

# INDEX

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- Viewing and setting up your profile

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- Assigning training to yourself
- Taking training

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- Acting as a booker admin, assigning training to your team
- Manager view and reporting

# GETTING STARTED



## GETTING STARTED

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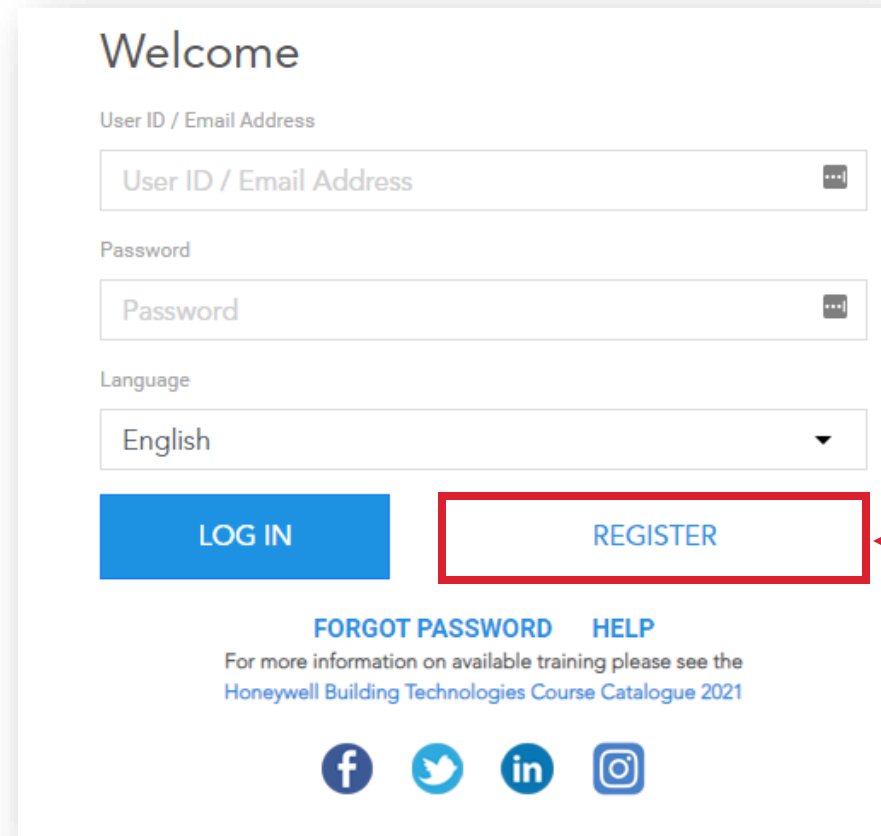
- Acting as a booker admin, assigning training to your team
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**Honeywell**

# REGISTER INTO MY HONEYWELL BUILDINGS UNIVERSITY

To access the portal click the link: <https://myhoneywellbuildingsuniversity.com>

If you have not been provided with a username and log-in details, then please register for access



The screenshot shows a login and registration interface. At the top, it says "Welcome". Below that are three input fields: "User ID / Email Address", "Password", and "Language" (set to "English"). There are two buttons: a blue "LOG IN" button and a white "REGISTER" button with a red border. Below the buttons are links for "FORGOT PASSWORD" and "HELP". At the bottom, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram.

Click on '**REGISTER**' and complete the Registration Form.

After completing the registration form your request will be processed by our administration team and username details provided

# REGISTER INTO MY HONEYWELL BUILDINGS UNIVERSITY

## Registration Form

### Registration ✕

Select Solution *	Manager's Name
<input type="text"/>	<input type="text"/>
First Name *	Manager's Email
<input type="text"/>	<input type="text"/>
Last Name *	Company Name *
<input type="text"/>	<input type="text"/>
Email Address *	Company Address *
<input type="text"/>	<input type="text"/>
Recovery Email Address	City *
<input type="text"/>	<input type="text"/>
User ID *	State/Province
<input type="text"/>	<input type="text"/>
Create Password *	Country *
<input type="text"/>	<input type="text"/>
Confirm Password *	Zip/Postal Code *
<input type="text"/>	<input type="text"/>
<p>Password must meet the following requirements:</p> <ul style="list-style-type: none"><li>At least one small letter</li><li>At least one capital letter</li><li>At least one number</li><li>At least one symbol</li><li>At least 8 characters</li><li>Does not contain a space</li><li>The password must be confirmed</li></ul>	Contact Number *
<p>You agree and consent to Honeywell's <a href="#">Terms &amp; Conditions</a> and have read and understood Honeywell's <a href="#">Privacy Statement</a>.</p>	Choose Your Preferred Language: *
	<input type="text"/>

\* - indicates mandatory fields

Complete all required fields &  
**SUBMIT** Registration Request.  
You will then receive confirmation of  
submission via email.

# LOGGING INTO MY HONEYWELL BUILDINGS UNIVERSITY

Enter your **Email Address**  
or **User ID** and **Password**  
in the boxes provided.

Click to **LOG IN**

The image shows a login page titled "Welcome". It features three input fields: "User ID / Email Address", "Password", and "Language" (set to "English"). Below these fields are two buttons: "LOG IN" (highlighted with a red border) and "REGISTER". At the bottom, there are links for "FORGOT PASSWORD" and "HELP", a note about training information, and social media icons for Facebook, Twitter, LinkedIn, and Instagram.

