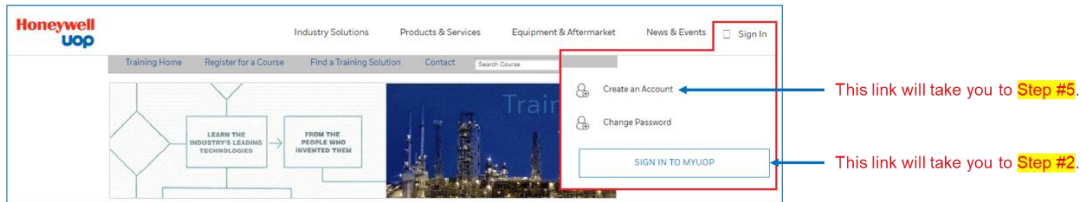


Questions

Look at the FAQ's below. If you can't find the answer you're looking for. Please contact UOPTraining@Honeywell.com.

UOP Web-based Training Trial Offer Registration

1. Welcome to UOP Training Portal! Sign in or register by clicking the **Sign In** link at the top right of the page.



2. Enter your username and click **NEXT**.

❖ If you do not have an account with UOP, click **Create an Account** and go to Step #5.


3. If you entered a valid username, you will be prompted to enter your password.
Enter your password and click **SIGN ON**.

❖ If you entered an invalid username, you will see the following message. Please click **ENTER VALID USERNAME** to re-enter the username.

❖ If you do not have an account with UOP, click **Create an Account** and go to Step #5.

4. If you logged in successfully, you will be redirected to UOP Training with your name at the top right of the page. Click **Your Name > My Account**. Go to **Step 10**.



- ❖ If you do not see **My Account**, then perform the following steps:
1. Click the Honeywell UOP logo  at the top left of the page.
 2. Click **Sign In > SIGN IN TO MYHONEYWELL**.
 3. Go to **Step 10**.

5. This is the registration form. Enter all required fields and click **CREATE ACCOUNT**.

The screenshot shows the 'Create an Account' page for Honeywell WBT. The page is divided into two main sections: 'Personal Information' and 'Agree to Honeywell WBT Terms and Conditions'. The 'Personal Information' section contains several text input fields for Name, Email, Password, and Confirm Password, as well as dropdown menus for Country and Region. The 'Agree to Honeywell WBT Terms and Conditions' section has two checkboxes: 'Opt in for News Product and Market Information.' and 'I Agree and consent to the Honeywell Privacy Policies, Confidentiality Agreement and Terms & Conditions.' Below these is a 'CREATE ACCOUNT' button and a 'CANCEL REGISTRATION' link. A red box highlights the 'Opt in for News Product and Market Information.' checkbox, and a red arrow points from this box to the 'Opt in for News Product and Market Information.' checkbox on the right side of the image. Another red box highlights the 'I Agree and consent to the Honeywell Privacy Policies, Confidentiality Agreement and Terms & Conditions.' checkbox, and a red arrow points from this box to the 'I Agree and consent to the Honeywell Privacy Policies, Confidentiality Agreement and Terms & Conditions.' checkbox on the right side of the image.

❖ Cannot use your personal email address
e.g. @gmail.com, @hotmail.com, etc.

❖ Please access WBT courses.

6. Check your email and click the “**here**” link to activate your account.

Create your password and click **CREATE ACCOUNT**.

Click **OK** to continue.

The image illustrates the process of activating a UOP Portal account through three sequential steps:

- Step 1: Email Notification**

An email is received from **IDAdmin@honeywell.com**. The subject is "Action Required: UOP Portal- New Account Registration". The email states: "An account has been requested for you by the 'UOP Portal' application. Click [here](#) to activate your account." A link is provided: <https://comaffili.honeywell.com/activation?email=2358acbf@honeywell.com?V=5%7F%7C%7F%2F%20>. The email is dated 11/11/2023 10:05:00 AM.
- Step 2: Activate Account Form**

The user is directed to the "Activate Account" form. The form contains the following fields:

 - Email: portal.training.honeywell@gmail.com
 - First Name: Portal
 - Last Name: Training
 - Company: [Redacted]
 - Job Title: Operation/Technical Service
 - City: Ghazalabad/Khagalta
 - State: IL
 - Country: United States
 - Telephone: [Redacted]
 - Password: [Redacted]
 - Confirm Password: [Redacted]

Buttons at the bottom include "CREATE ACCOUNT" and "CANCEL REGISTRATION".
- Step 3: Account Activated**

The account is successfully activated. The screen displays "Account Activated" with a green checkmark icon. A message states: "You have successfully activated your account. You can now sign-in to start using your tools, application and resources." An "OK" button is present.

7. Enter your username and click **NEXT**.

Sign On

Username / Email

portaltraining.honeywell@...
[Red box around the text]

NEXT

Create an Account



Enter your password and enter **SIGN ON**.

