

# User Guide

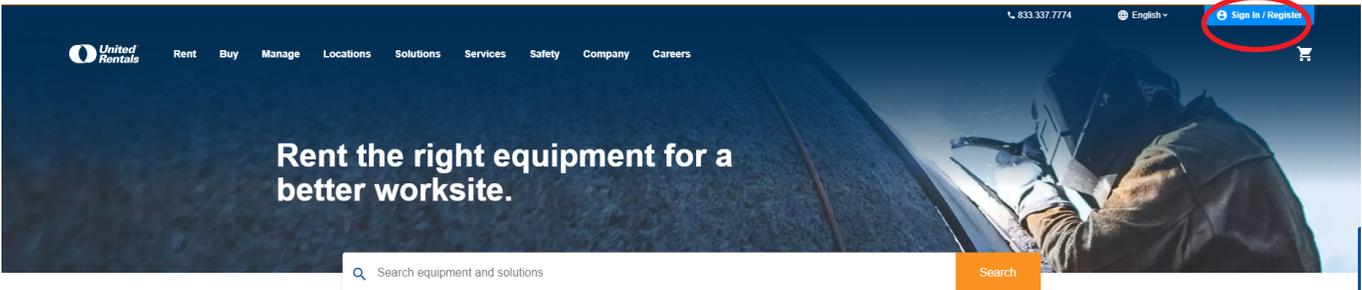


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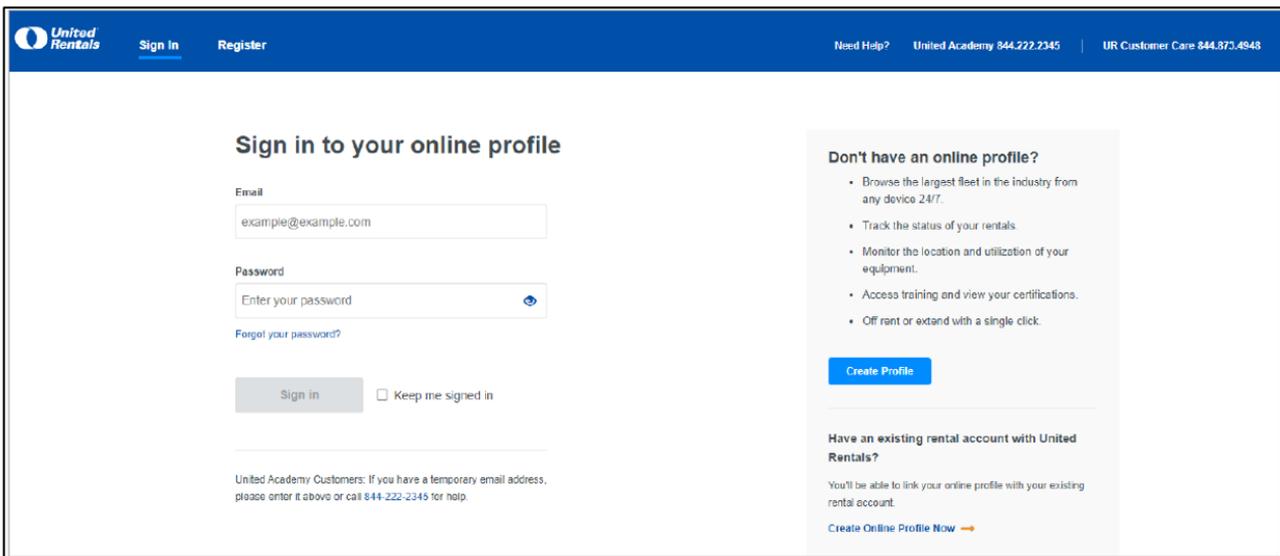
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# Create an account and sign in:

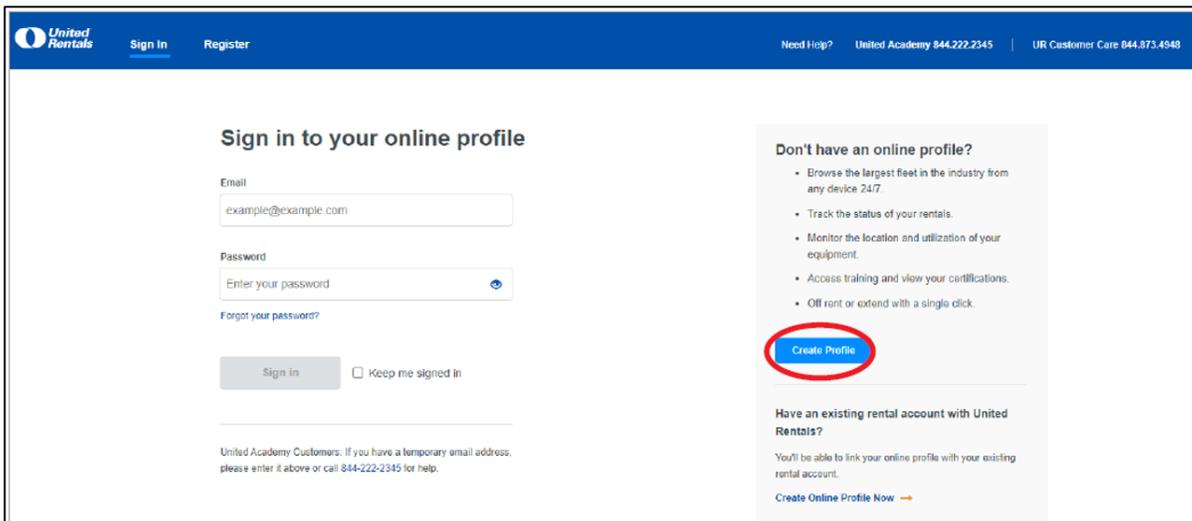
Visit [UnitedRentals.com](https://UnitedRentals.com) and click on the **Sign In/Register** button.



If you have an existing United Rentals profile, use the same email address and password to sign in.



