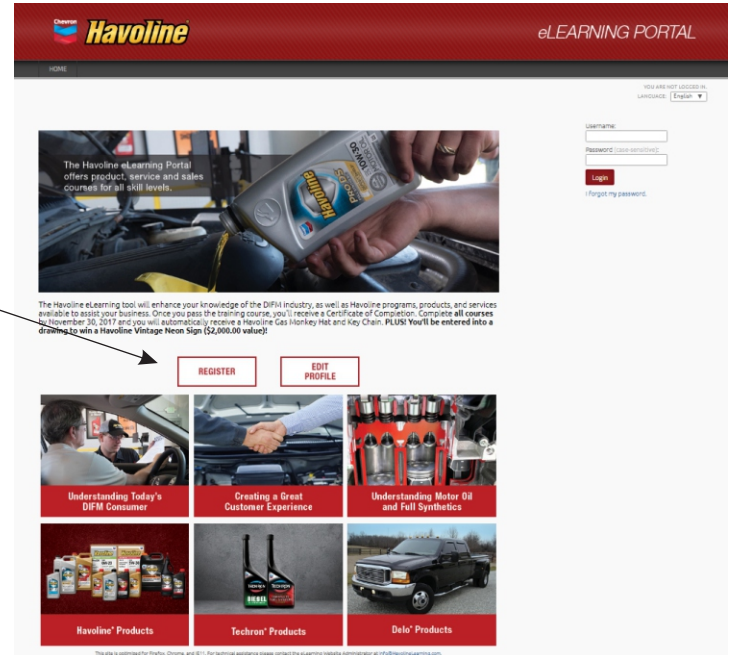


REGISTRATION TIP SHEET

First Time Registration for Single or Multi-Site Installers

1. Go to <http://havoline.elearning-systems.com>

2. Click the “REGISTER” button

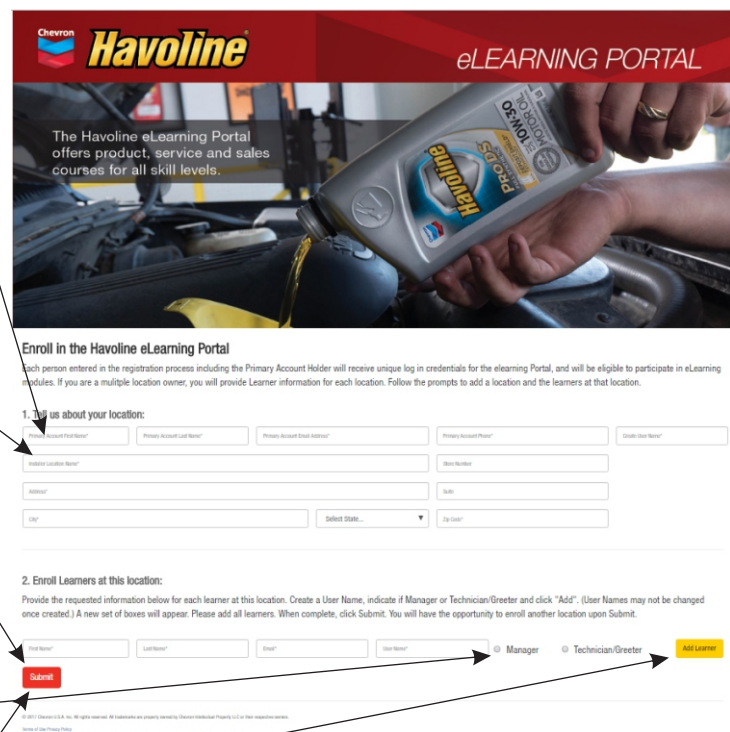


3. **Establish Primary Account Holder** - This is generally the owner or administrator for a single or multiple site installer. This person will have access to reporting for all learners registered and will have access to all courses.

- **Enter all facility information requested/required.** Note: This is actual installer facility information - not home office or administrative office information. For single site installer, this is the facility address. For multiple site installer this is the “first” of multiple facilities to be registered.

4. **Enroll learners at the location.** Learners must be enrolled by Primary Account Holder, and will NOT be able to self enroll. Credentials for accessing the courses will be emailed to each registered participant. If the Learner does not have a known email address, Primary Account Holder should use their email address to receive Learner's credentials. The Primary Account holder will then transmit/communicate credentials to individual learners.

- **Enter learner information including designating each learner a Manager or Technician/Greeter.** NOTE: Manager will have access to reporting for all Learners at that facility.
- Click “Add Learner” to enter each Learner at that facility.
- When ALL Learners for that facility have been entered, click “SUBMIT”.



REGISTRATION TIP SHEET

First Time Registration for Single or Multi-Site Installers

5. If registering multiple sites click “ENROLL ANOTHER LOCATION” and complete Steps 3 - 4 for EACH location.

- When you are done enrolling all locations and Learners, click the “I’M FINISHED” button.
- Credentials will be sent to the email address(es) provided approximately 48 business hours after registration. Please make a record of log-in credential(s) received.



