
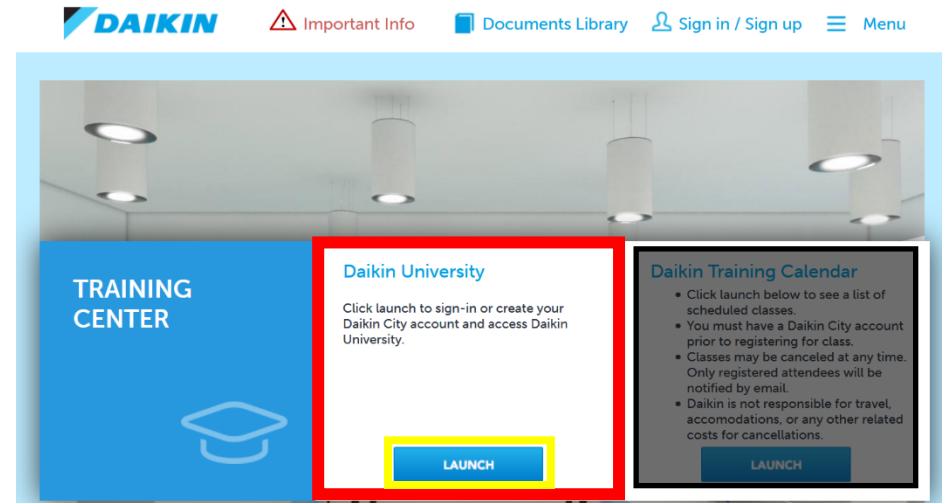


## Launching Daikin University from Daikin City

- Open your browser (preferably Firefox or Chrome)
- Go to [www.Daikincity.com](http://www.Daikincity.com) and sign into your account
- Click on the  Menu at the top right of the page
- Click on Training Center
- Click on LAUNCH Daikin University



**\*Note:** You cannot register for a class from the Daikin Training Calendar. To search and register for a class, please launch the Daikin University.

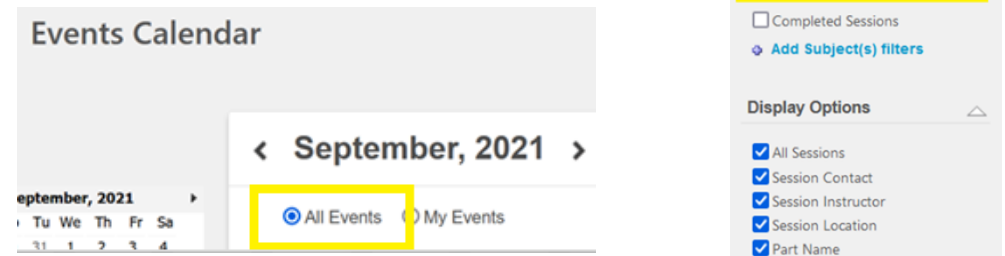
For a quick guide on registering for Daikincity.com, please visit

<https://goodmanmfg1.wistia.com/medias/79qdlsc2nb>.

For assistance with Daikincity.com, please contact the Daikin City Team at [daikincity@daikincomfort.com](mailto:daikincity@daikincomfort.com).

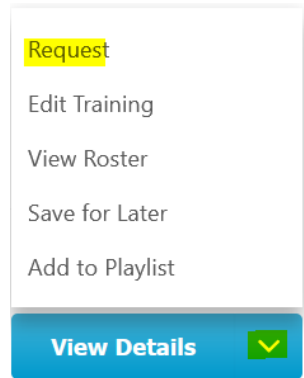
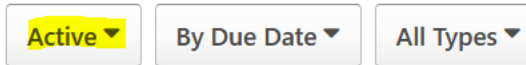
## View Training Calendar

- On the center of the Daikin Learning Portal's Welcome page, hover over "Learning" at the top left of the page. When the menu appears, click on "Events Calendar."
- To view all available training, switch from "My Events" to "All Events."
- Location under Filters should be set at "All" or "Webinar (dkngdm\_webinar)"
- This will provide you with a calendar view of all sessions.



## Registering for a Technical Training session (Classroom/Webinar) on Daikin University

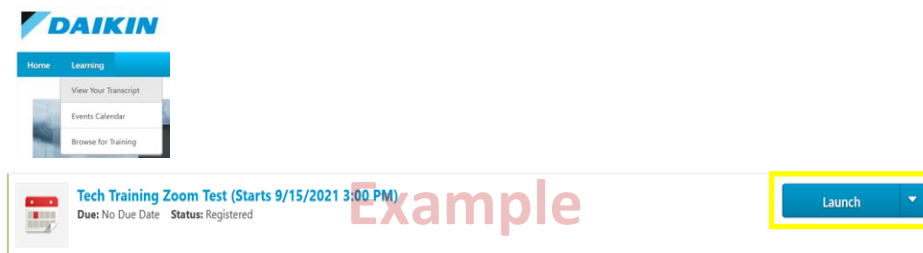
- Once you find the class you would like to register for click on class name to view available sessions of the event you are choosing.
- Select the session you would like to attend and click on the drop-down arrow next to the View Details button to the right of the session you selected.
- Select “Request” to be added to the class. If no available classes, the View Details button will be greyed out.
- Once you have requested the class, you will be able to view the class details by going to the Learning tab at the top of left and “View Your Transcripts.” Requested classes will be under “Active.”



## Joining a Virtual Class

- Once you are registered, *on the day and time of your class* please go to your “Active” transcripts by hovering over “Learning” at the top left of your learning portal.
- Click on View Your Transcript (as seen to the left).
- Find the class by scrolling down on the transcripts page and click on the blue Launch button to the right. Please see below for example.

**\*Once the instructor logs in, the webinar will start.\***



## View Completed Transcripts/Certificates

- Sign into your Daikincity.com account and launch the Daikin University from the Training Center.
- On the center of the Daikin Learning Portal’s Welcome page, click the button labeled “Completed Training & Certificates.”



## Withdrawing from a session

- On the top left of the Daikin Learning Portal’s Welcome page, place your arrow on Learning and click on View Your Transcript.
- While in your Active transcripts, go to the session/class you will be withdrawing from and click on the down arrow next to View Training Details, then select Withdraw.
- Click on Withdraw.