Welcome

User ID / Email Address

User ID / Email Address

Password

Password

Language

English

LOG IN REGISTER

[FORGOT PASSWORD](#) [HELP](#)

For more information on available training please see the  
Honeywell Building Technologies Course Catalogue 2021

[f](#) [t](#) [in](#) [i](#)

# LOGGING INTO MY HONEYWELL BUILDINGS UNIVERSITY

HAVING TROUBLE LOGGING IN?  
FORGOT YOUR PASSWORD?

**No problem.**

Use the link below to reset  
your password for your  
account.

Welcome

User ID / Email Address

User ID / Email Address

Password

Password

Language

English

LOG IN REGISTER

**FORGOT PASSWORD** HELP

For more information on available training please see the  
Honeywell Building Technologies Course Catalogue 2021

f t in i

# LOGGING INTO MY HONEYWELL BUILDINGS UNIVERSITY

HAVING TROUBLE LOGGING IN?  
FORGOT YOUR PASSWORD?



**From:** noreply@sparcksGlobal.com [mailto:noreply@sparcksGlobal.com]  
**Subject:** [External] My Honeywell Buildings University - Account Information

My Honeywell Buildings University - Account Information

Guest,

An Administrator has sent your credentials for the My Honeywell Buildings University.

Please log on to <https://honeywelldiscovertraining.com>.

Having trouble logging in? Forgot your Password? No problem. Use the link below to reset your password for your account.

User ID: [Guest@honeywell.com](mailto:Guest@honeywell.com)

Password: click <https://myhoneywellbuildingsuniversity.com/training/login?i=008b89k76k7> to reset your password

Still can't log in? No problem. Contact technical support from the Login Screen by clicking the "Need Help?" link.

Thank you for your continued support of My Honeywell Buildings University and good luck with your training.

Sincerely,  
The HBT Support Team

Log back into My Honeywell Buildings University to access your account.

You will receive an email providing a **LINK** to create a new password, then you are good to go!

# LOGGING INTO MY HONEYWELL BUILDINGS UNIVERSITY

HAVING TROUBLE LOGGING IN? FORGOT YOUR PASSWORD?

## Still can't log in?

Contact technical support from the Welcome Screen by clicking on "HELP"

Welcome

User ID / Email Address

Password

Language

English

[LOG IN](#) [REGISTER](#)

[FORGOT PASSWORD](#) [HELP](#)

For more information on available training please see the Honeywell Building Technologies Course Catalogue 2021

[f](#) [t](#) [in](#) [i](#)

Contact Support

Name: \*

Email Address \*

Message: \*

[Submit](#) [Close](#)



# GETTING STARTED



## GETTING STARTED

- How to register and log into the platform
- **Viewing and setting up your profile**

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**Honeywell**

# USER PROFILE

## MY HONEYWELL BUILDINGS UNIVERSITY

### Edit Profile

<b>Personal Account Details</b>	<b>Manager Details</b>
First Name: * MyHBU2.0Test3	Manager's Name: 
Last Name: * MyHBU2.0Test3	Manager's Email: 
Email Address: * MyHBU2.0Test3@gmail.com	<b>Other Details</b>
Recovery Email: 	Company Name * 
User Id: MyHBU2.0Test3@gmail.com	Company Address * 
Enter your new Password: 	City: * 
Confirm your new Password: 	State: 
Remaining Tokens 499,934 / 500,000	Country: * 
<b>Password must meet the following requirements:</b> At least one small letter At least one capital letter At least one number At least one symbol At least 8 characters Does not contain a space The password must be confirmed	Zip/Postal Code * 
	Contact No * 
	<b>Language Preferences</b>
	<input type="radio"/> Brazilian Portuguese
	<input checked="" type="radio"/> English
	<input type="radio"/> French
	<input type="radio"/> German
	<input type="radio"/> Italian
	<input type="radio"/> Spanish (European)

Clicking on the user icon next to your name will give you access to the user menu.

From here, selecting 'My Profile' allows you to edit or update your profile details.

- My Profile
- My Certificates
- Payment History
- Logout

### Continue Learning

OnDemand Access 101

0 % Complete

Complete all required fields & 'UPDATE' your Profile.

### SITE FEEDBACK SURVEY

0 % Complete

You can change the language of the My Honeywell Building University Portal if required. **Note:** Course Title and Tagline will not be translated.

# NAVIGATION



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# HOME PAGE - MENU

## MY HONEYWELL BUILDINGS UNIVERSITY

You can use either menu to navigate through the platform, choosing courses from the 'Course Catalogue' drop down menu, through the 'Course Calendar' or from the courses displayed under 'Continue Learning', 'Recommended For You', or 'Upcoming training' below.

BUILDINGS UNIVERSITY Course Catalog Course Calendar Help Topics My Courses

MyHBU2test

Welcome, MyHBU2test.

What would you like to learn today?

QUICK LINKS

MY COURSES

MY PROFILE

MY CERTIFICATES

SITE FEEDBACK SURVEY

This collection of **Quick Links** gives you access to your enrolled or completed training, your **Profile** or your **Certificate** collection.



