



Learning Management System Quick Reference Guide

Accessing Courses Recognized for NATE Credits

© Copyright – 2010 HVAC Learning Solutions. Confidential information.

This material is property of HVAC Learning Solutions, Inc. and is intended for the use of its employees and customers only. All rights reserved. Any duplication and/or distribution must first be approved in writing by HVACLS, Inc. All trademarks are the property of the respective owners and are used by permission. All rights reserved.

Accessing Courses Recognized for NATE Credits

To start using the LMS and access online courses available for NATE credit, follow these simple steps:

1. Go to www.hvacls.com.
2. In the "Registered Users Log On" box, enter your User ID and Password. Select "submit" (see graphic on right).
3. You will be taken to your personal home page. If you have trouble signing in, please contact us at:
info@hvacls.com
or 800-654-3283, Option 2

Registered Users Log On to the Learning Management System

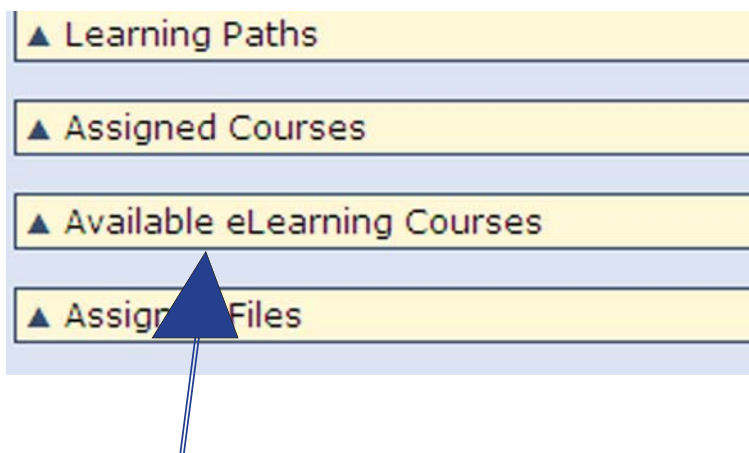
First-time users please change your password after logging in.

Username

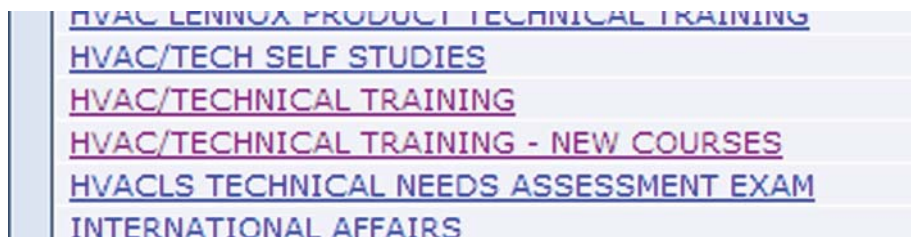
Password

[Forgot your ID or password?](#)
[Learn more about logging on.](#)

Powered by [TTN Learning](#)



4. Choose "Available eLearning Courses."



5. Browse and locate the HVAC/Technical categories. All the courses in these categories are NATE recognized. (Some of them have "NATE" preceding the titles, but all technical courses in these categories can be taken for NATE credits.

Accessing Courses Recognized for NATE Credits

[NATE - Achieving Proper Airflow In Retrofit Applications](#)

This course will provide you with an overview of achieving proper airflow in retrofit applications. Covering topics such as total air pressure, velocity pressure, static pressure proper friction rate and using a duct calculator. [More >>](#)

Faculty: [HVAC L](#)
Length: 30:00
Course Highlight

[NATE - Basic Air Conditioning Series](#)

This course will provide you with an overview of basic air conditioning. Including industry terminology, capacity ratings, efficiency ratings, basic operation and refrigeration cycles. [More >>](#)

Faculty: [HVAC L](#)
Length: 1:00:00
Course Highlight

6. Click on a category to see the list of course titles in that group.
7. Choose the course(s) you want to take.
8. Complete the course(s).

▼ Completed Training			
Show completed: <input type="text" value="Courses"/>			
Completed Courses	Date / Time	Certificate	
HVAC Training			
• Heat Pump Operation	06/24/09 4:52 PM	Print	
• HVAC Essentials - An Introduction to AC ...	06/19/09 1:55 PM	Print	
• Lennox Residential Product - Generators	11/10/08 12:32 PM	Print	
• Lennox Residential Product - XC15 / XP15...	01/16/09 2:14 PM	Print	
• Lennox Residential Product - XC21 / XP19...	01/16/09 2:18 PM	Print	
• Lennox Service I - 01 - Refrigeration Cy...	07/01/09 3:30 PM	Print	
• NATE - What The Fan Laws Can Do For You	07/10/09 12:53 PM	Print	
• Selling IAQ	11/10/08 12:30 PM	Print	
• Using The Superheat, Subcooling, And App...	06/22/09 2:41 PM	Print	
Personal Development			
• Dream Big Dreams	07/13/09 4:23 PM	Print	

9. After you have finished the course(s), go back to your home page and choose the "Completed Training" option to see the list of courses you have successfully completed.
10. Go to the "Certificate" column next to the NATE course(s) you completed and select "Print."

Accessing Courses Recognized for NATE Credits

11. You will be asked which type of certificate you want to print - a Standard Certificate or a NATE Certificate. Choose NATE Certificate.

Please select the certificate you would like to print.

12. Submit this certificate to NATE.