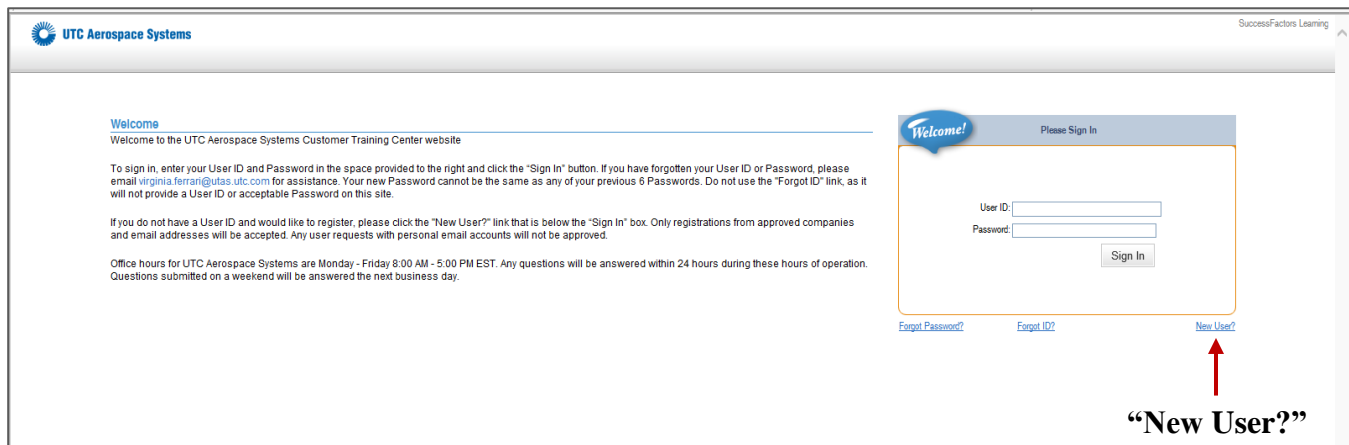


How to register on the UTC Aerospace Systems' Customer Training Center website

This website will allow you to search the course calendar, register for instructor-led or online courses, and view training manuals. Please follow the steps below to create a new user account to submit for approval.

Step 1: Access website to create a New User account

- Click here to access the website: <https://utc-external.plateau.com/plateau/user/login.jsp>
 - The screen below will appear.
- Click the "New User?" link below the login box to begin your new account request.



Step 2: Complete new account information sheet and submit for approval

- You will have immediate access to "Easy Links" information for review
 - Notification of your approval status will be emailed to you within 24 hours after an overnight refresh (during weekdays only).
 - **NOTE: Company email address is required for approval (no exceptions)**
- Once approved you may search the catalog, register for scheduled classes and view training manuals.

PASSWORD HINTS:

- Select passwords that are difficult to guess; for example mix UPPER CASE, lower case, and digits. Please remember that passwords are CASE SENSITIVE and need to be entered exactly as created
- Length of the password must be between 6 and 40 characters
- Password cannot contain User ID
- Passwords must be changed every 90 days; a notification email will be sent to remind you
- New password cannot be same as any of the previous 6 passwords

SECURITY QUESTION TIPS:

- Your security question will be used if you forget your password
- Choose a question you will remember the answer to. For example:
 - What is your mother's maiden name?
 - What is your favorite color?

Questions or additional help: gphsctc@hs.utc.com