

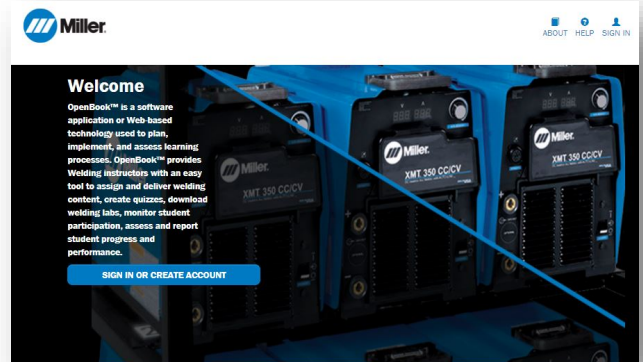


Miller OpenBook™ Learning Management System Quick Start Guide

Introduction

OpenBook™ is Miller's learning management software. It's designed to help you plan, offer, and assess student learning.

It provides welding instructors, learners, and management with an easy tool to teach welding concepts and techniques to a variety of students - from those just starting out to professionals in the field who'd like to learn new skills or refresh their current techniques.



Creating an Account

Everyone needs to log into the system from the home page at openbook.millerwelds.com.

Before starting, you need to know if your school or organization is registered with Miller Welds.

If your school or organization **is** registered with OpenBook, contact your Organization Administrator and follow these FAQ help steps:

- [How do I add an Instructor or an Organizational Admin to OpenBook?](#)
- [How does an Organization Administrator/Instructor access OpenBook from the Invitation Link?](#)

If your school or organization **is not** registered with OpenBook:

1. Registering your school or organization is only done once and only by someone from your Organization using your organization email address.
2. Select the "Sign In or Create Account" button either in the middle of the page or in the upper-right corner of the main screen
3. Select "Don't have an account? Create a new account."
4. Enter your email, first name, last name, password/confirm password, and country
5. Select the marketing communications you wish to receive from Miller Electric
6. Check the box in front of "I have read and understood the terms of use"
7. Press Submit
8. Select "Click here to register a new school/company"

9. Enter your School or Organizational details including name, type, city, and state
10. Press Submit
11. Wait until your school/organization is approved. You should receive an email confirming your approval from no-reply-openbook@millerwelds.com (Be sure to check Spam or Junk folders as well)

NOTE: If you do not receive a confirmation email and your account was approved simply try signing in.

The image shows two screenshots from the Miller OpenBook website. The top screenshot is the registration form titled "Register your school or company". It includes a sub-header "School/Company Details" and a blue instruction bar: "Enter the details for your school or company below. Your submission will be reviewed and approved." The form fields are: Name (Kris Fischer), Type (Business), City (Appleton), and State (Wisconsin). A blue "Submit" button with a right-pointing arrow is circled in red. The bottom screenshot shows the "Registration Successful" page with a breadcrumb "Home / RegisterOrganizationSuccessful" and a message: "Thank you for registering. Your account will be approved by Miller personnel. You will receive an email to confirm that your account registration has been completed."

Signing In

Once your new account has been approved, you can log into the system using your email and password.

All users sign in from the home page by clicking on the "Sign In" button in the upper-right hand corner or the blue "Sign In or Create Account" button in the middle of the page. Each user has a unique email and password they should use to sign into their account.

For Help

Once your new account has been approved, you can log into the system using your email and password.

