

Dear Learner,

Thank you for your interest in our Training Programs.

This document gives you precious guidelines on **How to register** to Danfoss Learning; **How to enroll** in a Program and **How to Launch** a Program.

The Program will appear on your **Home** dashboard under the **In-Progress Learning Activities portlet**. Here the material will keep being accessible at your convenience. You just have to click on the **Launch** link.

What to do...

How to do...

For **new Learners:**

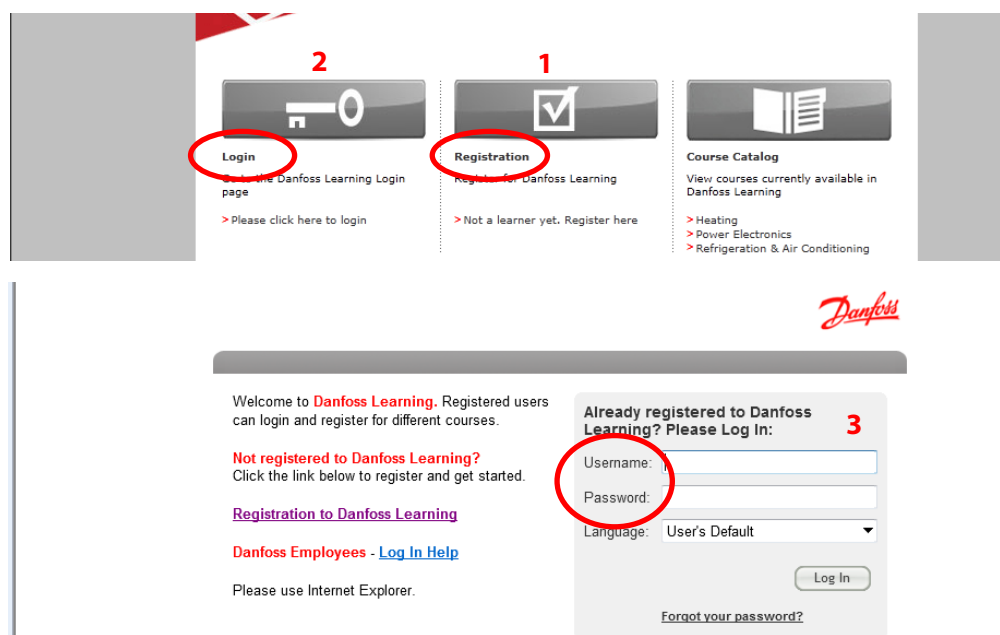
Step 1 is to **Register (1)** to Danfoss Learning

Username & password sent within a few hours

For **registered Learners:**

Login (2) and **Enter (3)** your credentials

Go to www.learning.danfoss.com



The screenshot shows the Danfoss Learning website interface. At the top, there are three main buttons: 'Login' (with a key icon), 'Registration' (with a checkmark icon), and 'Course Catalog' (with a book icon). The 'Login' button is circled in red and labeled '2'. The 'Registration' button is circled in red and labeled '1'. Below these buttons, there are links for 'Login' and 'Registration'. The 'Course Catalog' button is also circled in red. Below the buttons, there is a 'Welcome to Danfoss Learning' message. To the right, there is a 'Log In' form with fields for 'Username', 'Password', and 'Language'. The 'Log In' button is circled in red and labeled '3'. Below the form, there is a 'Forgot your password?' link.

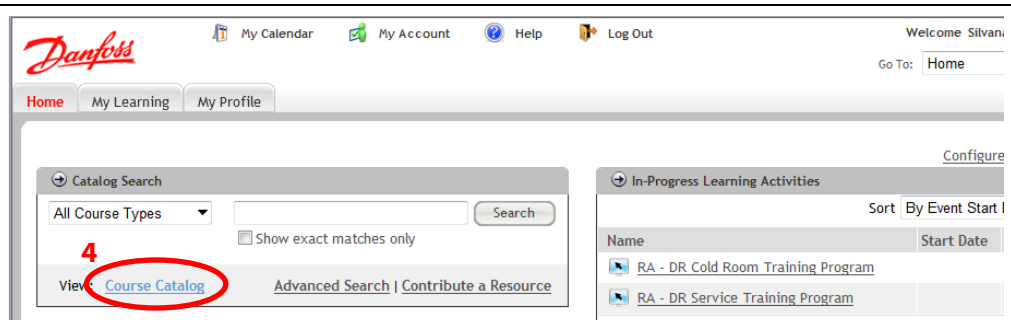
😊 **TIP: Save this address <https://danfoss.sabahosted.com/Saba/Web/Main> displayed as Danfoss Learning into your Favorites.**

Your Username is your email address – Select a Password that you already use to connect to another application (it's easier to remember).

It is recommended to use **Internet Explorer Browser** to run properly Danfoss Learning.

Once logged in, you access your **Home** page.