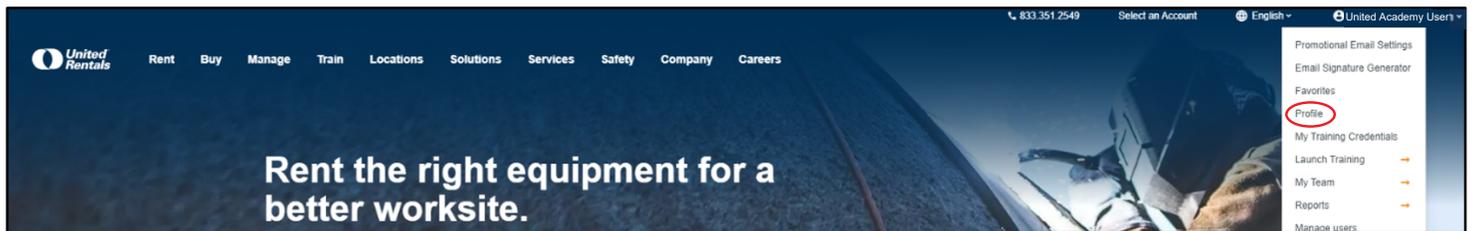
If you need to create a United Rentals account, click on the Create Profile button.



Complete these steps to register as a new user and sign in to your account.

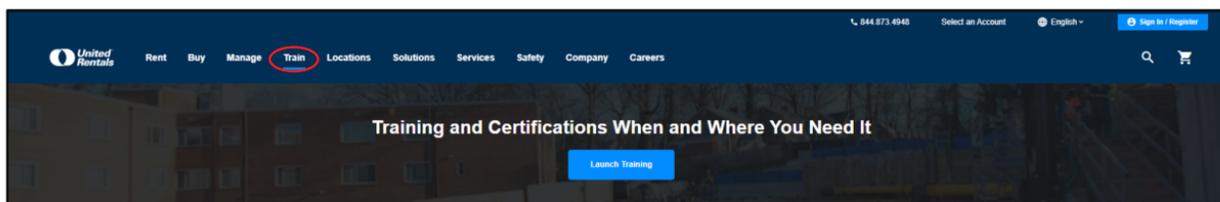
The screenshot shows a registration form titled "Create your online profile" on the United Rentals website. The form includes fields for First Name, Last Name, Phone Number (with a dropdown for Mobile and a field for the number), Email, and Password. Below the password field, there are instructions: "Create your password" followed by a list of requirements: "At least 8 characters", "At least 1 capital letter", "At least 1 lowercase letter", and "At least 1 number". There is also a checkbox for "I have read and agree to the Terms of Use" and a "Create Profile" button at the bottom.

From the drop down arrow next to your name, click on **Profile**. Under the Learner profile section, click the **Create Learner Profile** button.



The screenshot displays the "Your Profile" page. It is divided into two main sections: "Personal Information" and "Learner Profile". Under "Personal Information", there are fields for "Email:", "Password:", and "Password Expiration:", each with an "Edit" link. The "Name:" field also has an "Edit" link. Under the "Learner Profile" section, there is a prominent blue button labeled "Create Learner Profile" which is circled in red.

Click on the **Train** tab to access the United Academy course catalog, request training, launch assigned training, and view your training credentials.



# Link your rental account and change the site language:

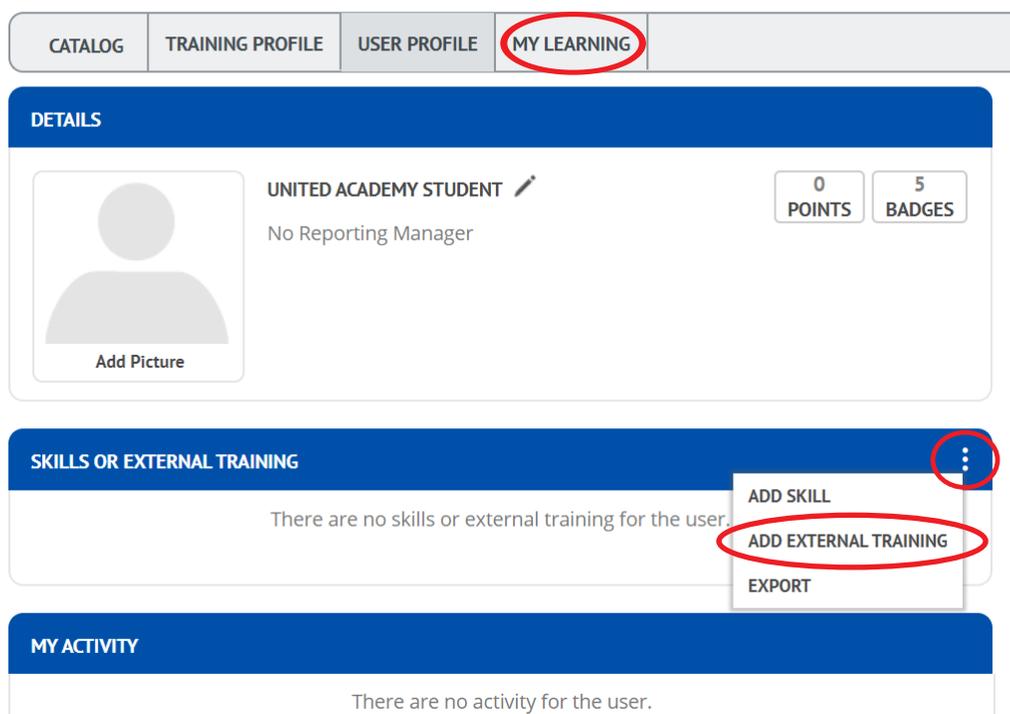
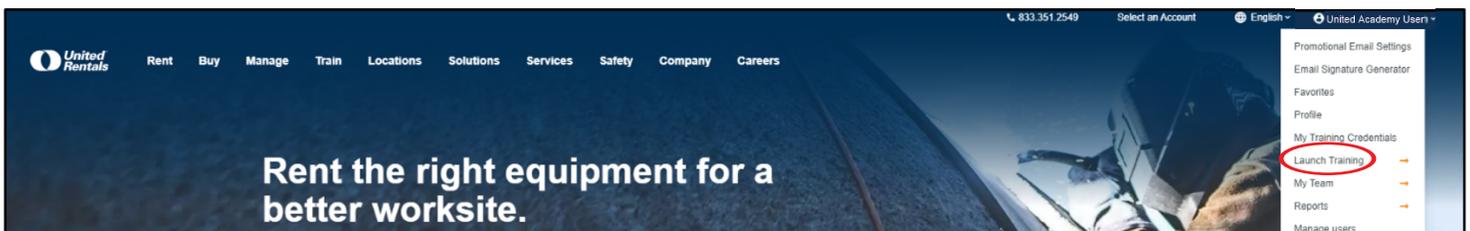
Once signed in, click the **Select an Account** link in the header bar to add your rental account to your profile.

