Online Training For Authorized Distributors

How To:
- Create an Account
- Register for Training
How to Access the Portal and Register for Training

The following is intended to supply clear direction on how to register for training in the TechXchange II LMS.

Please note: **Each person requiring training will need to have their own account to register for training.**

1. Go to the TechXchange website at the following link: [https://www.onlinetechxchange.com/](https://www.onlinetechxchange.com/)
2. Click on “View All” under the appropriate product.

3. Click on “Create An Account”.

4. Click on “Authorized Distributors”.
5. Select the drop-down arrow for “Americas”.

![Drop-down menu for Americas]  

6. Click “here” to enroll.

![Authorized Distributors in The Americas]  

7. If you are a new user, select “Create Your Own Account”.

If you are a current user, go to Step 12.
8. Enter your information on the ACCOUNT DETAILS form. Mandatory fields are marked with *.

Note: Your organization code is your SAP account number. Make sure to enter “TXC-” before your account number. (Example: TXC-6005151)

9. Click Save to proceed. If the confirmation email is not received within 30 minutes, please contact the Training Department at: training.ansul@jci.com.

10. Open email and click on the link provided.

11. Enter “Username” and “Password”.

Note: New users and existing users login with username and password.
12. Your home screen will appear as shown below.

13. Registration for Training:
   
   a) Search for desired training.
   
   b) Enter the training class you require and then press enter.

   (New users might experience a deficient training library or incomplete search results. Please allow one business day after creating an account for all contracted training activities to become visible.)
14. Scroll through the list of available classes. Note the dates are at the bottom of the descriptions. To find the location, click on “SELECT” and “VIEW DETAILS”.

15. Upon choosing your desired class, click on the “REGISTER” button.

(Class shown below is for reference only)

16. Pay for the training, click on “PAY NOW”. Credit Cards or Purchase Order #’s are accepted.
17. After successfully completing the payment process, your training will show up on your home screen.

18. If additional classes need to be scheduled, repeat steps 13 - 17.