Xtralis University Quick Start Guide

August 2024

This bulletin provides essential information to help you access Xtralis University platform and register yourself or your team members for training courses. For additional information, please refer to the Product Guide (document no. 36627).

To access Xtralis University, go to https://myhoneywellbuildingsuniversity.com.

Create an Account

To create an account, please follow these steps:

1. Click **Register**.
2. Fill the required information.
3. Click **Submit**. Your request will be processed by our Administration team, and you will be provided with a username to access the platform.

If you are already registered in the platform but you forgot your password, click **Forgot Password** to reset it, you will receive an email with a link to create a new password.

If you have a problem logging in, contact our Technical Support team by clicking **Help**, entering your name, email, and message, and then clicking **Submit**.

To **access your account**, enter your user ID/email address and your password, each in its field in the **Welcome** page, then click **Log In**.

Register in a Course

Through this page you can build your training portfolio by displaying the available training courses of the different types and assigning the required ones to yourself.

To check all available training courses under Xtralis and register to a specific course go to **Course Catalog**.

There are two types of trainings:

- **Virtual Instructor Led:** If we check the box for **Contains instructor led training** only virtual instructor led trainings will appear.
- **OnDemand Online Training:** If you check the box for **Contains OnDemand online training** only OnDemand Online trainings will appear.

To register in a course, follow the next steps:

1. Click on the required training.
2. Click **Register**, the sessions schedule will appear. You need to check a suitable session date for yourself and make sure there is a free space. Click the **Register** button on the right.
3. Payment options will appear, you will have two payment options:
    - Purchase Order, you must be an authorized dealer to pay via PO.
    - Credit Card, available for the US, EU and UK regions, coming soon for other regions.

    Choose a suitable payment option and fill the required information accordingly.
4. Check the box to agree to the terms and conditions, then click **Next**.

Roles in Xtralis University

- **Regular User Role**: if you have a regular user role, you can register yourself in a course.