

DIRECTIONS FOR NEW WEB 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

2 - Select **Login - Classroom Courses** from the left navigation bar.

3 - Select **Create Login** button

4 - Enter all profile data, and then select **Register** at the bottom of the profile screen. Your registration is now complete!

Critical Information Required:

- An accurate e-mail address
- Selection of your company name
- 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.

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