

## **“Getting Started With Documentum: Webtop Edition” class**

This document provides step-by-step instructions for end user training.

### **“Getting Started With Documentum: Webtop Edition”**

Before you can begin the 4hr Self Paced training, you’ll need to accomplish a few quick steps (see attached document for screenshots)

#### **Step 1: MyLearn Training Site Registration**

The below link allows you to self register to the myLearn training site (host for the training) and become a valid student.

<http://mylearn.documentum.com/subscription.cfm?package=1714>

Ensure that you remember your password and User ID.

#### **Step 2: Register for the WebTop End User Training Class**

- a. After you have completed step 1, you’ll be allowed to register for the class. On this page you’ll see the course title and a “register” link → Select the “register” link
- b. You are now registered for WebTop End User Training → Select the red “continue” button at the bottom of the screen

#### **Step 3: Accessing the Course**

Following Step 2 completion you are now able to access the course

- a. Logout of the MyLearn site, the log back in to <http://mylearn.emc.com>
- a. Once Logged in, you’ll need to expand the “myEducation” menu from the left side menu
- b. Select the “myEnrollments” link
- c. You can now select the “begin” link – or “continue” in you have returned from a previous visit.

Your WebTop End User training will be available to you for 90 days after registration – you may come back as often as you like during this 90day window to finish or re-take the training. After 90 days, you will no longer have access to WebTop End User Training, although your myLearn account will stay active. Any new training provided by EMC/Documentum for the ITS Electronic Document Management (EDM) or Project Collaboration service will be made available through the myLearn site.