

Honeywell Learning Hub – Work Instruction – How to Assign Training and Recordkeeping

Honeywell Learning Hub – Free e-learning Training

Click on the link below to view the list of Free-e-learning training courses available to you in the Honeywell Learning Hub as a Hazardous Materials/Dangerous Goods Transportation Professional

<https://www.currieassociates.com/honeywell-learning-hub-free-e-learning-training/>

How to Assign Training

Assignment to Yourself

To assign a training program to yourself:

- 1) access the full list of course(s) by clicking on the link above
- 2) click on the title of the course that you want to assign to yourself
- 3) You will be required to login to the Honeywell Learning Hub
- 4) Click on “Assign to Me”
- 5) Click on “Start Course” to begin completion of the training.

Assignment from Manager to Employee

Send an email request to hrhelp@honeywell.com to assign training courses to employees.

Recordkeeping

In order that you have regulatory compliant records of your successful completion of the training in the learning hub, you must complete the steps below. You are not officially certified until you complete these steps. Make sure that you keep the signed copy in a safe place or give it to your learning leader. If an inspector or an internal auditor requests your certificate, you must be able to provide it quickly.

- 1) Click on the PRINT MY CERTIFICATE link on the screen which appears after successful completion of the final quiz/exam. You must do this before you exit the course. This will take you to a page on our Honeywell Share Point site where you can print out your certificate. You must then print your name and the date of completion on the certificate in order for it to be valid.
 - If you were unable to access and print the certificate through this link, please send a copy of your learning hub certificate indicating the course that you completed to Christine.yakush@honeywell.com. Christine Yakush will then email this customized course certificate to you in PDF file format.
2. After exiting the course, print out your completed learning hub training record/certificate. This is the proof that you have completed this course within the learning hub system.
 - a. Click on “View All” under Learning History
 - b. Then in the list of courses that display on the next screen, locate the course that you just completed and click on the icon that looks like a printer
 - c. The certificate will open on the next screen for you to download or print.
3. Finally, bring your learning hub record/certificate and your printed certificate to your immediate supervisor for review. The printed certificate will need to be signed by your supervisor.