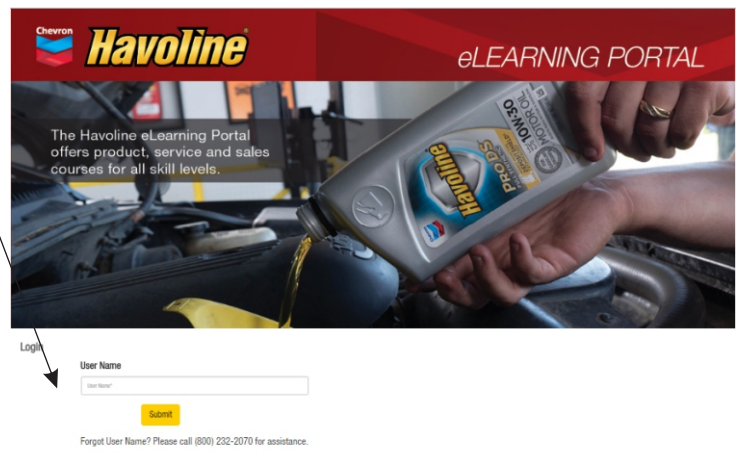
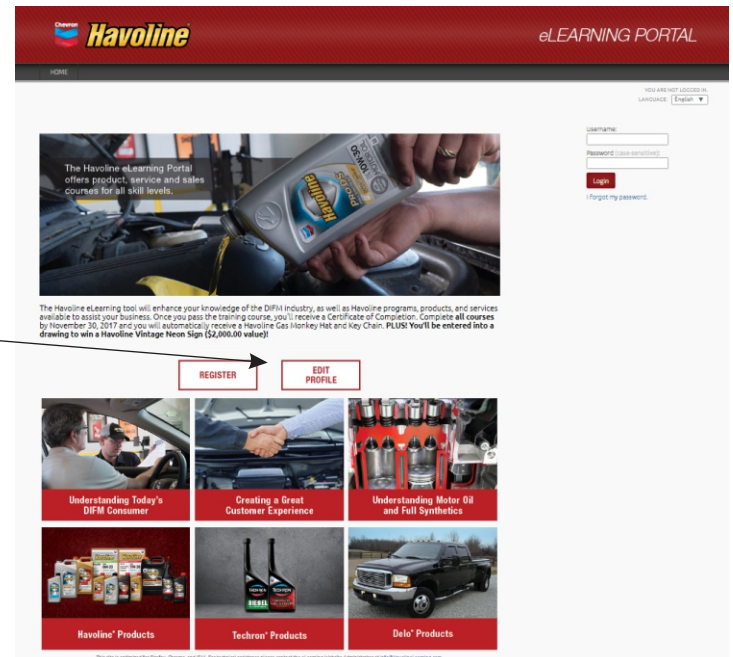
Edit Locations/Learners

Note: Only Primary Account Holder and/or Manager can edit Locations/Learners

1. Go to <http://havoline.elearning-systems.com>

2. Click the “Edit Profile” button

3. Enter the user name you created at time of registration. These credentials were also provided by email after registration. You will be presented with the Edit Profile screen.



REGISTRATION TIP SHEET

Edit Locations/Learners

Note: Only Primary Account Holder and/or Manager can edit Locations/Learners

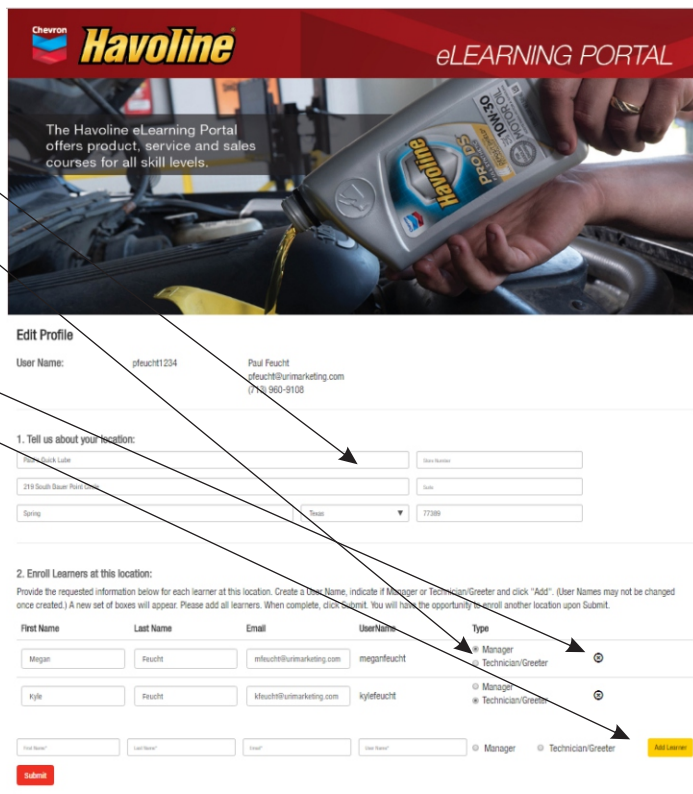
4. To edit a location or Learners at a location, click the edit icon and you will be presented with the Edit Profile screen.

- To delete a location click the "X".
- To add a location click the "Add a Location" button and follow steps 3 - 4 in the Registration Tip Sheet.
- When complete, click "Log Out"



5. When editing a location or Learners at a location:

- Type over any information that needs to be changed in the location or Learner information. User Name CANNOT be edited.
- You can change learner designation by clicking the radio button next to Manager/Technician/Greeter
- Do NOT type over an existing Learners name/email to add or delete a learner
- If Learner has left the company click "Delete User"
- If you are adding a new learner, click "Add Learner" when information is completed. Repeat process to add more than one additional Learner.



6. When complete, click "SUBMIT"

- Credentials for NEW Learners will be sent to the mail supplied in approximately 48 business hours.

Have fun learning!

email: info@havolinelearning.com
for assistance