OnDemand  
ProWatch Schlage Integration

0 % Complete

Up Next:



OnDemand  
DXC E-Learning Module GB

0 % Complete

Up Next:



OnDemand  
DxC- Self Paced - IN

0 % Complete

Up Next:



OnDemand  
Access 101

0 % Complete

Up Next:

Recommended For You

# HOME PAGE - MENU

## MY HONEYWELL BUILDINGS UNIVERSITY

BUILDINGS.HONEYWELL.COM

Honeywell

BUILDINGS UNIVERSITY

Course Catalog

Course Calendar

Help

My Courses



MyHBU2.0Test3

Frequently Asked Questions

Submit a Ticket to Technical Support Team

Show the User Guide in PDF format

FAQs

Support

Download Guide

Welcome, MyHBU2.0Test3

What would you like to learn today?

QUICK LINKS

MY COURSES

MY PROFILE

MY CERTIFICATES

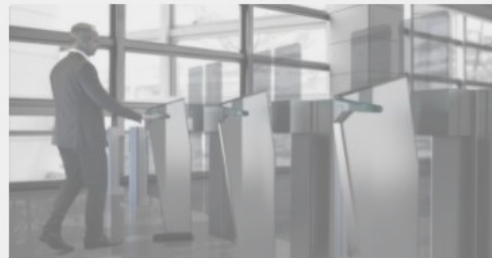
SITE FEEDBACK SURVEY

### Continue Learning



OnDemand  
Access 101

0 % Complete



OnDemand  
ProWatch Schlage Integration

0 % Complete



ILT  
PEARL SERVICE &  
COMMISSIONING

0 % Complete



ILT  
Pro-Watch Basic Certified Installer

0 % Complete

# HOME PAGE - MENU

## MY HONEYWELL BUILDINGS UNIVERSITY

Selecting **FAQ** from the 'Help' menu will open this window.

Here you can find answers to our most frequently asked questions. We recommend viewing this page if you have a question or encounter a problem.

### Top 3 FAQs

#### How can I contact My Honeywell Buildings University?

You can contact Technical Support by clicking on the SUPPORT link on the top right corner of your screen. This will take you to the Support sub-section of the HELP TOPICS area.

Answer the questions provided and fill in your query / request in the space provided and click **Submit**.

A Technical Support representative will respond to your message which you can review in the My Tickets sub-section of the HELP TOPICS section.

The site seems to be cut off, I checked the system requirements and I meet them. What am I doing wrong?

If you do meet the minimum system requirements listed under Help Topics > System Req. then please make sure your browser window is maximized to utilize the entire available space.

Anytime after changing your browser window size, please refresh your screen to reload the site. You can do so

Click on a Frequently Asked Question topic from the list below:

How do I report a problem with the content?

In order to report problems with any of the content on the platform, please contact Technical Support for assistance through the SUPPORT hyperlink on the top navigation bar.

How can I contact My Honeywell Buildings University?

The site seems to be cut off, I checked the system requirements and I meet them. What am I doing wrong?

How do I change my User ID?

What is the difference between the resources on the Home page and the ones in the My Learning section?

How do I start taking the training?

How do I change my password?

What's the difference between My Progress and My Game Plan?

When I click on the module it launches a blank white page?

Press + to show the answer to the question.

# HOME PAGE - MENU

## MY HONEYWELL BUILDINGS UNIVERSITY

Honeywell

BUILDINGS UNIVERSITY

Course Catalog

Course Calendar

Help

My Courses

My Team

Search

MyHBU2test

Welcome, MyHBU2test.

What would you like to learn today?

QUICK LINKS

MY COURSES

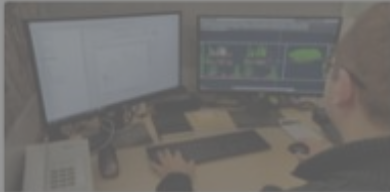
MY PROFILE

MY CERTIFICATES

SITE FEEDBACK SURVEY

MY TEAM

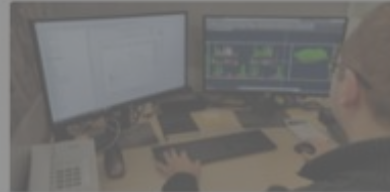
Continue Learning



OnDemand  
CLSS - GENT Online training

0 % Complete

Up Next: Copy of CheckPoint - Connecting to the  
Cloud



OnDemand  
CLSS Notifier UL Online training

0 % Complete

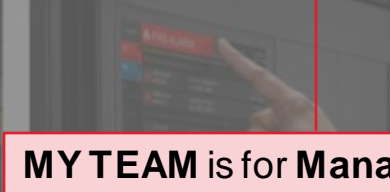
Up Next:



OnDemand  
Gamewell-FCI Recertification Prerequisites (Required)

0 % Complete

Up Next:



**MY TEAM** is for **Manager & Admin** Roles to provides the capability to review all team members progress within this program. It provides a snapshot of their current module progress.

Recommended For You

# NAVIGATION



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# CATALOG NAVIGATION

## MY HONEYWELL BUILDINGS UNIVERSITY

Honeywell | BUILDINGS UNIVERSITY

Course Catalog ▾

Course Calendar

Help ▾

My Courses

My Team

Clicking on 'Course Catalog' will allow you to view training by brand or by category.

