

# How to Create a Daikin University User Account

To create an individual user account, go to <http://daikinuniversity.daikinlearning.com/Default.aspx> and click "Create Account."



**Create New Account**

- \* Login ID **2**
- \* Password
- \* Confirm Password
- \* First Name **3**
- Middle Name
- \* Last Name **4**
- \* Email Address **4**
- \* Company **5**
- \* Company Address
- \* Company City
- Company Non-U.S. State/Province
- \* Company U.S. State Alabama
- \* Company Country UNITED STATES
- \* Company Postal Code
- Customer or Dealer #

<b>1</b>	<b>Create Account</b> – click create account to open the form
<b>2</b>	<b>Login ID &amp; Password</b> – create your own Login ID & Password – note they are case sensitive
<b>3</b>	<b>Name</b> – Enter the name of the student as it should appear on the certificate of completion.
<b>4</b>	<b>Email Address</b> – A unique email address is required for each individual user account.
<b>5</b>	<b>Company Info</b> – Company name and street address.
<b>6</b>	<b>Organization</b> – search for and select your Distributor or Rep in the search box.
<b>7</b>	<b>Job Title</b> – search for and select your job title in the search box.
<b>8</b>	<b>Create!</b> – click Create

\* Organization  Select **6**

Select Organizations

Select an item from search results, then select Save.

\* Job Title  Select **7**

Find Organization:  All words

**8 Create**

**Technical Assistance for Daikin University:**

**Critical Technical Assistance** – For immediate assistance on critical technical issues, call the Help Desk at 713-263-5400.

**Non-critical Technical Assistance** – For non-critical technical assistance, please email [helpdesk@goodmanmfg.com](mailto:helpdesk@goodmanmfg.com). Responses to your inquiry will be within 24-48 hours.