Locate the **Catalog Search portlet** and click on the **Course Catalog (4)** link



The screenshot shows the Danfoss Learning dashboard. At the top, there is a navigation bar with links for 'My Calendar', 'My Account', 'Help', and 'Log Out'. Below the navigation bar, there are tabs for 'Home', 'My Learning', and 'My Profile'. The 'Home' tab is selected. Below the tabs, there is a 'Catalog Search' portlet with a search box and a 'Search' button. The 'Course Catalog' link is circled in red and labeled '4'. To the right, there is an 'In-Progress Learning Activities' portlet with a table of courses. The table has columns for 'Name' and 'Start Date'. The courses listed are 'RA - DR Cold Room Training Program' and 'RA - DR Service Training Program'.

Select **1.07 Full External Training Programs (5)** category

In-Progress Learning
My Completed Courses
Evaluations & Surveys
Simple Search
Advanced Search
View Course Catalog
All Learning Activity
Learning Requests
Knowledge Center
Simple Search
View Catalog

View the Catalog

1. Refrigeration & Air Conditioning

- 1.01 Refrigeration and A/C Applications
- 1.02 Refrigeration and A/C General
- 1.03 Refrigeration and A/C Products
- 1.04 Refrigeration and A/C Refrigerants
- 1.05 Refrigeration and A/C Theory
- 1.06 Refrigeration System Components
- 1.07 Full External Training Programs** **5**

2. Heating

- 2.01 Balancing Valves
- 2.02 Burner Components
- 2.03 District Energy Controls
- 2.04 Floor Heating
- 2.05 General Heating Training
- 2.06 Heat Exchangers
- 2.07 Heat Pumps
- 2.08 HVAC

Click on the **Programs (6)** you are interested in

In-Progress Learning
My Completed Courses
Evaluations & Surveys
Simple Search
Advanced Search
View Course Catalog
All Learning Activity
Learning Requests
Knowledge Center
Simple Search
View Catalog

View the Catalog

Top>

1. Refrigeration & Air Conditioning> **1.07 Full External Training Programs**

- Refrigeration Fundamentals Training Program
- Training Programs for Installers/Contractors** **6**
- Training Programs for OEMs
- Training Programs for Wholesalers

Delivery Type: Title:

Click on the **Title** link **(7)** to view the content and learning outcomes and **Register (8)** from the description page

View Catalog

Learning Offerings Print | Export | Modify Table

Title	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Owner	Current Waitlist	Price	Register
RA - DR Air Conditioning Training Program	eLesson						English	Liselotte Nielsen	0	0.00 EUR	Register
RA - DR Chillers Training Program	eLesson						English	Liselotte Nielsen	0	0.00 EUR	Register
RA - DR CO2 Installations Training Program	eLesson						English	Liselotte Nielsen	0	0.00 EUR	Register
RA - DR Cold Room Training Program	eLesson						English	Liselotte Nielsen	0	0.00 EUR	Register

Select **Place Order (9)** if you have finished your selection or **Continue Shopping** if you want to select another Training Program to add in the Cart

[Home](#) [My Learning](#) [My Profile](#)

10

In-Progress Learning
My Completed Courses
Evaluations & Surveys
Simple Search
Advanced Search
View Course Catalog
All Learning Activity
Learning Requests
Knowledge Center
Simple Search
View Catalog

Create Order

1. Review Learning Items ↔ 2. Print Receipt

Order Contact: Peter Brown
Billed To: Peter Brown

Title	Learner	Status	Actions	Price
RA - DR Cold Room Training Program	Peter Brown	Confirmed	Remove From Cart	0.00 EUR

Order Total 0.00 EUR
Discount 0.00 EUR
Total 0.00 EUR

[Continue Shopping](#) [Place Order](#) **9**

Click to return to your **Home (10)** page

From your **Home** page you can see the programs you have enrolled in from the **In-Progress Learning Activities (11)** portlet

Click on the **Title (12)** link

Scroll down.

You now see all eLessons included in this Program.

Click a **Launch (13)** button to open a specific module and start your learning process.

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
RA - DR Cold Room Module 1 - Introduction	Content Module	Optional	Attempts Allowed: Unlimited Mastery Score: 75.00	Not Evaluated		Launch
RA - DR Cold Room Module 2 - Applications	Content Module	Optional	Attempts Allowed: Unlimited Mastery Score: 75.00	Not Evaluated		Launch
RA - DR Cold Room Module 3 - Cooling Load Calculation - Part1	Content Module	Optional	Attempts Allowed: Unlimited Mastery Score: 75.00	Not Evaluated		Launch
RA - DR Cold Room Module 3 - Cooling Load Calculation - Part2	Content Module	Optional	Attempts Allowed: Unlimited Mastery Score: 75.00	Not Evaluated		Launch
RA - DR Cold Room	Content Module	Optional	Attempts Allowed: Unlimited	Not Evaluated		Launch