By Brand By Category

### Brands

CLSS

ESSER

FIPLEX

Fire-Lite

Gamewell-FCI

GENT

Honeywell BMS

Honeywell Fire

Honeywell Security

MAXPRO

Morley

Pro-Watch

Silent Knight

SMS

WIN-PAK

Xtralis

→ ALL COURSES

### Continue Learning

If viewing training by brand, your account can be setup with access to which ever brand(s) you are able to purchase from Honeywell.



OnDemand  
CLSS - GENT Online training

0 % Complete

Up Next: Copy of CheckPoint - Connecting to the Cloud



OnDemand  
CLSS Notifier UL Online training

0 % Complete

Up Next:



OnDemand  
Gamewell-FCI Recertification Pre-requisites (Required)

0 % Complete

Up Next:



OnDemand  
Silent Knight 6000 Series (Self-Paced)

0 % Complete

Up Next:

Recommended For You

# CATALOG NAVIGATION

## MY HONEYWELL BUILDINGS UNIVERSITY

By Brand By Category

### Categories

→ ALL COURSES

Access Cloud Solutions

ESSER

Honeywell Fire

Prowatch

Access control

ESSER Fire Systems

Intrusion

Pro-Watch

Access control Legacy

Fire Alarm Components

Maintain Certification

Visitor Management

Building Management Systems

Fire Panels EN

Morley

WINMAG

CCTV

Fire Panels UL

Notification

WIN-PAK

Enhanced Fire Safety Service

For customers who purchase Honeywell solutions across multiple brands, viewing training by category allows you to see training for all associated brands within the chosen category.

Simply click on your desired category to see all training for that option.



OnDemand  
CLSS Notifier UL Online training

0 % Complete

Up Next:



OnDemand  
Gamewell-FCI Recertification Pre-requisites (Required)

0 % Complete

Up Next:



OnDemand  
Silent Knight 6000 Series (Self-Paced)

0 % Complete

Up Next:

### Recommended For You

# BUILDING & COMPLETING TRAINING PORTFOLIO



## GETTING STARTED

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**Honeywell**

# ASSIGNING YOUR TRAINING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / All Courses


### All Courses

FILTERS: ESSER x CLEAR ALL

Search for

229 items showing

- BRANDS
  - CLSS
  - ESSER
  - FIPLEX
  - Fire-Lite
  - Gamewell-FCi
- CATEGORY
  - Access Cloud Solutions
  - Access control
  - Access control Legacy
  - Building Management Systems
- CONTENT TYPE




OnDemand Access 101

enrolled

This distance learning course is an introduction to access control basics. Attendees will learn...

Free 25 Minutes




OnDemand Legacy Core Access Product

enrolled

These distance learning courses have been designed as a beginning course for new technicians or a...

Free



OnDemand NetAXS

enrolled

A distance learning course... new hybrid access control... With NetAXS, you can e...

Free 45 Minutes




OnDemand NetAXS-123

This e-learning course introduces the NetAXS 123 System and its...




OnDemand NS2+ with WinPak



OnDemand NStar with the NS2 Panel...



OnDemand Pro2200 with WinPak



OnDemand Pro-Watch 3.7 Tutorial

Available training can be further filtered by using the left-hand menu, or by searching for specific training using the search bar above. To select a training, simply click on it.

# ASSIGNING YOUR TRAINING

## MY HONEYWELL BUILDINGS UNIVERSITY

### Pro-Watch-Schlage Wireless Locks Training(youtube)

Factory training videos on setting up the Schlage AD400 wireless locks. These are youtube videos. Also see the tutorials in the section called " Pro-Watch - Schlage Integration ".

Free

45 Minutes

ADD TO MY COURSES



You can then assign the training to yourself by clicking 'ADD TO MY COURSES'.

### Course Overview

- Schlage AD-400 Factory Youtube videos

AD-400 Wireless Locks: The AD-400 wireless networked lock gives you many of the key benefits of a hardwired access control system – without the wires. This allows you to secure doors that were traditionally difficult to run wires to in the past—and increase the security throughout your facility. To simplify installation, the AD-Series combines all the hardware components required at the door for a complete access control system into one integrated design that includes the electrified lock, credential reader, request-to-exit and -enter sensors, door position switch, tamper guard and more.

# VIEWING THE COURSE CALENDAR

## MY HONEYWELL BUILDINGS UNIVERSITY

### Course Calendar

FILTERS: HONEYWELL FIRE UL ✕ XTRALIS (INSTRUCTOR LED) ✕ CLEAR ALL

Selecting 'Course Calendar' will allow you to see all scheduled training.

The calendar has several filters including date, curriculum, course, type, location and your enrolment status. Simply select the filter you wish to use, and the right-hand list will update.

