HONEYWELL ACADEMY

Honeywell "myProcess" Account Creation/Registration Process

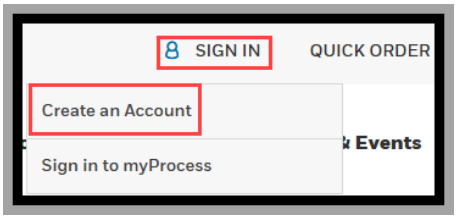
Steps for Account Setup:

1. Registration
2. Receive email link
3. Activate Account Click on email link - be taken to a URL to enter the password
4. Select primary account from the list provided based on the email domain
5. HPS Web Team finalizes your account
6. Registration is complete
7. Case Closure
8. How To Request Buyer Access **Note: This step must be completed if you intend to purchase training or look up course pricing using our eCommerce platform.**
9. Quick Tips

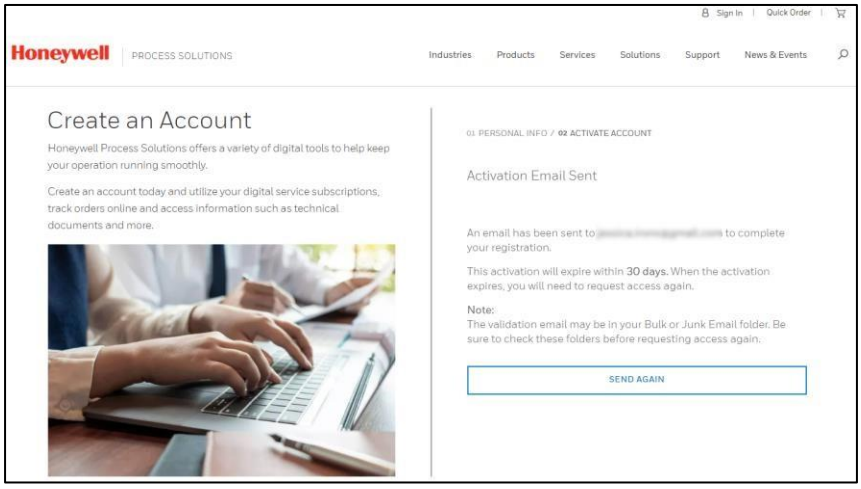
HONEYWELL ACADEMY

Note: If you intend to purchase training or look up course pricing using our eCommerce platform. Please complete Step 8: How To Request Buyer Access

1. **Registration**
    a. To create an account, navigate process.honeywell.com and click the "Sign In" button on the top/right menu.



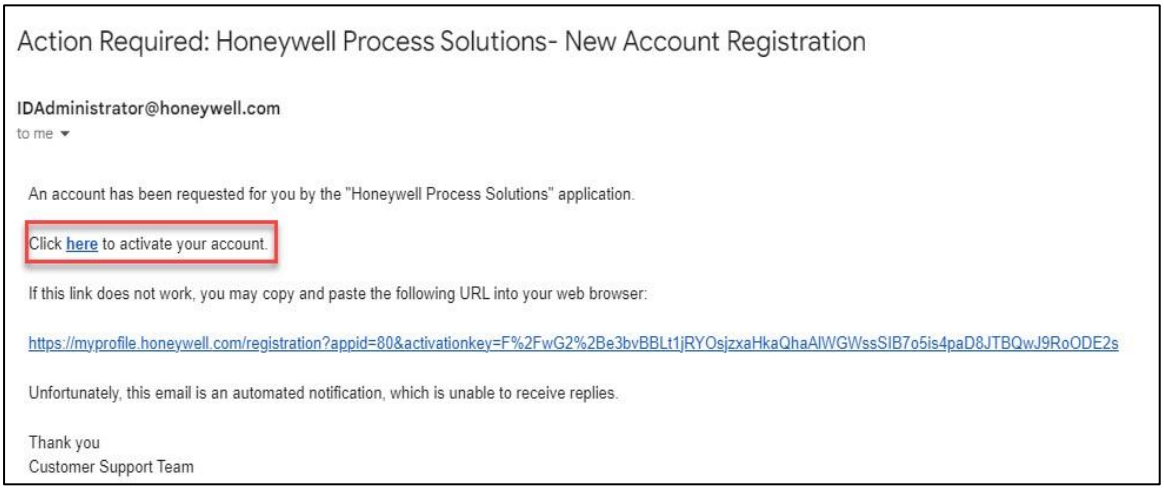
    b. Select: Create an account
        i. NOTE: If you are already registered on another Honeywell system or portal, you will be prompted through the **Simplified Registration Process**.
    c. Fill out the registration form.
        i. Reference the Character Count/Requirements in the Quick Tips section of this document.
        ii. **NOTE:** Please ensure you use a company email address with a company domain name