If you want the site displayed in a different language, click on the drop down arrow next to English and click on your desired language.



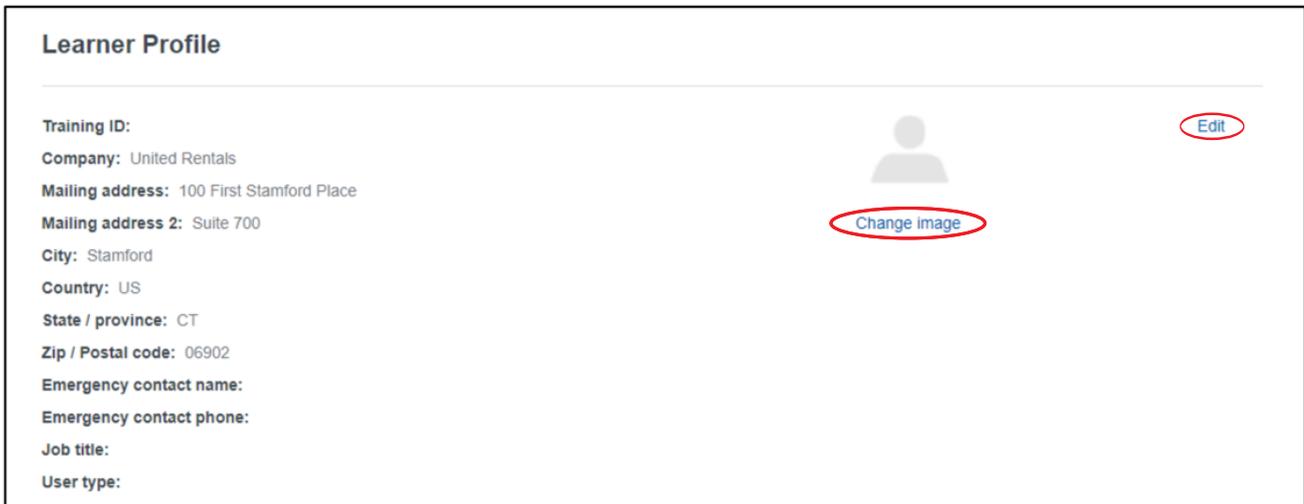
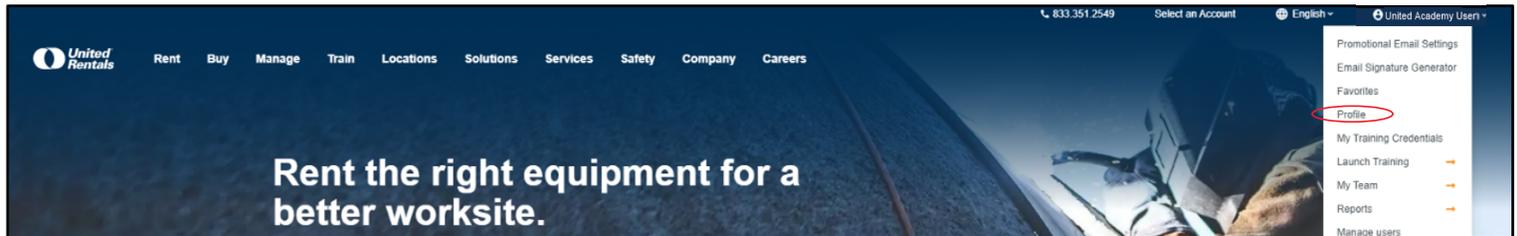
# Add external training records to your profile:

Once signed in, click the drop down arrow next to your name and click on **Launch Training**. When your training appears, click on the **User Profile** tab. Click the **3 dots** on the **Skills and External Training** section to add external records.



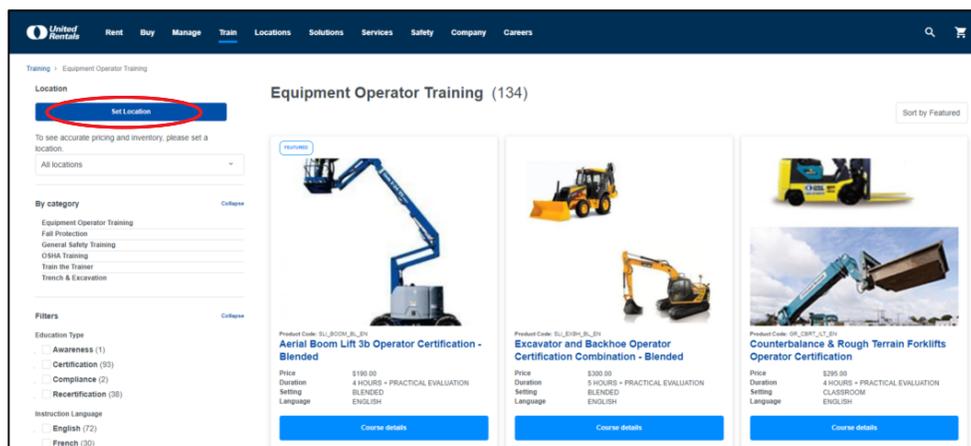
# Edit your profile and update your profile picture:

Once signed in, click the drop down arrow next to your name in the top right corner and select **Profile**. When your **Profile** details are displayed, click the **Edit** button to edit the details of your learner profile or **Change Image** to add or edit your profile picture.



