



## How to register on the Collins Aerospace Customer Training website

This website will allow you to search the course calendar, register for instructor-led or online courses, and view training manuals. Please follow the steps below to create a new user account to submit for approval.

### Step 1: Access website to create a New User account

- Click here to access the website: <https://utc-external.plateau.com/plateau/user/nativelogin.do>
  - The screen below will appear.
- Click the "New User?" link below the login box to begin your new account request.

The screenshot shows the Collins Aerospace Customer Training Portal. On the right side, there is a 'Please Sign In' box with fields for 'User ID' and 'Password', and a 'Sign In' button. Below the 'Sign In' button is a link labeled 'New User?'. An orange arrow points from the text 'New User?' below the screenshot to the 'New User?' link in the screenshot.

### Step 2: Complete new account information sheet and submit for approval

- You will have immediate access to "Easy Links" information for review
  - Notification of your approval status will be emailed to you within 24 hours after an overnight refresh (during weekdays only).
  - **NOTE: Company email address is required for approval (no exceptions)**
- Once approved you may search the catalog, register for scheduled classes and view training manuals.

#### PASSWORD HINTS:

- Select passwords that are difficult to guess; for example mix UPPER CASE, lower case, and digits. Please remember that passwords are CASE SENSITIVE and need to be entered exactly as created
- Length of the password must be between 6 and 40 characters
- Password cannot contain User ID
- Passwords must be changed every 90 days; a notification email will be sent to remind you
- New password cannot be same as any of the previous 6 passwords

#### SECURITY QUESTION TIPS:

- Your security question will be used if you forget your password
- Choose a question you will remember the answer to and be sure the answer is a least six characters.
  - EXAMPLE Question = What is your favorite museum?
  - EXAMPLE Answer = Smithsonian

Questions or additional help: [gphsctc@collins.com](mailto:gphsctc@collins.com)

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