2. **Receive email link:** When you first register for a new account, you will receive a confirmation email to follow a link and confirm your account.
3. **Activate:** Click on the word "Here" in the email to activate your account.
    a. You will be taken to a URL to enter your username & password
    b. ***NOTE: Be SURE to click the link in the email you receive! Otherwise, your account will not fully be setup and it will require additional time/manual intervention to finalize your registration.***

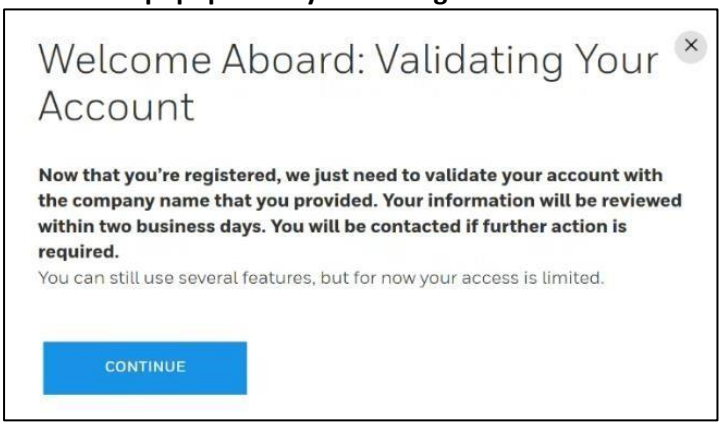
c. Once you click the link, the confirmation page will include your registration details such as your name, email, address, etc.

d. Click “Create Account” at the bottom of the page and you will be taken to a Sign-In Screen.



NOTE: When you attempt to login right away, you *might* immediately be logged off and see this error message. *This depends on a setting in our backend…. This is completely normal – it can take 24-48 hours for your account to be fully set up.*

However, you *should* see this popup when you first login:



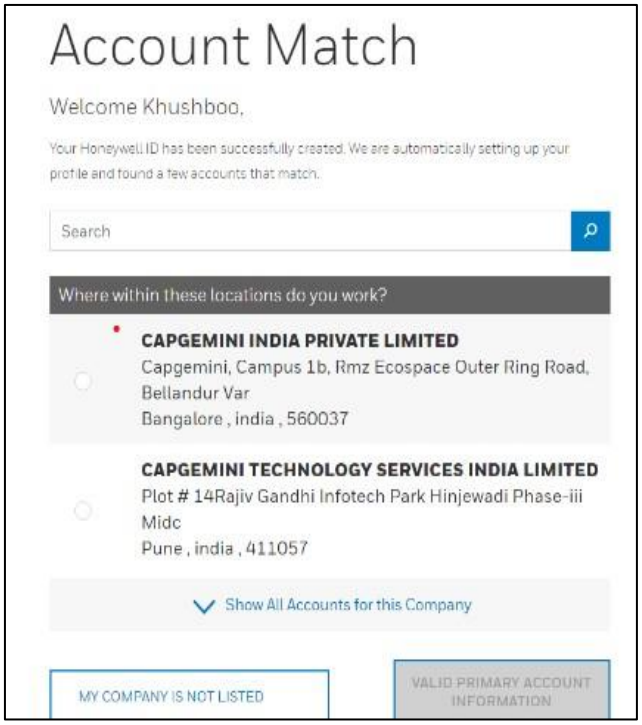
4. **Select Primary Account:** Once your account is created, you can log in.

   a. NOTE: for security purposes, we have enabled MFA (Multi-Factor Authentication), so you will be asked to input a code from an email when you first log in.

