## How to Register for Factory Training in myhht.com / myhhttraining.com



1. From the "Optional Learning" tab, click on the Catalogue called, "Factory Service & Installation Trainings"

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brought to you	by HEARTH& HOM	E les"	QUICK SEARCH	0
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Catalogue List General Information Product Sales Product Technical	egistration	MY ACHIEVEMENTS	OPTIONAL LEARNING	RESOURCES
Courses / Re Catalogue List Factory Service & II General Information Product Sales Product Technical Sales Archived	egistration	MY ACHIEVEMENTS	OPTIONAL LEARNING	RESOURCES

2. Up comes a list of all of the factories. Click your selection.

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Courses / R	egistration		
Factory Service & In	stallation Trainings Catalo	gue » Subjects	
Subjects		Curriculum Group	(Search for a course by Bran
1 Factory-COLVILLE 2 Factory-HALIFAX, 3 Factory-LAKE CIT 4 Factory-MT PLEA	e, wa Pa Y, MN Sant, Ia		

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3. The next screen shows a list of all of the trainings at that factory.

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WELCOME MY LEA	ARNING MY ACHIEVEMENTS	OPTIONAL LEARNING	RESOURCES
Courses / Desistrat	Catalogue Ad	dvanced	
Courses / Registrat	ION	Course List	
Course List	Curriculum Group	(Search for a course by Bra	nd or Catalogue)
HHT Basics of Installing Pellet Ur	its - HALIFAX		
<u>QDF Fundamentals of Servicing C</u>	Luadra-Fire Pellet Units - COLVILLE, WA		

4. Next a registration page appears detailing the information on that course, including the "Registration Button" Click on that button to receive the pop up asking if you are sure you want to register for this course, Click "OK".

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Pellet Units - COLVILLE, WA C QDF Fundamentals of Servi Instructional Media: Description: Job Position: Delivery Provider Name: Competency Authority: Credit Options:	Course » Course Inform cicing Quadra-Fire Pel Colville, WA This day and a half cours Advanced Energy Pellet T Original Energy Pellet Te experience in cleaning pe tools to determine the roo including checklists of be for 12 NFI CEU credits Member Technical HHT (Show More) HHT NFI CEUs	ation let Units - COLVILLE e is designed to teach Qu Fechnologies. It is design st Box as well as the Ad ellet units, changing out c t cause of a unit's failure ist practices and a set of	, WA uadra-Fire servicing te ed to provide learners anced Energy Diagn omponents on units, This course include personal prote	echnicians the basics of trouble maximum hands-on experienc ostic Tool to diagnose issues. S and using published troublesho s burning units. Students will le age from webpage Are you sure you want to re Click the O.K. button to reg	shooting both its Original and es using units and use of the Students will receive hands on oting guides along with testing ave with an installation workbook
36330113	MM/DD/YYYY	MM/DD/YYYY	Local	[	OK Cancel
SI-407 A	07/25/2012	07/26/2012	HHT Colville		

5. This Registration Confirmation Page appears. You may now find this course in your "My Learning" tab.

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