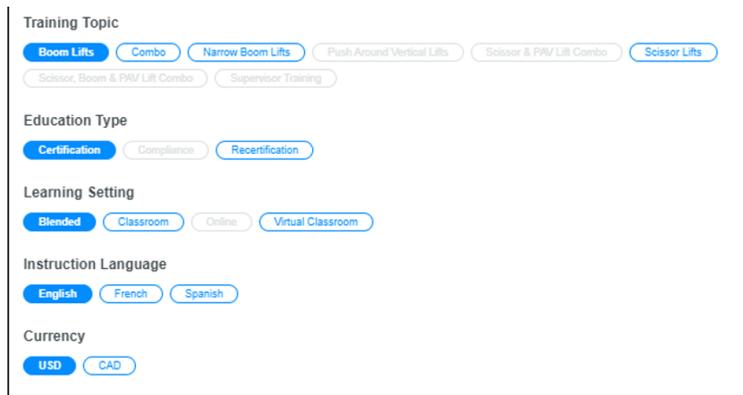
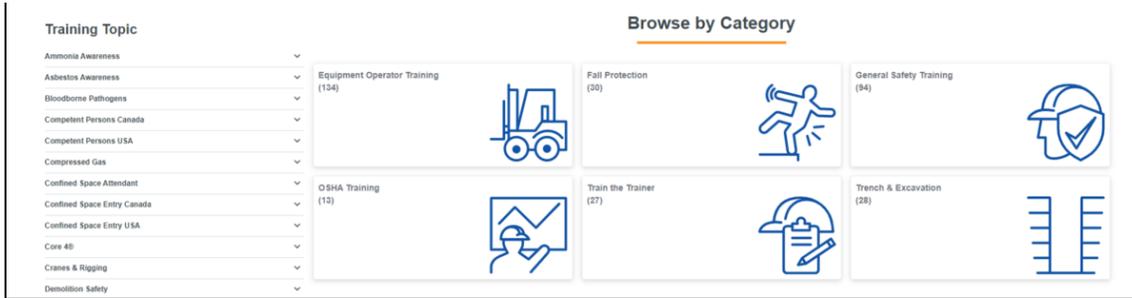
# Set your location:

Once signed in, click on the **Train** tab to visit the course catalog. View the catalog by category or training topic. When you click on a category or training topic, click on the blue button to Set your Location.



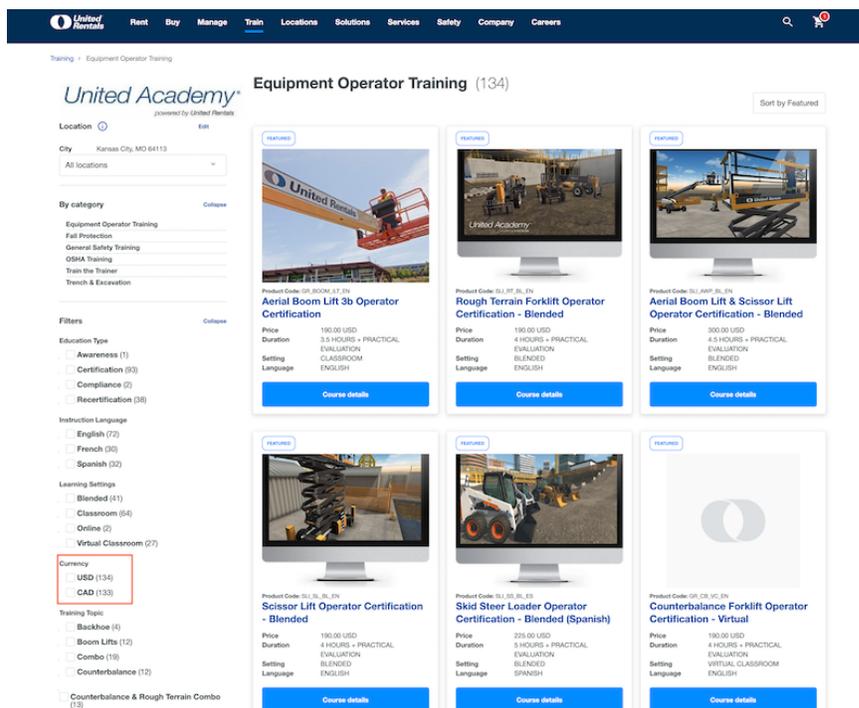
# Course catalog and course alternatives:

Browse the catalog by category or training topic. When you view course details, you can view alternative course offerings by selecting different criteria for training topic, education type, learning setting, instruction language and currency.



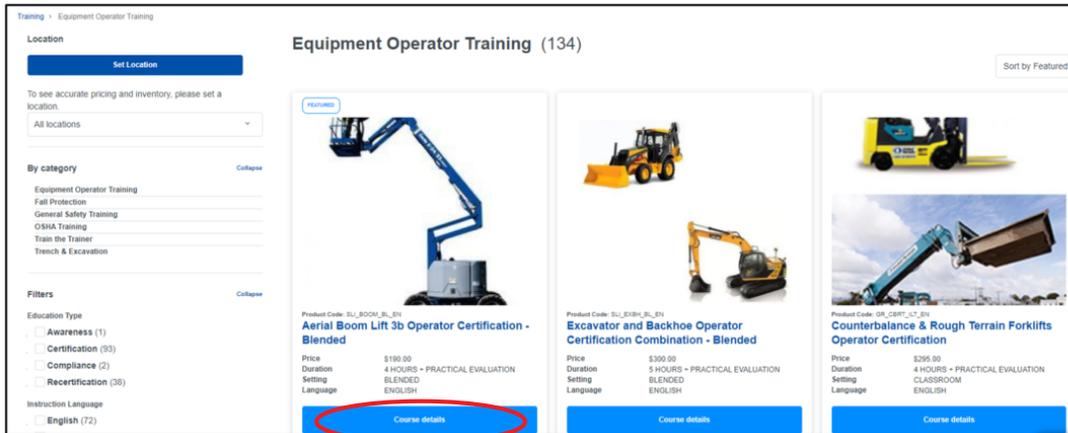
## Change your currency:

When viewing the course catalog you can filter courses by USD or CAD pricing.