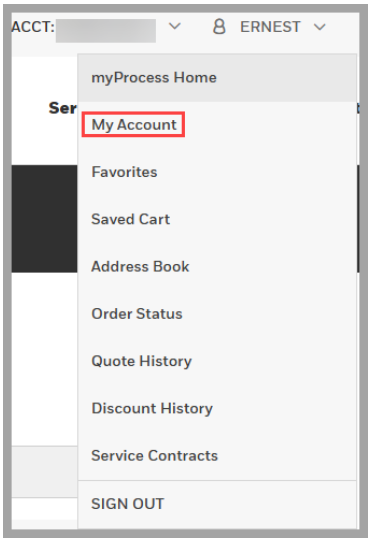
b. Once you are logged in, you will be prompted to select an account. If Honeywell has a record of you in our database, you will be prompted to select an account from a list provided. The list is provided based on your email domain.

c. If several are listed and one is the right Company/HQ, but not the right address, please choose the HQ. This will help ensure a timelier approval of your request/buyer access.

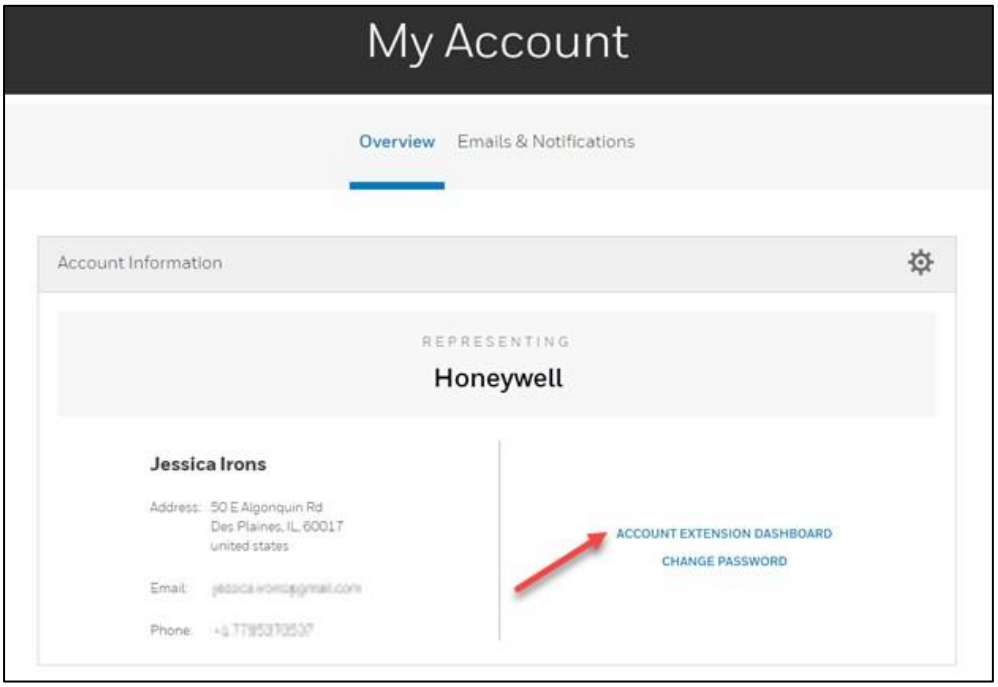
d. This will set up the chosen account as your "default" account.



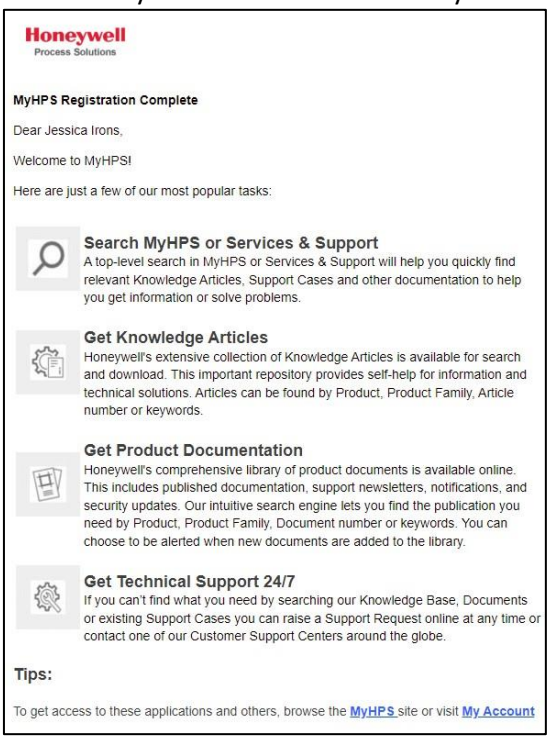
e. If you need access to additional accounts, after you've selected your primary, you can click on the drop-down menu by your name at the top of the site and select "My Account".



f. Once on the Account Page, select the "Account Extension Dashboard" link next to your name



5. **Web Team Finalizes Your Registration:** Once you have selected your primary account, the HPS Web Team will get your account fully set up and you will receive an email when your registration is complete.
6. **Congratulations!** You now have a Honeywell Process Solutions "myProcess" account!



