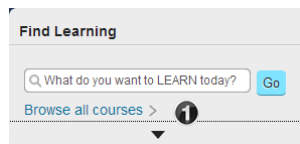
Browse the Catalog

- 1 On the Homepage, on the Find Learning tile, click **Browse All Courses**.
- 2 In the Subject Area Menu of the Catalog, click the arrow next to the catalog you want to browse by. Then click the Topic area of interest to view the available courses.
- 3 Click **Add to Learning Assignments** and register later,

OR

- 4 If the item is included in your subscription (price will be zero), click **Register Now** and follow the prompts to complete your registration.
Note: If the item is not included in your subscription, your status will be pending until billing details are provided. If there are no scheduled offerings, you can request a schedule.

Quick Tip - If there is no scheduled offering listed, you may Request Schedule to let us know you are interested in the course.

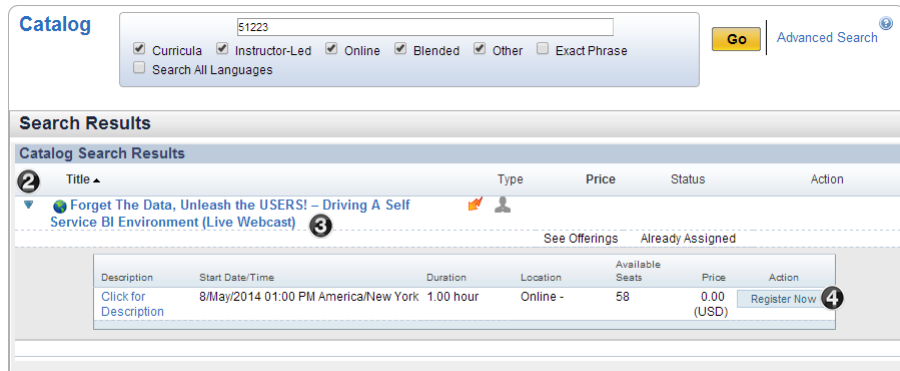
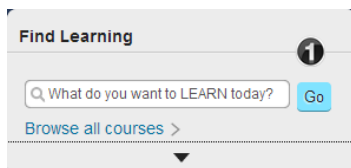


Simple Catalog Search - Registration

- 1 On the Homepage, on the Find Learning tile, type a course number or keyword(s) and click **Go**.
- 2 A blue expand arrow to the left of the item title indicates that there are scheduled offerings. Click **the expand arrow** to view upcoming offerings.
- 3 Click **the item title** for more detail such as description and credit hours.
- 4 For a scheduled offering click **Register Now** and follow the prompts to complete your registration. If the item is not included in your subscription, your status will be pending until billing details are provided.

Note: If the item is included in your subscription (price 0.00), and is a self-paced online course, click **Start Course**.

Quick Tip - To take a self-paced, web-based course (if included in your subscription), simply find the course using one of the Search options, and click **Start Course**.



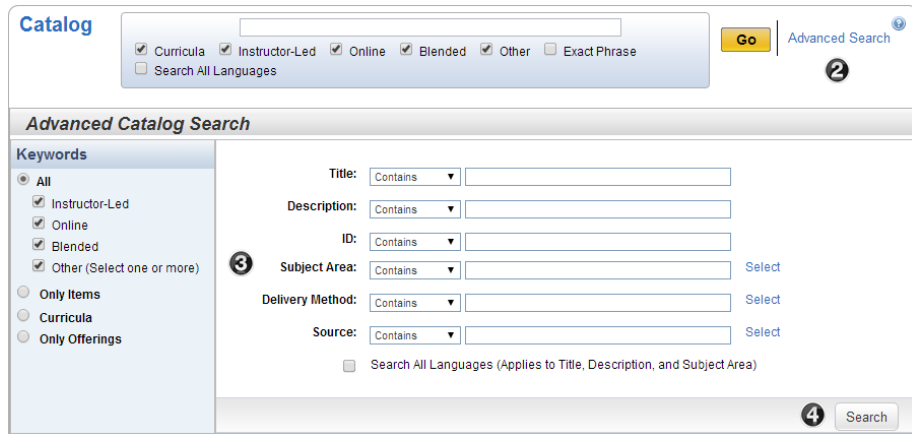
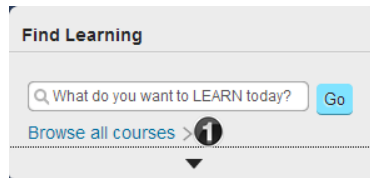
Advanced Catalog Search - Registration

- 1 On the Homepage, on the Find Learning tile, click **Browse All Courses**.
- 2 On the catalog page, click **Advanced Search**.
- 3 You may type additional search criteria such as Subject Area or Delivery Method.
- 4 Click **Search**.

On the search results page, a blue expand arrow on the left side of the item title indicates that there is a scheduled offering available. Click the expand arrow to display the schedule.

If the item is included in your subscription (price 0.00), click **Register Now** and follow the prompts to complete your registration. If the item is not included in your subscription, your status will be pending until billing details are provided.

Note: If the item is included in your subscription (price 0.00), and is a self-paced online course, click **Start Course**.