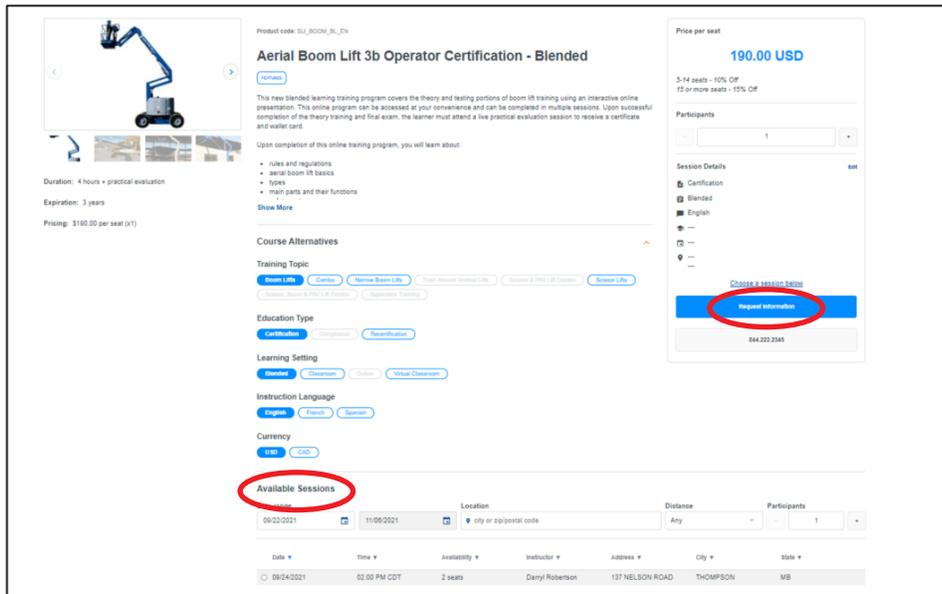


# How to request training:

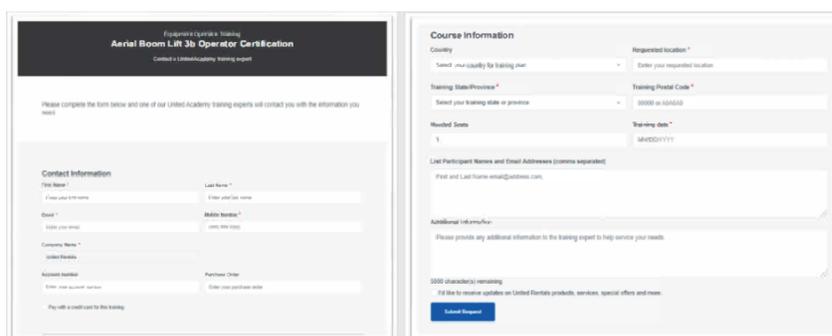
First, find the class you want from the course catalog and click to view the **course details**.



Next, choose one of our upcoming available sessions. You can filter offerings by date or location. If you don't see a session that will work for you, click on **Request Information** without making a selection.

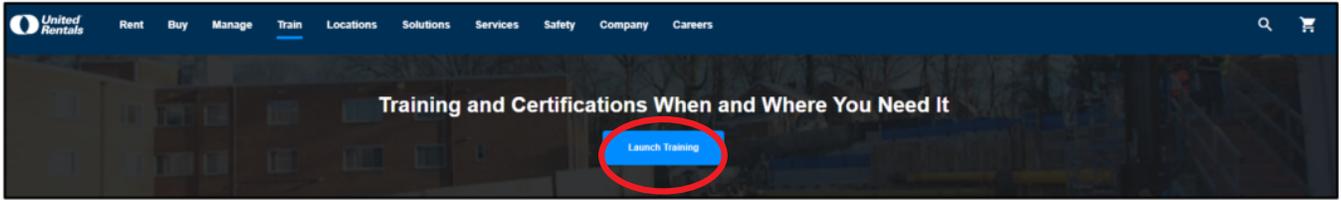


After clicking on Request Information, fill out the contact information form. One of our Training Experts will get in touch to process the order.

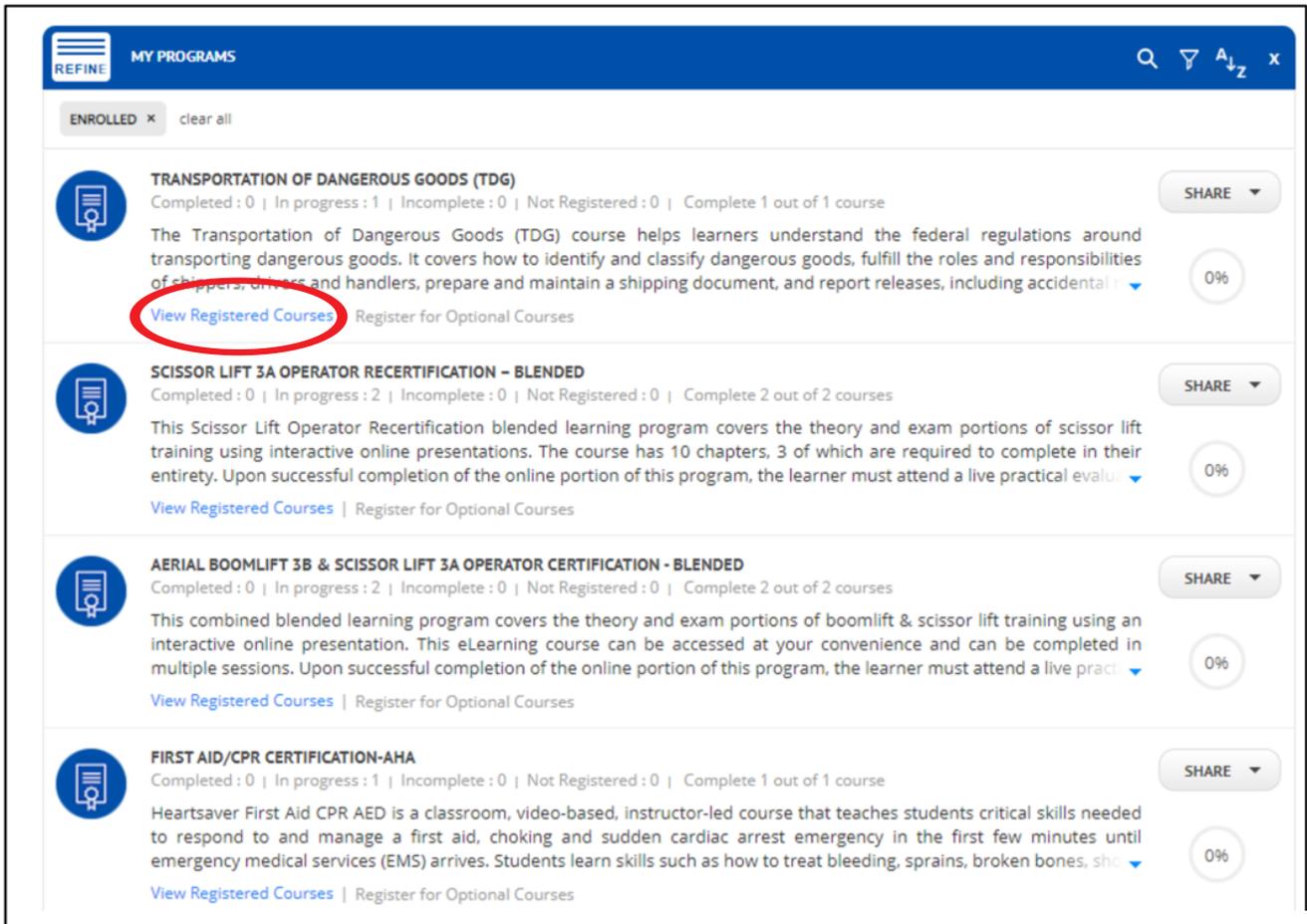


# How to launch web-based training:

From the **Train** tab, click the blue button that says **Launch Training**.