^ JUMP TO DATE

^ FILTER BY CURRICULUM Clear

- ESSER
- Fire-Lite
- Honeywell Fire UL
- Xtralix (Instructor Led)

^ FILTER BY COURSE

- VESDA ASD Applications and Design - SR-1DT-SCA

Start Date	Duration	Title	Register Before	Location	Type	Instructions / Pre-Requisites	Class Status
20/02/2022	5 days	Honeywell XLS UL Certification Training	20/02/2022	Test5 Test4	Virtual Instructor Led	Yes	<span>OPEN</span> 5 Remaining Seats <span>REGISTERED</span> Cancel Class
13/03/2022	1 day	VESDAASD Application and Design	13/03/2022	MIDDLE EAST	Virtual Instructor Led	Yes	<span>OPEN</span> 7 Remaining Seats <span>SELECT</span>
14/03/2022	1 day	VESDAASD Engineering	14/03/2022	MIDDLE EAST	Virtual Instructor Led	Yes	<span>OPEN</span> 5 Remaining Seats <span>SELECT</span>
15/03/2022	1 day	VESDAASD Engineering	15/03/2022	EU/UK	Virtual Instructor Led	Yes	<span>OPEN</span> 5 Remaining Seats <span>SELECT</span>
20/03/2022	5 days	Honeywell XLS UL Certification Training	20/03/2022	MIDDLE EAST	Virtual Instructor Led	Yes	<span>OPEN</span> 5 Remaining Seats <span>REGISTERED</span> Cancel Class

The training list will show you all details about the class including the date, location, duration, the type of training and whether there are seats available to book.

**Note:** You may need to contact your booker admin to book the training for you.

# ASSIGNING INSTRUCTOR LED TRAININGS (ILT) MY HONEYWELL BUILDINGS UNIVERSITY

Upcoming Training




- ESSER
- Fire-Lite
- Honeywell Fire
- Honeywell Security
- Pro-Watch
- Xtralis

**Tue, Feb 15, 2022**

Workshop Sprachalarmanlagen VARIODYN D1  
Workshop Sprachalarmanlagen VARIODYN D1-13-Neuss

MNVVICIMETA-18



11 SPOTS REMAINING

REGISTERED

**Tue, Feb 15, 2022**

Planungs-/Projektierungsschulung  
Brandmeldetechnik  
Planung/Projektierung  
BMA-16-Neuss

MNVVICIMETA-18




REGISTERED

**Tue, Feb 15, 2022**

Workshop System 8000  
Workshop System 8000-31-Leipzig

MNVVICIMETA-18




REGISTERED

**Tue, Feb 22, 2022**

Workshop System 8000  
Workshop System 8000-35-Neuss

MNVVICIMETA-18




REGISTER

**Thu, Feb 24, 2022**

Workshop FlexES Control  
Workshop FlexES Control-32-ONLINE

MNVVICIMETA-18



REGISTER

You can also see upcoming **ILT** (Instructor Led Training) at the bottom of your home page.  
Click the button to register for the class.

# ASSIGNING INSTRUCTOR LED TRAININGS (ILT) MY HONEYWELL BUILDINGS UNIVERSITY

## 098017 Einsteiger-Workshop WINMAG plus - Germany only

### Inhalt

- WINMAG plus im Überblick
- Netzwerke und Anbindung
- Praktische Übungen mit WINMAG plus
- Einführung und Praxisübungen mit SIAS (Sicherheits-Anwendungssprache)
- Erstellen eines praktischen Anwendungsbeispiels am PC



Price

### Enter payment information

Payment Method

Purchase Order

\*Company / Customer Name

Company / Customer Name

\*Purchase Order Number

If you do not need a PO number on our invoice, please ente

Account Number

Account Number (if known)

Attach Scanned PO Copy

If you do not have a document to upload, this can be left bla

CHOOSE FILE

\* Please Read Terms & Conditions [Here](#)

I agree to Terms & Conditions

Cancel

Next

If you choose a paid class, you will be prompted to enter account and payment information on the next screens.



# ASSIGNING INSTRUCTOR LED TRAININGS (ILT) MY HONEYWELL BUILDINGS UNIVERSITY

## Course Registration

098017 Einsteiger-Workshop WINMAG plus - Germany only

01 SELECT SESSION / 02 PAYMENT / 03 CONFIRMATION

### Registration confirmed

You have successfully registered for 098017 Einsteiger-Workshop WINMAG plus - Germany only.

We will send a reminder the day before the start date to [test@test.com](mailto:test@test.com)

You can also find all your upcoming trainings under My Courses.



Go to Course

View/Print Payment Details

You'll then receive a confirmation message.

From this page you can view the payment details or go to the course you have paid for.

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**Honeywell**

# TAKING / ACCESSING YOUR TRAINING

## MY HONEYWELL BUILDINGS UNIVERSITY

### Welcome, MyHBU2test.

What would you like to learn today?



QUICK LINKS

MY COURSES

MY PROFILE

MY CERTIFICATES

SITE FEEDBACK SURVEY

### Continue Learning



OnDemand  
CLSS - GENT Online training

0 % Complete

Up Next: Copy of CheckPoint - Connecting to the Cloud



OnDemand  
CLSS Notifier UL Online training

0 % Complete

Up Next:



OnDemand  
Gamewell-FCI Recertification Prerequisites (Required)

0 % Complete

Up Next:



OnDemand  
Silent Knight 6000 Series (Self-Paced)

0 % Complete

Up Next:

Click on 'My Courses' or pick up where you left off under 'Continue Learning'

Recommended For You

# TAKING / ACCESSING YOUR TRAINING MY HONEYWELL BUILDINGS UNIVERSITY

Home / [My Courses](#)

## My Courses

FILTERS : IN PROGRESS ✕ [CLEAR ALL](#)

Enrolled

Completed

Clicking on 'My Courses' will show you your completed or enrolled in courses, with a progress bar if you have started them.

