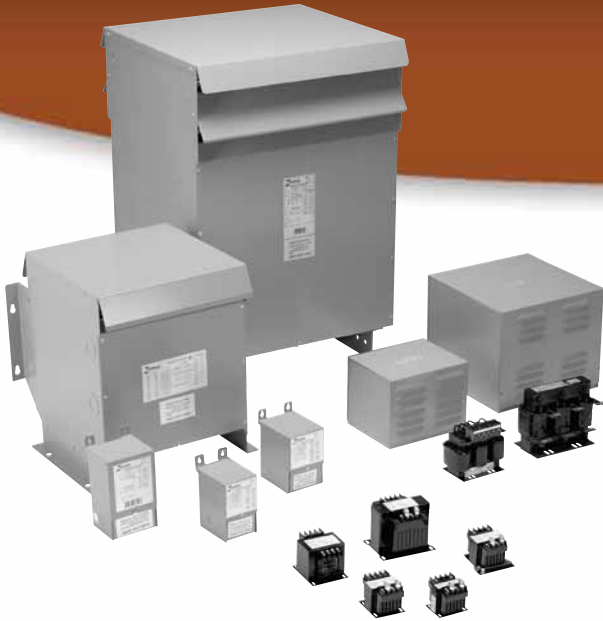


Welcome to the **NEW** HPS Academy



Transform your knowledge!

HPS understands the increasing need for product training in the workplace. That is why we have developed an interactive online training site that allows you to participate in HPS training modules on your own time (24 hours a day, 7 days a week), right from the comfort of your desk. All you need is a computer, internet connection, and a password to the site.

Features of new Academy Site

This new and improved site will allow users to navigate through presentations easier, view related HPS literature and participate in HPS training certificate programs.

HPS Academy has many interactive training presentations on topics such as our products, company, transformer rules & regulations, and so much more. We will update the site regularly with new presentations and can send you notifications of new presentations as they become available.

Quizzes and Support Materials

Short quizzes are available as a separate link below the course link. These quizzes are available to ensure that participants understand the information presented and enables HPS to verify that the information that we are providing is informative and useful. In order to receive a completed grade for a course, the quiz must be passed.

If you would like to learn more about the information in each training module, HPS has provided links to supporting literature, manuals and the HPS website for you to review.

How do I access the site?

Simply go to **www.hpsacademy.com**.

Current HPS Academy Users

An email will be sent to current HPS Academy users, with a link to the new site. Please log into the site with the same email address you used to log into the old academy site with. The system will prompt you to also create a password for the site.

HPS has extensive reports on those users who have completed training modules in the old academy site. Even though it does not show up on your list of completed courses in the new system, we can provide this information to those users who request it. Please note that if you would like to participate in our certificate programs, then you will be required to retake the necessary modules in the new academy.

Training Levels

Since everyone's knowledge levels are different, we have offered three presentation training levels: Basic, Intermediate, and Advance. Depending on the course that you want to take, it may require you to take prerequisite training levels first.

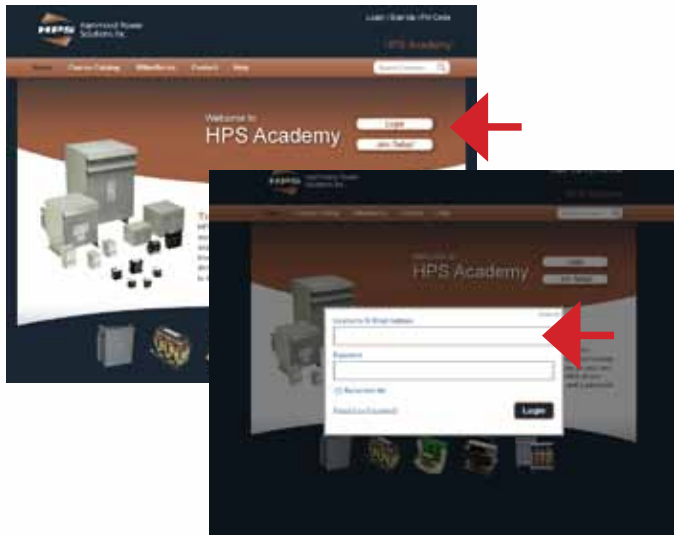
Questions

If you have any questions please contact hpsacademy@hammondpowersolutions.com or 519-822-2441 extension 559.

Logging into HPS Academy is as simple as 1, 2, 3

1. For NEW Academy users

- To access the HPS Academy site, go to www.hpsacademy.com.
- Click on the “Join Today” button.
- Fill out all contact information and create a password that you will easily remember.
- Now that you are registered, in the future you can enter the site by clicking the “Login” button and entering your username and password.



2. For EXISTING Academy Users

- Go to www.hpsacademy.com.
- Click on the “Login” button on the homepage.
- Enter the email address that you used in the old HPS Academy site.
- Enter a new password or the existing one you used in the old site.
- This will be the username and password to enter the site.

3. View Presentations

- You are now able to view the presentations.
- Presentations are placed in two categories: “Browse by Difficulty” and “Browse by Product Type”.
- Each category contains the same presentations, click on the browsing method that best meets your needs.
- Don’t forget to take the quiz after completing the course and support materials are also available by clicking on the links below the quiz.

