What would you like to learn today?

Search for Courses, Training, Videos, Books, and Audiobooks

Eaton University Quick Tip Sheet

Log into Eaton University
- Go to My.Eaton.com
- Log in with email address and password
- To the right, click Eaton University under Quick Links
- If you do not have access to Eaton University, please contact your local sale rep.

Search for a Class
- Log into Eaton University through My.Eaton

General Search
- Enter activity you'd like to search for into "What would you like to learn today?"
- Search criteria can be:
  - Course Code
  - Course Title
  - Product

Library Search
- Click the menu option in the top menu bar

- Activities will be grouped by segment
- To filter your results more, click Filter Results in the top right corner:
  - If you see that you do not have access to a class you are searching for, please contact your local sales rep

Print an Invoice
- Log into Eaton University through My.Eaton
- Click the Self menu in the top left corner
- Go to Reporting > Extended Enterprise Invoice Report

Registering for an ILT Course
- Log into Eaton University through My.Eaton
- Enter the activity you'd like register (see Search info)
- Choose Register from the Select dropdown menu on right
- Select the radio button of the offering you'd like to attend
- Click Add to Cart in the bottom right corner

Multiple Registrations
- Click the Eaton logo at the top of the page to return to search screen
- Search for other activities and follow above steps

Checkout
- To check out, click on the Shopping Cart in the upper right corner in the top menu bar
- Select Payment Method – Credit Card or Post-Pay (PO#)

For Post-Pay (PO)
- Select Account – Electrical PO Account
- Enter PO#

For Credit Card
- Enter credit card information
- Click Check Out in the bottom right corner

Cancel a Registration
- Log into Eaton University through My.Eaton
- Click the Self menu in the top left corner
- Go to Learning > Training Schedule
- Select the registration you would like to cancel
- Click Cancel Registration
- Select Confirm Cancellation
- To request your refund, click the Self menu
- Go to Reporting > Extended Enterprise Invoice Report
- Click on the invoice of the class you cancelled
- Once invoice is displayed, click Refund under Actions

Additional Questions?
- Email - eetraining@eaton.com

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