7 Items

Search for Content...

- BRANDS
- Gamewell-FCI
  - Silent Knight
  - WIN-PAK
  - Honeywell Security
  - Pro Watch
- CATEGORY
- Access control
  - Access control Legacy
  - Enhanced Fire Safety Service
  - Fire Alarm Components



OnDemand  
Gamewell-FCI Recertification Pre-requisites (Required)



7% Complete



OnDemand  
Silent Knight 6000 Series (Self-Paced)



11% Complete



OnDemand  
CLSS Notifier UL Online training



You can use the left-hand menu to filter content, or search for something specific using the search bar above.



# TAKING / ACCESSING YOUR TRAINING MY HONEYWELL BUILDINGS UNIVERSITY

Honeywell | BUILDINGS UNIVERSITY

Course Catalog ▾

Course Calendar

Help ▾

My Courses

🔍

MyHBU2test

Back to My Courses

Xtralis Li-ion Tamer - SR-HDT-SCA

0% Complete

Course Overview

Course Pre-Requisites

Course Topics

Course Survey

Course Certificate

Xtralis Li-ion Tamer - SR-HDT-SCA

\$ 400.15

🕒 Minutes

Course Survey

Honeywell | THE FUTURE IS WHAT WE MAKE IT

- Selezionare qui per partecipare al sondaggio in italiano
- Выберите здесь, чтобы загрузить опрос на русском языке
- Cliquez ici pour répondre au sondage en français (Canada)
- Select here to take the survey in US English
- Selecciona aquí para realizar la encuesta en español (América Latina)
- Selecciona aquí para realizar la encuesta en español (España)
- Selecciona aquí se deseja responder a pesquisa em Português (Brasil)
- Sélectionnez ici pour l'enquête en français (France)
- Selecteer hier de enquête in het Nederlands

Honeywell | THE FUTURE IS WHAT WE MAKE IT

Thank you for taking the time to share your feedback. To better serve your training requirements, please evaluate this training course and offer constructive suggestions for improvement by responding to the questions below. Your responses will help us provide the best possible combination of classroom environment, course content, and materials.

Name: (Optional)

Company: (Optional)

\* Please select

Click Here

What date

Click Here

\* Required

Once the course has been completed, the **course survey** will become available to you.

You may need to complete the Survey before getting access to Certification.

Select your chosen language before starting the survey.

# MANAGER & ADMIN ROLES



## GETTING STARTED

- How to register and log into the platform
- Viewing and setting up your profile

## NAVIGATION

- Home page view and navigation
- Viewing training catalogues

## BUILDING & COMPLETING TRAINING PORTFOLIO

- Assigning training to yourself
- Taking training

## MANAGER & ADMIN ROLES

- **Acting as a booker admin, assigning training to your team**
- Manager view and reporting

# MANAGER & ADMIN ROLES - ASSIGNING TRAINING MY HONEYWELL BUILDINGS UNIVERSITY

Honeywell | BUILDINGS UNIVERSITY Course Catalog Course Calendar Help My Courses My Team

Welcome, MyHBU2.0Test4.

What would you like to learn today?

The **Booker Admin** can use either the 'Course Catalog' or 'Course Calendar' to book training for their team.

Only a **Manager** or **Booker Admin** user will have the 'My Team' option

## Continue Learning



ILT  
098009  
Einführungs-/Planungsschulung -  
Germany only

0 % Complete

Up Next:



ILT  
098011 Workshop ACS-2/ACS-8/IQ  
MultiAccess - Germany only

0 % Complete

Up Next:



OnDemand  
Legacy Core Access Product Self  
Paced Tutorials

0 % Complete

Up Next:



OnDemand  
Vigilon Advance Commissioning

0 % Complete

Up Next:

## Recommended For You

# MANAGER & ADMIN ROLES - ASSIGNING TRAINING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / [Course Calendar](#)

### Course Calendar

FILTERS :

#### Calendar Options

**INSTRUCTIONS:** Select a filter to update the list. The Class list on the right-hand side will update for the original view.

#### JUMP TO DATE

#### FILTER BY CURRICULUM

Access Courses (Instructor Led)

ESSER

Honeywell Fire UL

Xtralis (Instructor Led)

#### FILTER BY CLASS TYPE

Offline Classroom

On-Line Instructor-Led

A Booker Admin can use the Course Catalog or the Course Calendar to book training for students.

Start	Duration	Title	Register Before	Location	Type	Team Status	Instructions / Pre-Requisites	Class Status
		Watch Certified Installer (On-line) Class	09/02/2022	KY USA	On-Line Instructor-Led	0	Not Met	OPEN 10 Remaining Seats
15/02/2022	2 Tage	Planungs-/Projektierungsschulung Brandmeldetechnik	11/02/2022	Nordrhein-Westfalen Deutschland	Offline Classroom	3	Yes	OPEN 9 Remaining Seats
15/02/2022	2 Tage	Workshop System 8000	11/02/2022	Sachsen Deutschland	Offline Classroom	3	Yes	OPEN 9 Remaining Seats
15/02/2022	2 Tage	Workshop Sprachalarmanlagen VARIODYN D1	11/02/2022	Nordrhein-Westfalen Deutschland	Offline Classroom	2	Yes	OPEN 10 Remaining Seats



# MANAGER & ADMIN ROLES - ASSIGNING TRAINING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / Course Calendar

### Course Calendar

FILTERS :

#### Calendar Options

**INSTRUCTIONS:** Select a filter to update the list of the Class list on the right-hand side. Click Reset for the original view.