Honeywell
Process Solutions

MyHPS Registration Complete

Dear Jessica Irons,

Welcome to MyHPS!

Here are just a few of our most popular tasks:

Search MyHPS or Services & Support
A top-level search in MyHPS or Services & Support will help you quickly find relevant Knowledge Articles, Support Cases and other documentation to help you get information or solve problems.

Get Knowledge Articles
Honeywell's extensive collection of Knowledge Articles is available for search and download. This important repository provides self-help for information and technical solutions. Articles can be found by Product, Product Family, Article number or keywords.

Get Product Documentation
Honeywell's comprehensive library of product documents is available online. This includes published documentation, support newsletters, notifications, and security updates. Our intuitive search engine lets you find the publication you need by Product, Product Family, Document number or keywords. You can choose to be alerted when new documents are added to the library.

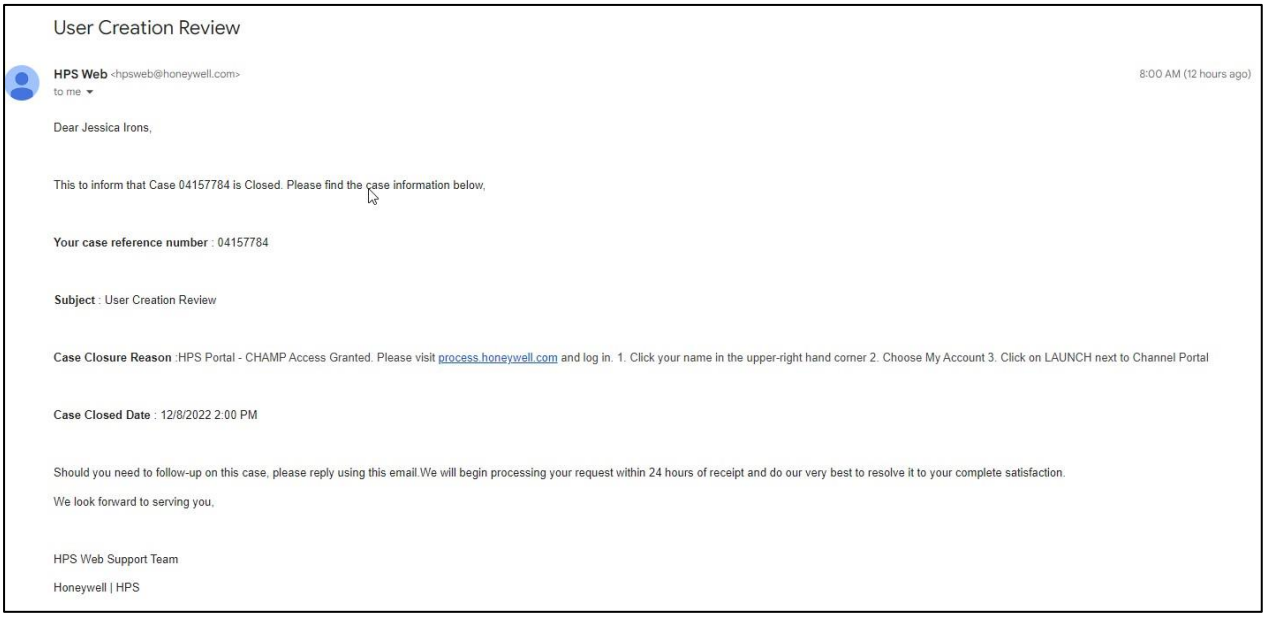
Get Technical Support 24/7
If you can't find what you need by searching our Knowledge Base, Documents or existing Support Cases you can raise a Support Request online at any time or contact one of our Customer Support Centers around the globe.

Tips:

To get access to these applications and others, browse the MyHPS site or visit My Account

NOTE: Depending on the account type, you might get emails mentioning you have been added to different community groups in SFDC. You can unsubscribe by clicking the link in the name of the group on the emails you receive.

