

CERTIFICATION TRANSFERS & TRANSCRIPT UPDATES

Current process to update transcript / transfer certification

Technician should contact My Honeywell Buildings University at MyHoneywellBuildingsUniversity@Honeywell.com and request to have their MyHBU account updated with their current partner's information.

Note: If a new account was created under the new partner, we will merge the old account and the new account and ensure all account information reflects the new information.

Request should include the following information:

- First and Last Name
- Current Company Name
- Current Company Address
- Current Email Address
- Previous Company Name
- Previous Email Address

Once the MyHBU admin team approves the request and updates the account, you will receive an email confirmation.

Important reminder: Every technician should always use the same email address on both MyHBU and CLSS accounts.