##### JUMP TO DATE

##### FILTER BY CURRICULUM

Access Courses (Instructor Led)

ESSER

Honeywell Fire UL

Xtralis (Instructor Led)

##### FILTER BY CLASS TYPE

Offline Classroom

On-Line Instructor-Led

The filters on the left-hand side can be used to find the training you want...

And the headings along the top of the calendar will help you select the relevant training for your team member.

Start Date	Duration	Title	Register Before	Location	Type	Team Status	Instructions / Pre-Requisites	Class Status	
15/02/2022	3 days	Pro-Watch Certified Installer (On-Line) Class	09/02/2022	KY USA	On-Line Instructor-Led	0	Not Met	OPEN 10 Remaining Seats	SELECT
15/02/2022	2 Tage	Planungs-/Projektierungsschulung Brandmeldetechnik	11/02/2022	Nordrhein-Westfalen Deutschland	Offline Classroom	3	Yes	OPEN 9 Remaining Seats	SELECT
15/02/2022	2 Tage	Workshop System 8000	11/02/2022	Sachsen Deutschland	Offline Classroom	3	Yes	OPEN 9 Remaining Seats	SELECT
15/02/2022	2 Tage	Workshop Sprachalarmanlagen VARIODYN D1	11/02/2022	Nordrhein-Westfalen Deutschland	Offline Classroom	2	Yes	OPEN 10 Remaining Seats	SELECT
								OPEN	

# MANAGER & ADMIN ROLES



## GETTING STARTED

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**Honeywell**

# MANAGER & ADMIN ROLES - VIEW AND REPORTING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / My Team

### My Team

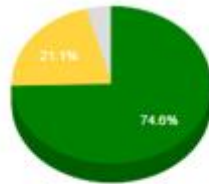
6 TEAM MEMBERS

74.6% TRAININGS COMPLETED

19 CERTIFICATES

0 EXPIRED/ EXPIRING SOON

#### Training 71 assigned items



■ Completed(53) ■ In Progress (15)  
■ Not Started(3)

#### Users 6 users

[Add User](#)

ACTIONS	Name	Last Logged In	Status
	MyHBU2.0Test2 MyHBU2.0Test2	12/31/69	0%
	MyHBU2.0Test3 MyHBU2.0Test3	02/14/22	77%
	MyHBU2.0Test4 MyHBU2.0Test4	02/15/22	0%
	MyHBU2.0Test5 MyHBU2.0Test5	12/31/69	0%

#### 19 Certificates

expand	Name	Quantity	Status
<input type="checkbox"/>	098004 System-Workshop 561-MB256 - Germany	3	CURRENT

**Managers and Booker Admins** will have access to a team dashboard which shows information about their team members including percentages of trainings completed, not started and in progress, certificates available and training that is expiring or has expired.

# MANAGER & ADMIN ROLES - VIEW AND REPORTING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / My Team

### My Team

6 TEAM MEMBERS

74.6% TRAININGS COMPLETED

19 CERTIFICATES

0 EXPIRES / EXPIRING SOON

Training 71 assigned items

Users 6 users

Add User

Clicking the 'Add User' button will open this window.

Simply add the user's details and click 'Submit'.

#### Add User

Please provide the following:

First Name:

Last Name:

E-Mail Address:

- or -

[Click here to download the Excel template.](#)

Choose File

Submit

11/19	0%
11/22	77%
11/22	0%
11/19	0%

19 Certificates

VIEW ALL

expand	Name	Quantity	Status	Download
<input type="checkbox"/>	098004 System-Workshop 561-MB256 - Germany	3	CURRENT	

# MANAGER & ADMIN ROLES - VIEW AND REPORTING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / My Team  
My Team  
6 TEAM MEMBERS

### Delete User

Are you sure you want to request deletion of this user?

Yes No

To **remove a user**, click the user icon next to the person you wish to remove.

The above window will open to confirm deletion. Click 'Yes' to proceed.

Training 71 assigned items

Completed(53) In Progress (15) Not Started(3)

Users 6 users

Add User Search for Member...

ACTIONS	Name	Last Logged In	Status
	MyHBU2.0Test2 MyHBU2.0Test2	12/31/69	0%
	MyHBU2.0Test3 MyHBU2.0Test3	02/14/22	77%
	MyHBU2.0Test4 MyHBU2.0Test4	02/15/22	0%
	MyHBU2.0Test5 MyHBU2.0Test5	12/31/69	0%

1 2 >

19 Certificates VIEW ALL

expand	Name	Quantity	Status	Download
	098004 System-Workshop 561-MB256 - Germany	3	CURRENT	

# MANAGER & ADMIN ROLES - VIEW AND REPORTING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / My Team

My Honeywell Buildings University - Home - Google Chrome

myhoneywellbuildingsuniversity.com/training/user\_transcript?u1=MTE0Nzk5&u2=RmlyZWxpdGV0ZkN0a2FybFZvbmRyYWw=

Print Export to Excel

Team Member Training Transcript as of 02/22/2022 06:44:20 AM.