Sign On

Username / Email

portaltraining.honeywell@...
[Red box around the text]

Password

☒ This is my device

SIGN ON

FORGOT PASSWORD

For sign in related issues [contact us](#)

CANCEL

8. Select the account that you are associated with and click **CONTINUE**.

Account Match

Welcome Portal,

Your Honeywell ID has been successfully created. We are automatically setting up your profile and found a few accounts that match.

Where within these locations do you work?

UOP BEDQ CONTRACTOR

25 E Algonquin Rd
Des Plaines, IL, United States, 60016

▼ Show All Accounts for this Company

MY COMPANY IS NOT LISTED

CONTINUE

9. If you created your account successfully, you will see the main UOP portal.

Honeywell UOP

Industry Solutions Products & Services Equipment & Information News & Events ID MyUOP

Shortcuts [Add and Manage Shortcuts](#)

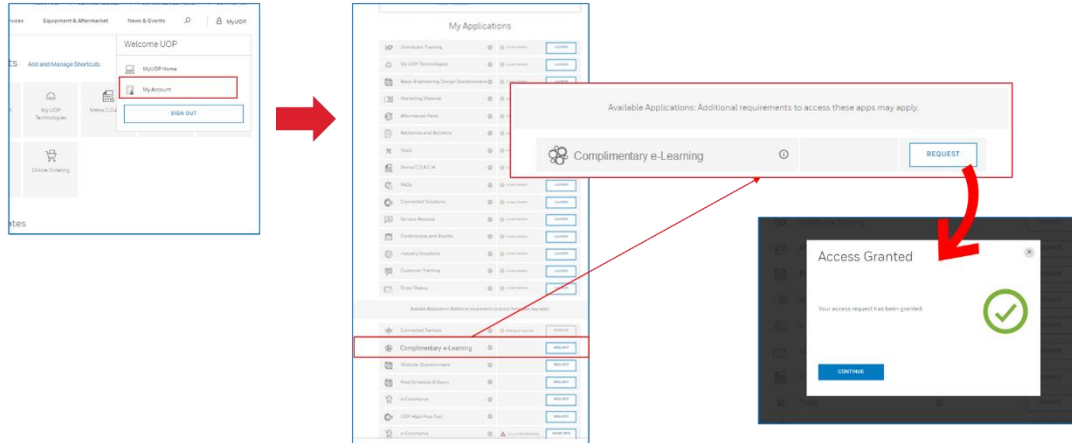
Account Information

My Honeywell UOP Representatives

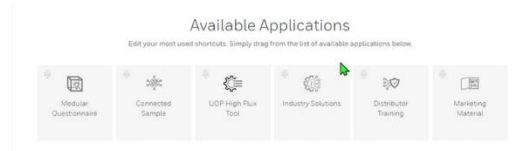
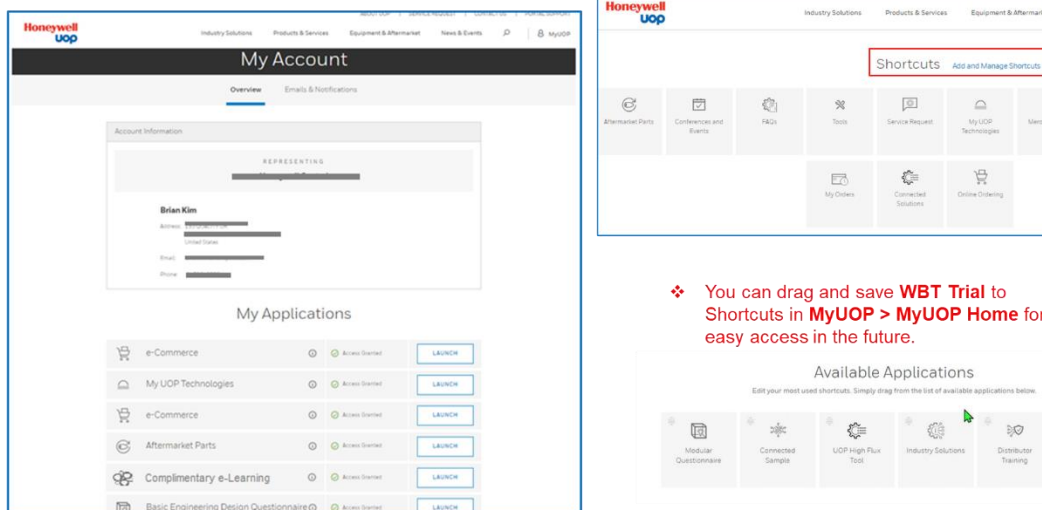
What's New