7. **Case Closure email:** Once your registration is completed, you will receive an email notification that your support case for User Creation is being closed**.**



User Creation Review

HPS Web <hpsweb@honeywell.com> 8:00 AM (12 hours ago)
to me

Dear Jessica Irons,

This to inform that Case 04157784 is Closed. Please find the case information below,

Your case reference number : 04157784

Subject : User Creation Review

Case Closure Reason :HPS Portal - CHAMP Access Granted. Please visit process.honeywell.com and log in. 1. Click your name in the upper-right hand corner 2. Choose My Account 3. Click on LAUNCH next to Channel Portal

Case Closed Date : 12/8/2022 2:00 PM

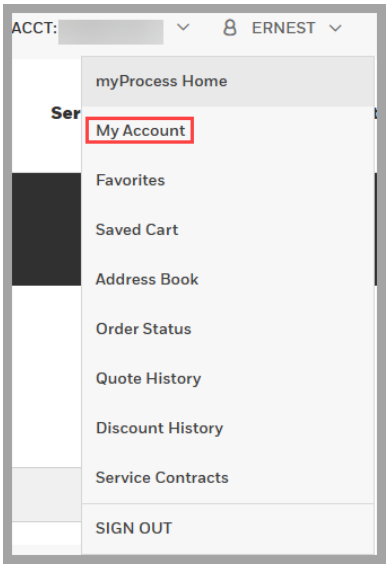
Should you need to follow-up on this case, please reply using this email.We will begin processing your request within 24 hours of receipt and do our very best to resolve it to your complete satisfaction.

We look forward to serving you,

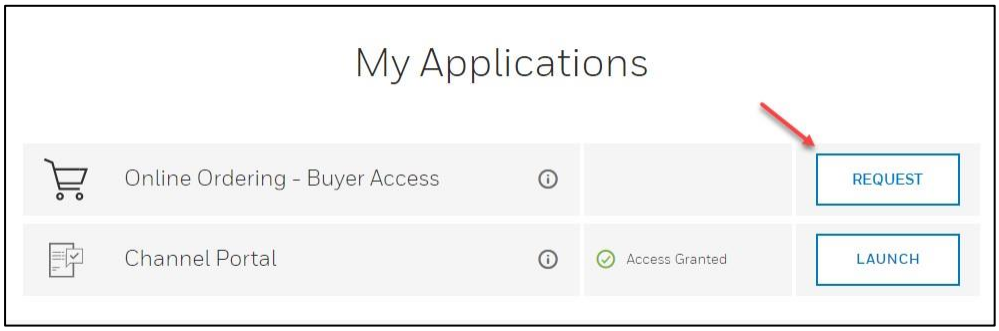
HPS Web Support Team

Honeywell | HPS

8. **Buyer Access**: If you did not request buyer access upon registration, you can follow the steps below to request access afterwards. You can also **watch this video** for a quick tutorial on how to request.
    1. Sign in
    2. Navigate to My Account (under drop down menu under name)



    3. Scroll down to “My Applications”, click “Request” next to Buyer Access.



4. You will then receive a popup indicating that your request is being reviewed. Your request should be approved within 24 to 48 hours.
5. If your access gets denied and you believe this is in error, please reach out to HPSWeb@honeywell.com and they will work with the appropriate business contacts to investigate the issue.

9. Quick Tips:

a. Shared between users of a common account:

- Quotes
- Order history/status
- Saved Cart
- Discount history

b. Unique to Users (not shared across users in an account)

- Favorites
- Active Cart
- Saved Searches

c. Characters & Count Requirements for Registration:

Field	**Character Rules & Length Requirements**
First Name	• Characters NOT Allowed: ![@%^&()*{}[];:,<>? • Character count can be between 1-30.
Last Name	• Characters NOT Allowed: ![@%^&()*{}[];:,<>? • Character count can be between 2-30.
Company Name, Business Address, City	• Characters NOT Allowed: ![@%^&()*{}[];:,<>? • Character count can be between 3-64
Company Email Address	• Characters NOT allowed: Spaces, < > ( ) [ ] . , ; : @ " \ • Only a to z, A to Z and 0 to 9 allowed after @ and before dot in email id • Only a to z and A to Z are allowed after dot 2 or more times. • Honeywell.com domain is not allowed (internal users can just login with their Honeywell Credentials)