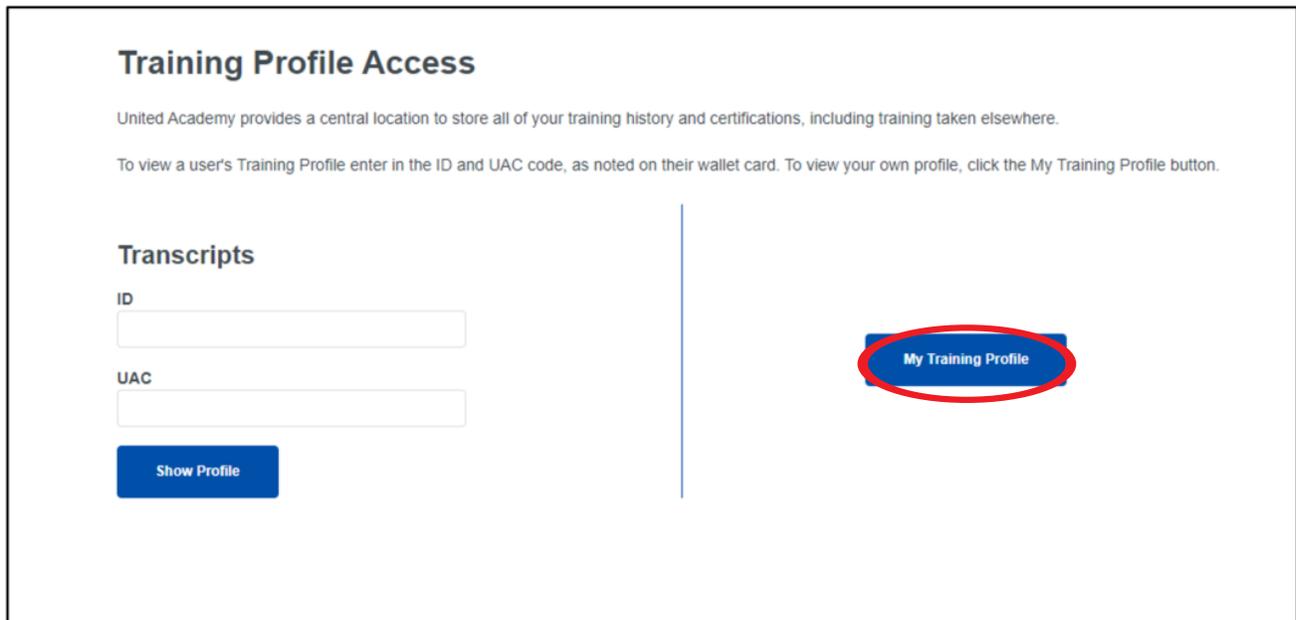
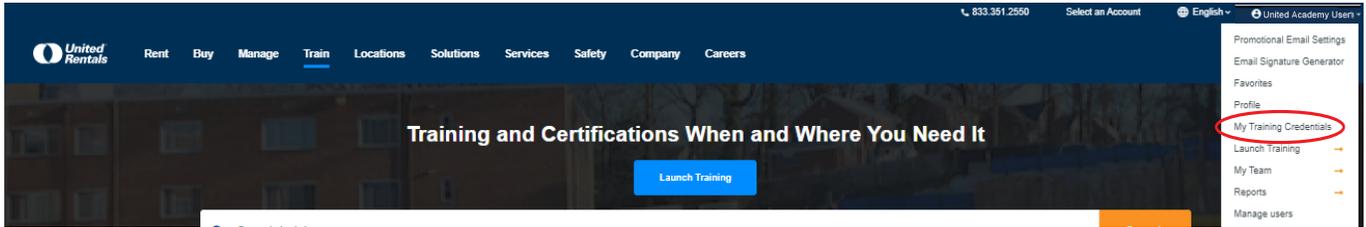


Once taken to your **My Learning** page, your enrollments will be displayed under **My Programs** or **My Enrollments**. Click **View Registered Courses** to expand the class details and scroll down to click the **Launch** button to launch the web-based training.



# How to view your training credentials:

From the drop down arrow next to your name, click **My Training Credentials**. Next, click on **My Training Profile**.



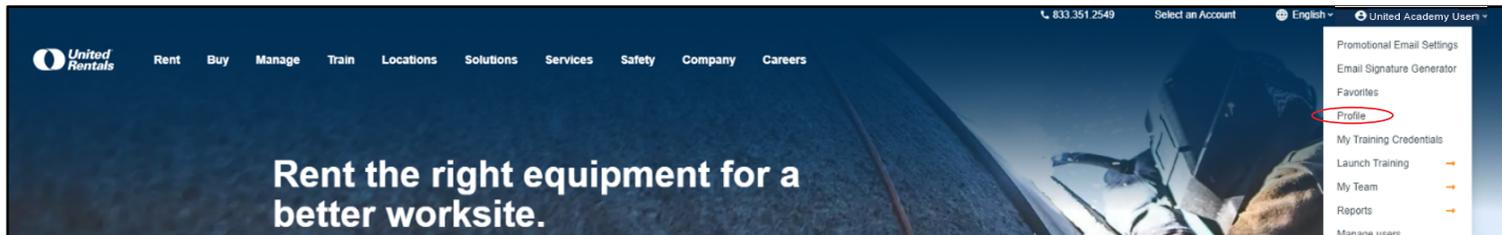
# Print your training certificates and temporary wallet card:

From the **Completed** section of your **Training Profile**, click **View** under the certificate column to save or download the certificate for the selected training and your temporary wallet card. *\*Note – the wallet card is the same for all of your completed trainings. When scanned, the wallet card will display all of your active certifications.*

