

## DIRECTIONS FOR BATCH USERS

Honeywell has implemented a new web-based registration tool. We personalized your web experience in the areas of course research, reservations, and student profile thus allowing unassisted reservations in our courses. *We invite you to visit our website and build your personal profile!*

### Getting Started

1 - Go to [www.honeywelltraining.com](http://www.honeywelltraining.com)

2 - **Classroom Training** from the left navigation bar.

3 – Select **Customer Login**

3 - Select **Student Profiles** button from the left navigation bar.

4 - Select the **[Add Student]** button. This is located under “Student Profiles” or atop the “Action” column on the right.

5 - Enter all profile data, and then select **Add** at the bottom of the profile screen.

### Making a Reservation:

1- Once the student profiles have been entered, select **Course Information** from the left navigation bar.

2 - Input the course name and hit the **Search** button. After locating the course you want, select **[Make Reservation]** from below the “Action” listing.

3 - A list of your employees will appear. Click the **Attendee** box next to each student you want to attend, then click **Select** at the bottom of the list.

4 - Input the date range and location of the course, and then click **Search for Availability**.

5 - Under the Action column, click the **Select** button for the course you want. At the new window, click **Reserve**.

6 – Input your payment information and your reservation is complete!

### **Critical Information Required:**

- An accurate e-mail address
- Selection of your company name. *If your name does not appear in the drop-down menu, please contact us.*
- Phone number
- Country of Citizenship
- Passport number

### Key Features

**Make Reservations** - You can submit registrations and receive confirmation e-mails for all courses.

**My Profile** - Customers can review and edit personal profiles.

**My Reservations** - Customers can review and edit personal reservations.

**Batch User** - A designated company batch user can be enabled to reserve and edit multiple employee reservations. Batch users can also change attendees by clicking the “change” button on an individual reservation.

**Confirmation Key** - A unique confirmation key is generated for every reservation, enabling quick access to reservations.

Honeywell Aerospace Training Solutions

Phone: (602) 365-2833

E-mail: [training.solutions@honeywell.com](mailto:training.solutions@honeywell.com)