Account and Subjects

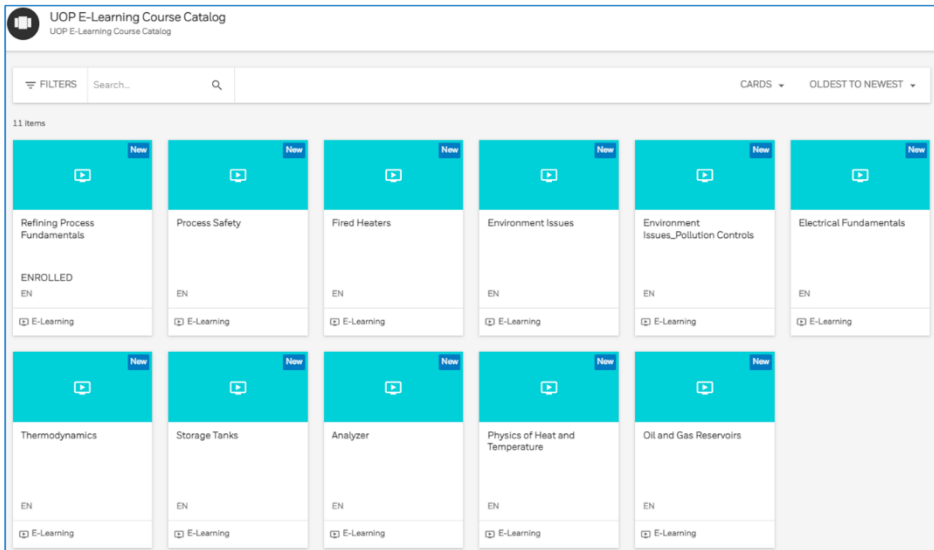
10. Go to **MyUOP > My Account**. Find **Complimentary e-Learning** under **Available Applications**. Click **REQUEST** and you will be auto-approved.



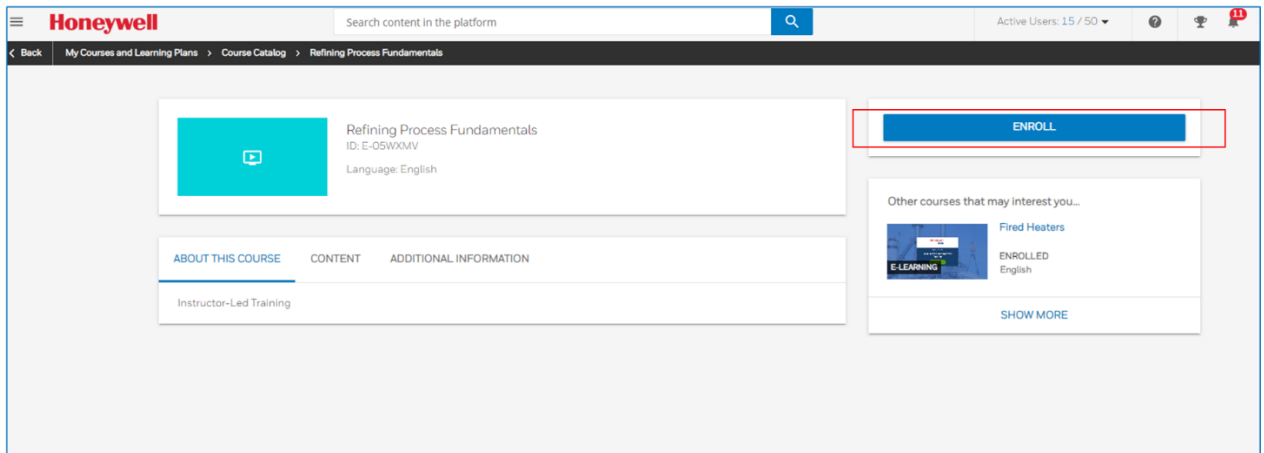
11. You will now see **Complimentary e-Learning** under **My Applications**. Click **LAUNCH** to access the WBT course catalog.



12. Welcome to WBT Trial! Please click each course to enroll.



13. You can self enroll to the course for a validity period of 30 days.



Error logging into WBT:

Please send request to UOPTraining@Honeywell.com.

Username error:

Please click the **Forgot Username** link on the login page. If you are still having problems, please email UOPTraining@Honeywell.com.

Changing or forgotten password:

Passwords can be reset from the login page, please click the **Forgot Password** link to re-set password. If you are still having problems, please email UOPTraining@Honeywell.com

Content not loading:

The UOP Training Learning Management System runs from SAP Success Factors which supports the following desktop browsers:

Supported Versions

- Microsoft Internet Explorer 11 (Internet Explorer 10 Metro is not supported at this time)
- Microsoft Edge
- Chromium Edge
- Mozilla Firefox
- Apple Safari
- Google Chrome

Additional Information

SAP are committed to supporting the most recent versions of Internet Explorer. Internet Explorer 9 and 10 are no longer supported because Microsoft ended support for these browsers on January 12, 2016.

Internet Explorer compatibility and Enterprise Mode are not supported.

Screen Sizing

If you are having trouble viewing content in full, make sure your screen size is at 100% screen size or less.

How can I access previously completed learning modules?

Once a learning module has been completed it moves to your learning history section. Provided your subscription is still valid, you can access completed modules by clicking on the Learning History section on the right-hand side of the Learning Dashboard. Click **View All** to see the full list then **Review Content**.

Completion Reports or Certificates:

A completion report can be requested by emailing UOPTraining@Honeywell.com.

Completion Certificates for Web-Based Training can be accessed and printed from your Learning history section, by clicking the Print icon next to the specific learning module you require.