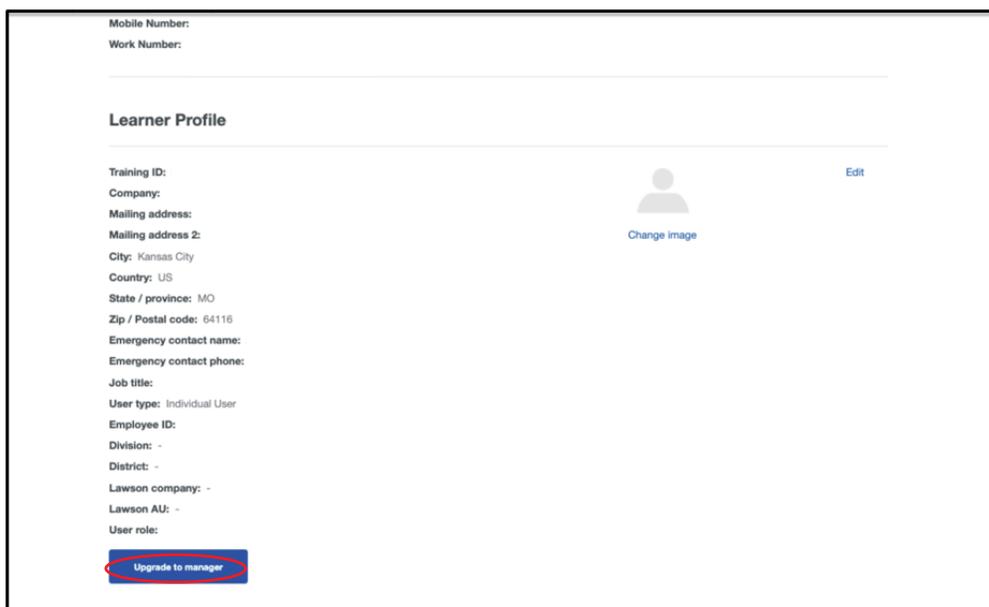
United Academy Training - Completed				
Training	Completion Date	Status	Expiration Date	Certificate
Certified Trainer - MEWP Simulator Product Internal Training	04/18/2019	Valid	04/17/2022	<a href="#">View</a>

# How to upgrade to a manager account:

From the drop down arrow next to your name, click **My Profile**.

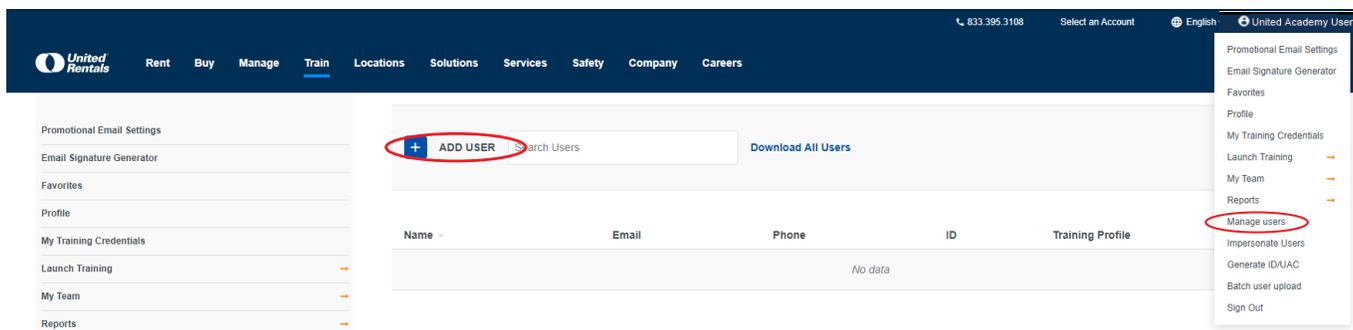


Under the Learner Profile section, click the blue button that says **Upgrade to Manager**.



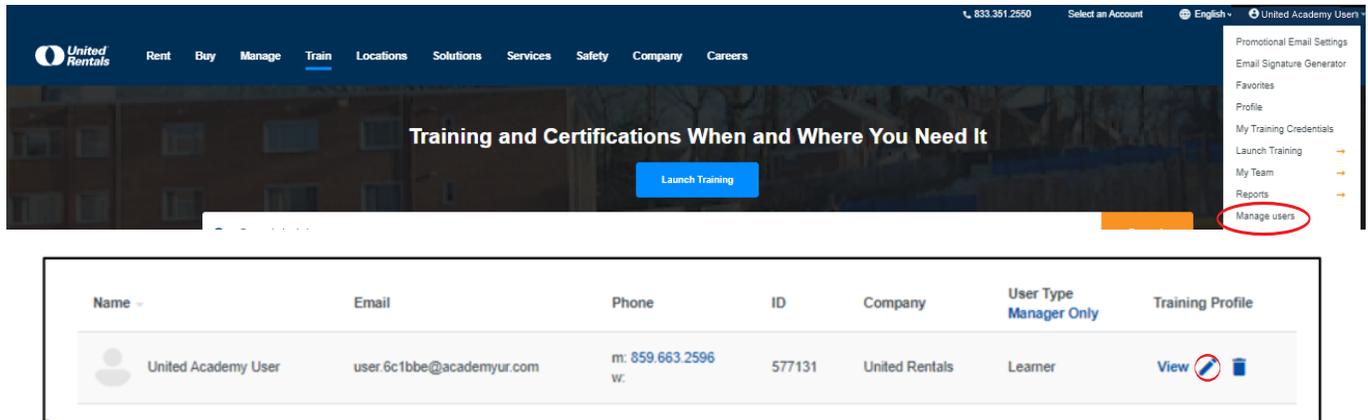
# How to add a learner:

From the drop down arrow next to your name, click **Manage Users**. Next, click on the **+ Add User** button to add a new user.