Withdraw from a Scheduled Course

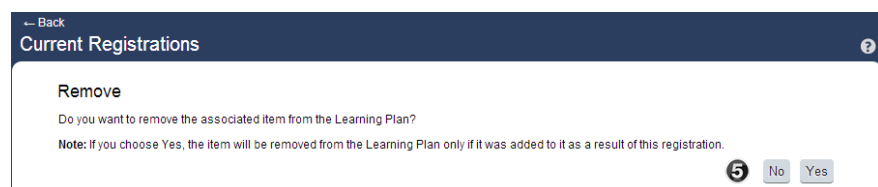
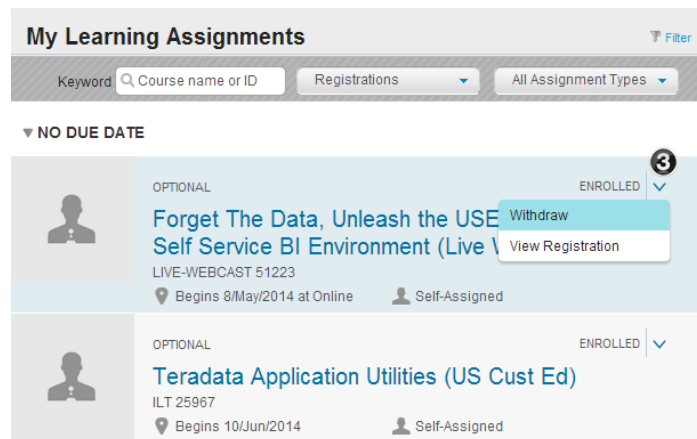
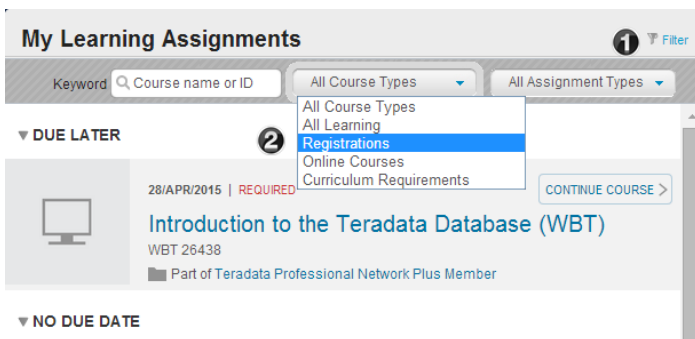
- 1 On the Homepage, on the **Learning Assignments** tile, click **Filter**.
- 2 Use the drop list to change All Courses Types to Registrations.

Determine from which scheduled course you want to withdraw.
- 3 Click **the down arrow** next to Enrolled and select **Withdraw**

A confirmation window will display the message: "Do you want to withdraw from this session?"
- 4 Click **Yes**.

A window will display the message: "Do you want to remove the associated item from the Learning Assignments?"
- 5 To keep the item on your Learning Assignments, click **No**. To remove it from your Learning Assignments, click **Yes**.

(There may be times when you want to withdraw from a scheduled course but keep the item in your Learning Assignments for later registration.)



Access Online Training

Online learning may consist of: interactive, self-paced, web-based training; documents to read; or archived webcasts. There are several ways to access online training. Two of these options are explored here.

Launch Online Training from a Catalog Search

1 On the Homepage, on the Find Learning tile, type a course number or keyword(s) and click **Go**.

2 Note: A computer monitor icon appears in the Type column for online training items.

Note: You can click the title of the item for more information.

3 If the item is included in your subscription (price 0.00), click **Start Course**.

Notes: If the item is not included in your subscription, click **Register Now**. Your status will be pending until billing details are provided.

Follow the instructions on the Content page. (Different online courses or reference documents may be launched in different ways.)

Quick Tip - When you launch online courses from the Search page, the online course will automatically be added to your Learning Assignments and can also be launched from My Learning Assignments on the Homepage.

Launch Online Training from Your Learning Assignments

1 On the Homepage, on the My Learning Assignments tile, find the online course you want to launch.

Note: The computer monitor icon appears next to course title of self-paced online courses.

2 If the item is included in your subscription (price 0.00), click **Start** or if you previously launched the course, click **Continue Course**. If the item is not included in your subscription, your status will be pending until billing details are provided.

Follow the directions on the Content page. (Different online courses may be launched in different ways.)

Reports

Teradata Education Network has several different reports you can run to get details about your training. Subscription Group Managers can be set up to have access to these reports for themselves and their group subscribers.

Run a Report

- 1 On the Homepage, on the Links tile, click **Reports** to view the list of available reports.
- 2 Select the report you want to run.
- 3 On the next page, complete the form and select any additional criteria.
- 4 Click **Run Report**.

Quick Tip – To see your training transcript, select Learning History.