Name: firelite-testkarl vondrak  
Email: test@test.com  
Group: Reviewers

Modules Assigned: 595  
Modules Completed: 11  
Modules Progress: 2%

LEGEND: NOT STARTED IN PROGRESS COMPLETE

Enrolled Content All Content

Module Name	Status
BMS Phoenix	Not Started
CCI Test Curriculum	In Progress
Honeywell BDA & Fiber DAS Training for BDA Certified Technicians	Not Started
Honeywell BDA & Fiber DAS Training for BDA New Technicians	In Progress

	Type	Status	Score	Date Started:	Date Completed:
BDA & Fiber DAS Portfolio Training (PHASE 1)		In Progress	9.0909090909091	01/31/2022 04:42:00 am	--
The End to End Process	(LESSON)	Complete	100	01/31/2022 04:42:00 am	01/31/2022 04:51:00 am
Public Safety Fundamentals	(LESSON)	Not Started	--	--	--
Honeywell BDA, Fiber DAS and Passive DAS Components Overview	(LESSON)	Not Started	--	--	--

74.6% TRAININGS COMPLETED

19 CERTIFICATES

0 EXPIRED/ EXPIRING SOON

Users 6 users

Add User

Search for Member...

ACTIONS	Name	Last Logged In	Status
	MyHBU2.0Test2 MyHBU2.0Test2	12/31/69	0%
	MyHBU2.0Test3		77%
	MyHBU2.0Test4		0%
	MyHBU2.0Test5		0%

Clicking this icon will give you a **summary** of the user's training which you can then export to Excel if needed.

19 Certificates

VIEW ALL

expand	Name	Quantity	Status	Download
<input type="checkbox"/>	098004 System-Workshop 561-MB256 - Germany	3	CURRENT	

# MANAGER & ADMIN ROLES - VIEW AND REPORTING

## MY HONEYWELL BUILDINGS UNIVERSITY

Home / My Certificates

### My Certificates

Under the **user menu**, you can also view and download your available **certificates**.

Search for

- My Profile
- My Certificates**
- Payment History
- Logout

Current Expired

8 items

Course Name	Brand	Category	Issued	Expires	Action
ProWatch Schlage Integration	0	Access Courses (Self-Paced)	Feb-14-2022	Feb-14-2023	<a href="#">Download</a>
Farenhyt Classroom Instructor-Led FCT	0	Farenhyt	Jan-21-2022	Jan-21-2023	<a href="#">Download</a>
Vigilon Advance Commissioning	0	GENT	Jan-24-2022	Jan-24-2023	<a href="#">Download</a>
Farenhyt Sales & Application Training Middle East	0	Farenhyt	Jan-21-2022	Jan-21-2023	<a href="#">Download</a>
Farenhyt Certification Training Middle East	0	Farenhyt	Jan-21-2022	Jan-21-2023	<a href="#">Download</a>
DXC & ZxC-Recertification - IN	0	Morley	Jan-24-2022	Jan-24-2023	<a href="#">Download</a>
FAAST ASD Training	0	FAAST	Jan-24-2022	Jan-24-2023	<a href="#">Download</a>
Workshop System 8000 (DE)	0	ESSER	Feb-10-2022	Feb-10-2023	<a href="#">Download</a>

# MANAGER & ADMIN ROLES - VIEW AND REPORTING

## MY HONEYWELL BUILDINGS UNIVERSITY

### Payment History

^ JUMP TO DATE

^ SHOW BY PAYMENT METHOD

Credit Card

Tokens








Purchase Order

Under the **user menu**, you can see your **payment history**. From this screen you can see how the training was paid for, download the payment details and resent the confirmation email if needed.

MyHBU2.0Test4

- My Profile
- My Certificates
- Payment History
- Logout

Available Tokens Remaining as of February 15, 2022: 499934

Purchase Date	Course Title	Price	Tokens	Seats	Payment Method	Payment Details
15/02/2022	ProWatch Schlage Integration	\$ 300	-	1	Purchase Order	 <a href="#">Resend Confirmation Email</a>
15/02/2022	Xtralis LHon Tamer - SR-HDT-SCA	\$ 400.15	-	1	Purchase Order	 <a href="#">Resend Confirmation Email</a>
15/02/2022	Vigilon Advance Commissioning	£ 200	-	1	Purchase Order	 <a href="#">Resend Confirmation Email</a>
15/02/2022	Workshop System 8000 (DE)	\$ 650	-	1	Purchase Order	 <a href="#">Resend Confirmation Email</a>
15/02/2022	098011 Workshop ACS-2/ACS-8/IQ MultiAccess - Germany only	-	3	3	Tokens	 <a href="#">Resend Confirmation Email</a>
14/02/2022	Workshop System 8000 (DE)	-	13	1	Tokens	 <a href="#">Resend Confirmation Email</a>
11/02/2022	ProWatch Schlage Integration	\$ 300	-	1	Purchase Order	 <a href="#">Resend Confirmation Email</a>





**THANK YOU.**