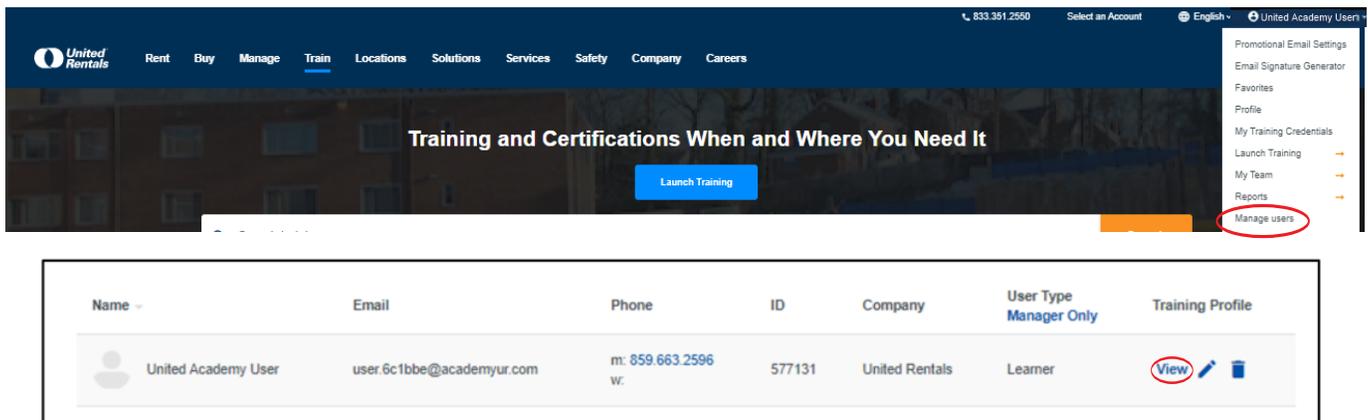
## How to edit a learner's details:

From the drop down arrow next to your name, click **Manage Users**. Next, click on the **pencil icon** next to the user you want to edit.



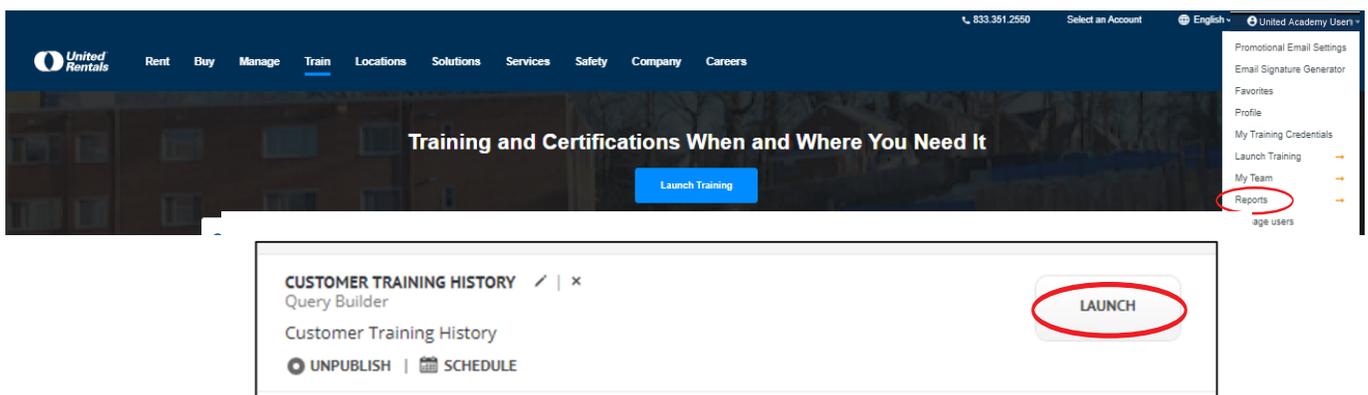
## How to view your team's credentials:

From the drop down arrow next to your name, click **Manage Users**. Next, click on **View** to be taken to their Public Training Profile to see their active certifications and in-progress courses.



## How to access and run reports:

From the drop down arrow next to your name, click **Reports**. Next, click on **Launch** next to the report you would like to run.



# Reset password:

Go to **UnitedRentals.com** and click **Sign In/Register**, click **Forgot Password** and follow steps to reset password.

The screenshot shows the United Rentals sign-in page. At the top, there is a blue navigation bar with the United Rentals logo, 'Sign In' (underlined), 'Register', 'Need Help?', 'United Academy 844.222.2345', and 'UR Customer Care 844.873.4948'. The main heading is 'Sign in to your online profile'. Below this, there are two input fields: 'Email' (containing 'unitedacademystudent@gmail.com') and 'Password' (containing 'Enter your password'). A red border highlights the password field, and a red circle highlights the 'Forgot your password?' link below it. Below the password field, there is a red error message: 'This field is required.' At the bottom of the form, there is a 'Sign in' button and a checkbox for 'Keep me signed in'. To the right of the sign-in form, there is a section titled 'Don't have an online profile?' with a list of benefits: 'Browse the largest fleet in the industry from any device 24/7.', 'Track the status of your rentals.', 'Monitor the location and utilization of your equipment.', 'Access training and view your certifications.', and 'Off rent or extend with a single click.' Below this list is a blue 'Create Profile' button. Further down, there is a section titled 'Have an existing rental account with United Rentals?' with the text 'You'll be able to link your online profile with your existing rental account.' and a blue link 'Create Online Profile Now' with a right-pointing arrow.

**Sign in to your online profile**

Email  
unitedacademystudent@gmail.com

Password  
Enter your password  
This field is required.  
[Forgot your password?](#)

Keep me signed in

United Academy Customers: If you have a temporary email address, please enter it above or call 844-222-2345 for help.

**Don't have an online profile?**

- Browse the largest fleet in the industry from any device 24/7.
- Track the status of your rentals.
- Monitor the location and utilization of your equipment.
- Access training and view your certifications.
- Off rent or extend with a single click.

**Have an existing rental account with United Rentals?**

You'll be able to link your online profile with your existing rental account.

[Create Online Profile Now](#) →

# Safety training and certification when and where you need it.

United Academy® is a comprehensive training solution designed to help you reduce the overall cost and complexity of safety training and credential tracking for your employees. With United Academy courses throughout the United States and Canada, you can:



Take classes online 24/7.



Schedule training at one of our branches, or at your worksite.



Access blended learning operator certification courses. Online theory and exam supported by live practical evaluation.



Store training and certifications from United Academy and other providers in our database.



Receive wallet cards to access training records anywhere and anytime using our mobile app or a computer.



Select from a robust course catalog that includes OSHA 10/30, Operator Certification, Fall Protection, Trench & Evacuation Safety, and much more.

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