
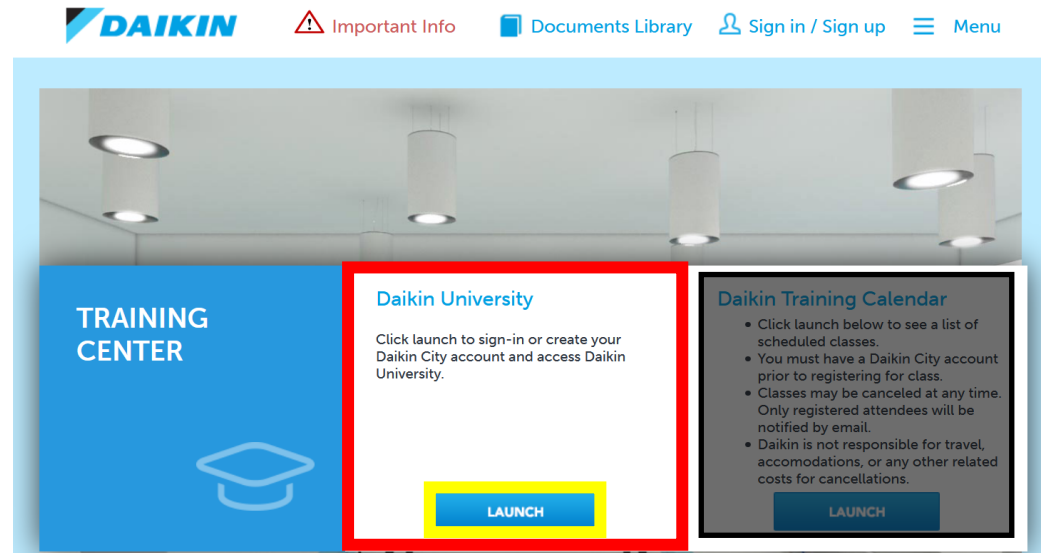


Launching Daikin University from Daikin City

- 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

***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.

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.

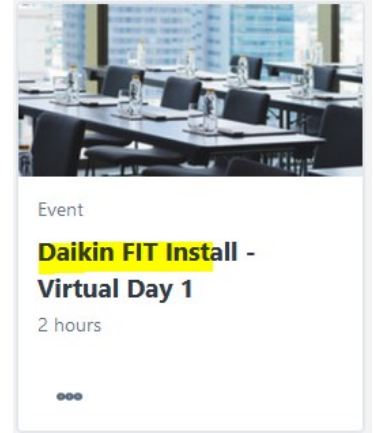


View Completed Transcripts on Daikin University

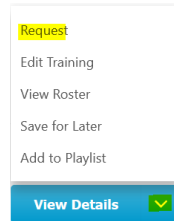
- Sign into your Daikincity.com account and launch the Daikin University from the Training Center.
- On the center of the Daikin Learning Portal's Welcome page, click the button labeled "Completed Training & Certificates."

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

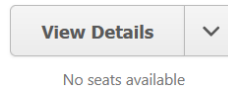
- Once you find the class you would like to register for click on class name to view available sessions of the event you are choosing. Example to the right.
- Select the session you would like to attend and click on the drop-down arrow next to the View Details button to the right of the session you selected.



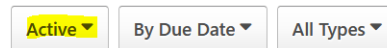
- Click on "Request" to be added to the class.



- If the class is full, 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."



Complete your registration

- Once you are registered, please check your email inbox for a confirmation sent from technicaltraining@daikincomfort.com with the subject line starting with "ACTION NEEDED..."

ACTION NEEDED: Complete your Daikin registration for Daikin FIT Install - Virtual Day 1



Dear Technical Training:

Thank you for your recent interest in Daikin FIT Install - Virtual Day 1 class.

Please complete your registration by going to the link on the attached document below. This is a 4 day class. Please register for all necessary days on Daikin University.

<https://attendeegotowebinar.com/rt/6011858841543198>

YOUR PASSWORD TO JOIN THIS CLASS IS:

**This is your password; please do not share it.

Please remember to sign up for each necessary day on Daikin University to ensure you get completion credit for the class Daikin FIT Install - Virtual Day 1.

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.

