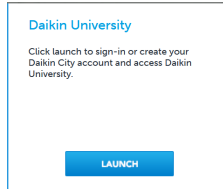


Launching Daikin University from Daikin City

- Open your browser (preferably Firefox or Chrome)
- Go to 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



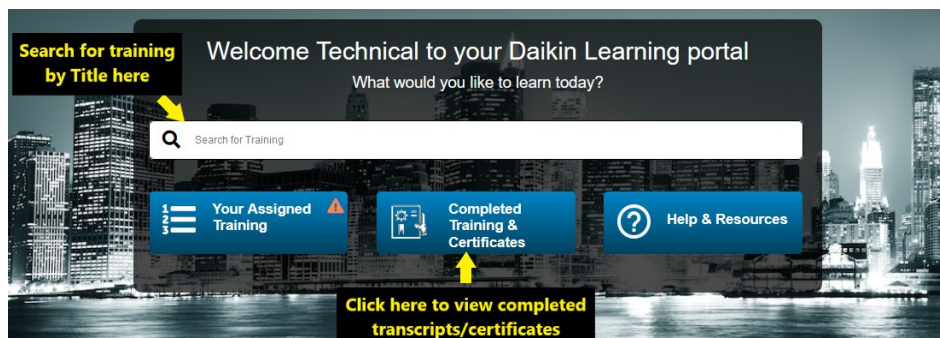
For a quick guide on registering for Daikincity.com, please visit

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

For assistance with Daikincity.com, please contact the Daikin City Team at daikincity@daikincomfort.com.

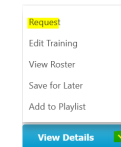
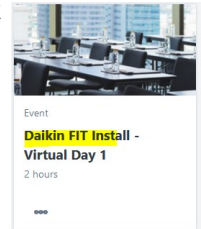
Searching for Training on Daikin University

- On the center of the Daikin Learning Portal’s Welcome page, use the “Search for Training” bar to search for the title or key word of training you are interested in requesting/enrolling in. (Ex., “VRV Installation”)
- To view all available training, click once on the search bar and then click “enter.”
- Once you find the class you would like to register for click on “Select Session” at the bottom right of the event you are choosing.

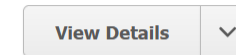


Registering for a Technical Training session (Classroom/Webinar) on Daikin University

- 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. Example to the right.
- 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.



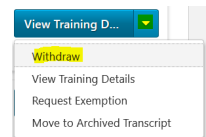
- Click on “Request” to be added to the class.
- If the class is not available to you, the View Details button will be greyed out.



No seats available

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.
- Click on Withdraw.



View Completed Transcripts on Daikin University

- 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.”