



HOUSE OF TRAINING

My Client Portal User's Guide



INTRODUCTION

The client portal allows you to have a complete overview of your training, including:

- your registrations
- your bills and payments
- your appointments and course materials in PDF format
- your attendance certificates in PDF format

USER'S GUIDE

Account Creation

When you first registered, you created a House of Training customer account (personal or corporate).



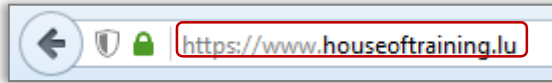
This account grants you access to your client portal.

If you have already registered for one of our training courses, your customer account will already exist. The creation of a new account will generate a duplicate record and will not give you access to data previously registered with us.

If you have a company account, only the person in charge of the company's training program will have access to the information about your training, including course materials.

Note: Your **username** or **identifier** is, by default, your email address. For companies with multiple entities, the identifier may be different for each entity.

Connecting to the portal



Enter your username (your email address) and your password.

If you have forgotten your password, insert your username (your email address) and then click on the "Reset your password" link. A new link will be sent to your email address. **Be careful, as the link will expire after 24 hours.**

A screenshot of the website's login and registration page. The page is split into two columns. The left column is titled "Connexion" and contains three input fields: "Identifiant" (with a vertical cursor), "Mot de passe", and a "SE CONNECTER" button. Below the "SE CONNECTER" button is a link that says "RÉINITIALISER LE MOT DE PASSE". The right column is titled "Créer un compte" and contains two radio button options: "Compte entreprise" (selected) and "Compte privé". Below these options is a "S'INSCRIRE" button. Red boxes highlight the "Identifiant" and "Mot de passe" fields, the "SE CONNECTER" button, the "RÉINITIALISER LE MOT DE PASSE" link, and the "S'INSCRIRE" button.

Management of your portal

Once connected, you will have an overview of:

- your training orders
- your registrations
- your bills and payments

The screenshot displays a user portal interface. At the top, there is a navigation bar with the following tabs: "Mon compte", "Devis", "Commandes", "Inscriptions", "Prérequis inscriptions", and "Factures". Below the navigation bar, the main content area is divided into several sections, each separated by a horizontal line:

- Vos Devis** Il n'y a actuellement pas de devis pour votre compte.
- Vos commandes** 1
- Vos inscriptions** 1
- Vos prérequis d'inscription** Il n'y a actuellement pas de prérequis d'inscriptions pour votre compte.
- Vos factures et paiements** 1

1. In "**Your Orders**", click on the order number to open it and access your invoice.

Vos commandes

Ordre de vente #	Date de la commande		Total
SO39108	16/09/2017 11:22:57	✓ Terminé	1 024,85 EUR

Commande SO39108

Factures
📄 2017/37589 16/09/2017 ✓ Payé

Formation	Prix unitaire	Participants	Sous-total
Accès aux professions de l'Immobilier Session de formation: mercredi 6 décembre 2017	995,00 EUR	1	995,00 EUR

Contact
✉ customer@houseoftraining.lu

Montant hors-taxe : 995,00 EUR
Taxes : 29,85 EUR
Total : 1 024,85 EUR

2. In "**Your Registrations**", click on the registration number to access:

- Your course materials
- Your certificate of attendance (available 48-72 hours after the date of the training)
- Your schedule (the dates of the training sessions)

Vos inscriptions

# inscription	Formation	Participant	Date		Total
SUBL/213630	Accès aux professions de l'Immobilier		06/12/2017 18:30:00	✓ Confirmée	995,00 EUR

Inscription SUBL/213630

ACCÈS AUX PROFESSIONS DE L'IMMOBILIER

PLANNING

Pack: Formation & Examen | 995,00 EUR

Date formation: From 06/12/2017 18:30 à 24/02/2018 12:10

Participant

Client

Certificats

Attestation de présence

Support de cours et document liés :

Immobilier_cours complet
Session 10 2017.pdf

3. In "**Your bills and payments**", click on the invoice number to download it as a PDF.

Vos factures et paiements				
Facture n°	Date de facturation	Date d'échéance		Montant dû
2017/37589	16/09/2017	16/10/2017	✓ Payée	0,00 EUR

Private Account or Company Account

Attention, if your account is for a company, only the person managing the account will have access to information about your training, including course materials.

QUESTIONS?

Contact us at: customer@houseoftraining.lu, +352 46 50 16 – 1.