



HOUSE OF TRAINING

My Client Portal User's Guide



INTRODUCTION

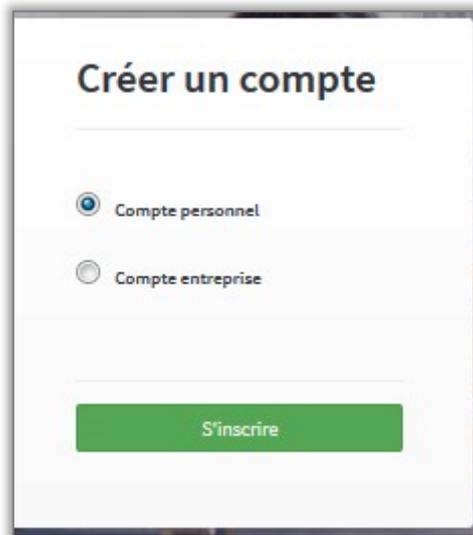
The client portal allows you to have a complete overview of your training, including:

- 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).



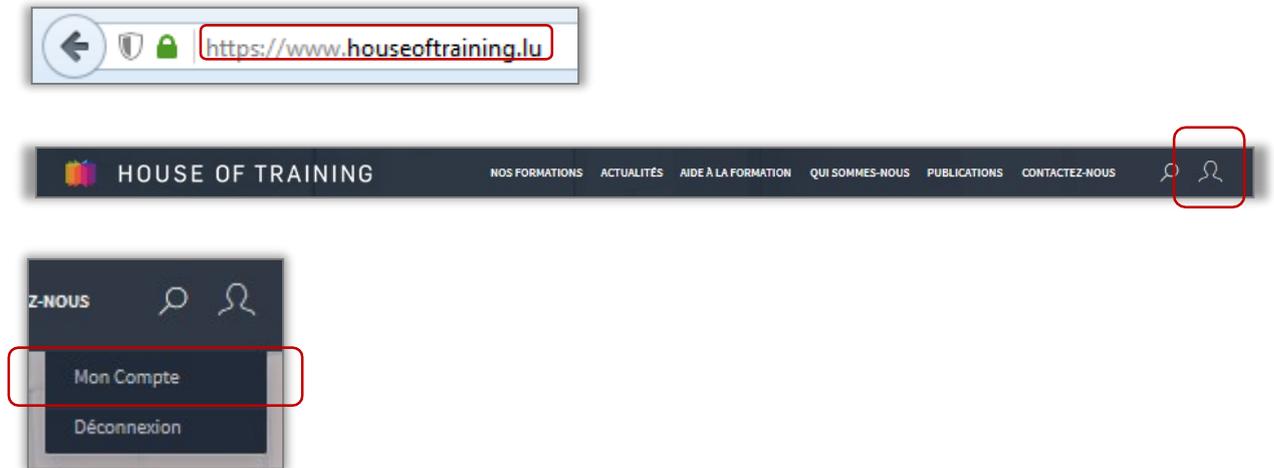
This account grants you access to your client portal.

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.**

The screenshot displays two side-by-side forms. The left form, titled "Connexion", contains an "Identifiant" input field, a "Mot de passe" input field, a green "Se connecter" button, and a "Réinitialiser le mot de passe" link. The right form, titled "Créer un compte", features two radio buttons: "Compte personnel" (selected) and "Compte entreprise", and a green "S'inscrire" button. The word "OU" is centered between the two forms.

Management of your portal

Once connected, you will have an overview of:

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

The screenshot displays the 'Mon Compte' (My Account) interface. It features a teal header with a user profile icon and the title 'Mon Compte'. Below the header, there are three main sections: 'Vos devis' (Your quotes), 'Vos commandes' (Your orders), and 'Vos inscriptions' (Your registrations). The 'Vos commandes' section contains a table with one order. The 'Vos inscriptions' section contains a table with one registration. The 'Vos factures et paiements' (Your bills and payments) section contains a table with one bill.

Vos devis

Votre compte ne contient aucun devis.

Vos commandes

Commande #	Date de confirmation	Total
SO4653	14/01/2016	252,35 EUR

Vos inscriptions

Inscription	Formation	Participant	Date	Total
SUBL/168981	Accès aux professions de l'HORECA		16/01/2016 08:30	245,00 EUR

Vos factures et paiements

Numéro de facture	Date de facturation	Date d'échéance	Total
2016/20852	15/01/2016	14/02/2016	252,35 EUR

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

Vos commandes		
Commande #	Date de confirmation	Total
S04653	14/01/2016	252,35 EUR

Commande S04653

Invoices
2016/20852 15/01/2016 ✓ Paiement validé

Training	Prix unitaire	Quantité	Subtotal
Accès aux professions de l'HORECA Choisissez votre... samedi 16 janvier 2016	245,00 EUR	1	245,00 EUR

Contact

Untaxed Amount: 245,00 EUR
Taxes: 7,35 EUR
Total: 252,35 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)

Inscription	Formation	Participant	Date	Total
SUBL/168981	Accès aux professions de l'HORECA		16/01/2016 08:30	245,00 EUR

Accès aux professions de l'HORECA

Planning Résultats

Pack: Formation & Examen | 245,00 EUR Facture: 2016/20852 2016-01-15 Païement validé

Date de la formation: Du 16/01/2016 08:30 au 05/03/2016 12:30

Participant	Client	Certificats
		Certificat de présence

Supports de cours:

Connaissances spécifiques_Annexes_Vente d'alcool à des mineurs.pdf	Connaissances spécifiques_Annexes_Prostitution et Proxénétisme.pdf	Connaissances spécifiques_Annexes_Hotellerie.pdf	Connaissances spécifiques_Annexes_Droit d'établissement.pdf
Connaissances spécifiques_Annexes_Code du travail.pdf	Connaissances spécifiques_Annexes_Code de la consommation.pdf	Connaissances spécifiques_Annexes_Cabarets.pdf	Connaissances spécifiques_Annexes_Jeux de Hasard.pdf
Règles générales d'Hygiène_Annexes.pdf	Règles générales d'hygiène et de sécurité des denrées alimentaires_01 2014.pdf	Respect des droits de l'Homme 01 2014.pdf	Connaissances spécifiques à la profession_v8 2013.pdf

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

Numéro de facture	Date de facturation	Date d'échéance	Total
2016/20852	15/01/2016	14/02/2016	252,35 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.