The screenshot shows the Teradata Reports page. On the left is a navigation menu with links: Curriculum Status, Event Calendar (US), FAQs, Learning History, News, Options and Settings, Reports (marked with a circled 1), Teradata Certification, and Virtual Tour. The main content area has the Teradata logo and a 'Home' button. Below is the 'Reports' section with a 'Back' link and instructions to select a report. A list of reports is shown, with 'User Curriculum Status Group By Curriculum Details' selected (marked with a circled 2). Other reports include Curriculum Status, Item Requests, Item Status, Learning History, Learning Hours, Learning Needs, and Learning Plan.

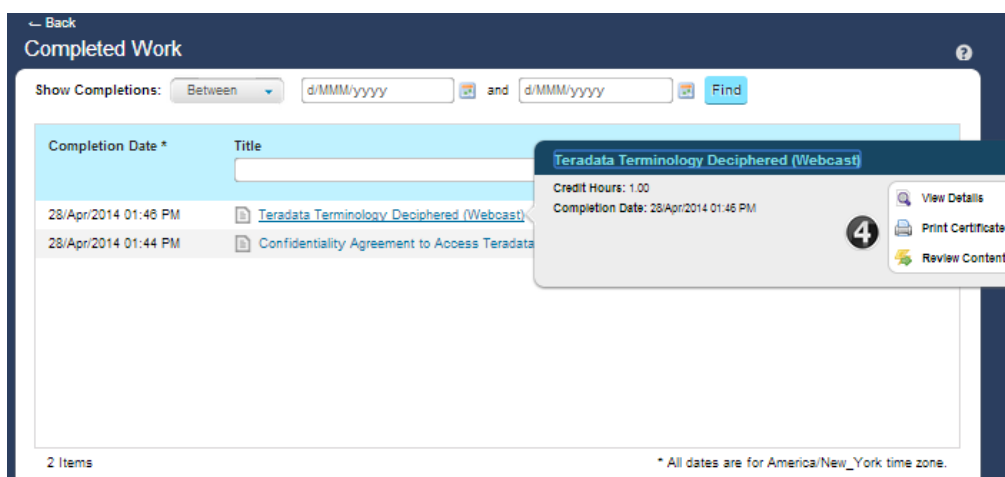
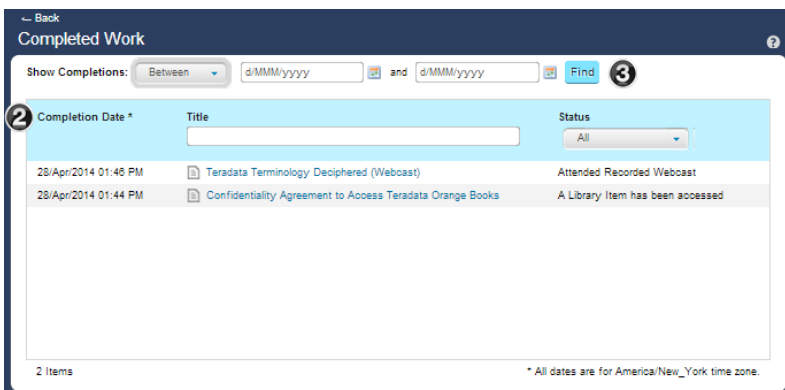
The screenshot shows the configuration form for the 'Run User Curriculum Status Group By Curriculum Details' report. It includes fields for Report Title (User Curriculum Stat), Report Header, Report Footer, Report Destination (Browser), and Report Format (HTML). There are also checkboxes for Mask User IDs, Page Break Between Records, and Include Subcurricula. The Status section has radio buttons for Completed, Not Completed, and Both. A circled 3 is next to the Report Header field. At the bottom right, there are 'Run Report' and 'Reset' buttons, with a circled 4 next to the 'Run Report' button.

View Your Learning History (Transcript)

- 1 Your Learning History is a summary list of all the courses you have completed.
To view your Learning History, click **Learning History** on the Links tile.
- 2 To sort the list by something other than Completion Date (default), click one of the other column headings.
- 3 To narrow your search by item type, completion status, or a specific timeframe, use the filter.
- 4 You can print a completion certificate, if needed. Just mouseover the course title and click **Print Certificate**.

Links

- Curriculum Status
- Event Calendar (US)
- FAQs
- Learning History 1**
- News
- Options and Settings
- Reports
- Teradata Certification
- Virtual Tour



Glossary

| | |
|-----------------------------------|---|
| Item | A single catalog entry, which can be a course (classroom or web-based) or reference item. Each item can be tracked in the Learning History. |
| Learning Needs | Any items in the Learning Assignments that have not been completed. |
| My Learning Assignments | A detailed list of all courses assigned automatically as recommend course, or by your Group Subscription Manager, or that you have selected yourself to be part of future planned learning needs. |
| Request Schedule | An option available when there is no offering scheduled or if the scheduled offering does not meet your date requirements. |
| Scheduled Offering | A classroom or virtual course led by an instructor or facilitator that is scheduled for a specific date, time, and location. |
| Scheduled Offering Segment | One section of a scheduled offering that has multiple sessions or instructors. An example would be morning and afternoon sessions held in different classrooms, or a virtual webcast with two different presenters. |
| Wait List | A list of users who would like to register for a course that has no available openings. |

Teradata Education Network Interactive Demonstrations

[Access Teradata Education Network demos here.](#)