

How to create a training account (rev 9/2020)

To begin training, you must create a user name on the [Bosch Training Academy](#). After filling out the form for a username, there will be a 24 business-hour approval process before you are given access to online and classroom training. Once approved in the system, all trainings will be accessible in the Training Courses tab at the top left.

Step 1

To begin training with Bosch, you must first complete the Professional online training plan.

Professional training plan

- a. Click the **Training Courses** tab
- b. Choose **Home**
- c. Choose **North American Security Academy**
- d. Choose the desired **product category folder** (Video Systems, Intrusion Alarm Systems, Access Control Systems...)
- e. Choose **Online Courses** then **Certification Trainings**
- f. Choose the appropriate Professional Level course. Click the button that says **Registration** then blue text that says **Register for this class** to open the course.
- g. Choose the specific course module under **Lessons**
- h. Click the **Start** button

** For courses with multiple modules, these must be completed in order.

Step 2

Once complete with the Professional online course, you can sign up for the Expert classroom and/or online course.

Expert training plan

- a. Click the **Training Courses** tab
- b. Choose **Home**
- c. Choose **North American Security Academy**
- d. Choose the desired **product category folder** (Video Systems, Intrusion Alarm Systems, Access Control Systems...)
- e. Choose **Online Courses** then **Certification Trainings**, or click **Classroom Courses**
- f. Choose the appropriate Expert Level course. Click the button that says **Registration** then blue text that says **Register for this class** to open the course.
- g. Choose the specific course module under **Lessons**
- h. For online courses, click the **Start** button. For classroom courses, click the **Registration** button, select the course date and time, and click the blue text that says **Book**. After verifying the information, click **Book** again to finalize your registration.

** If there is a training fee for this expert course, you will be emailed within 24 business hours a link to complete payment.

Step 3

Once complete with the Expert classroom and/or online course, you can sign up for the Master classroom course.

Master training plan

- a. Click the **Training Courses** tab
 - b. Choose **Home**
 - c. Choose **North American Security Academy**
 - d. Choose the desired **product category folder** (Video Systems, Intrusion Alarm Systems, Access Control Systems...)
 - e. Choose **Classroom courses**
 - f. Choose the appropriate Master Level course. Click the button that says **Registration** then blue text that says **Register for this class** to open the course.
 - g. Choose the specific course module under **Lessons**
 - h. Click the **Registration** button, select the course date and time, and click the blue text that says **Book**. After verifying the information, click **Book** again to finalize your registration.
- ** If there is a training fee for this expert course, you will be emailed within 24 business hours a link to complete payment

[Private training request form](#)