3M Facility Management Solutions will move to a new training registration site effective May 2025.

The following instructions will assist you with the registration process for all Facility Management Solutions courses.

Step 1: Using your Favorite browser, enter *LearningAcademy.3M.com.*

Refer to Figure 1.

Step 2: Select the *Sign In* option.

A dialog box with several options will appear. Refer to Figure 2.

Figure 1: Enter Site Address
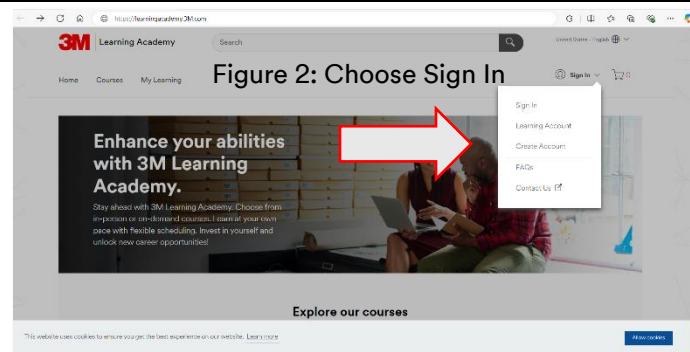
Figure 2: Dialog Box Pop-Up

Step 3: Choose the **Create Account** Option. Refer to Figure 3.
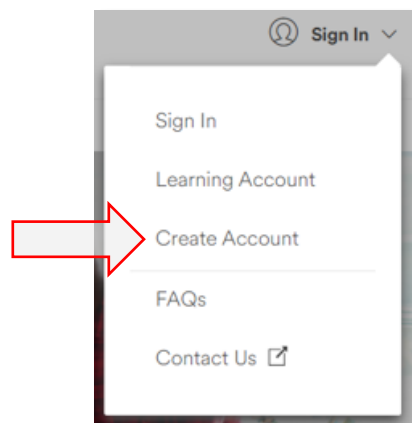
Figure 3: Select Create Account

Step 4: This dialog box will appear. Enter your **Email Address.** Refer to Figure 4.
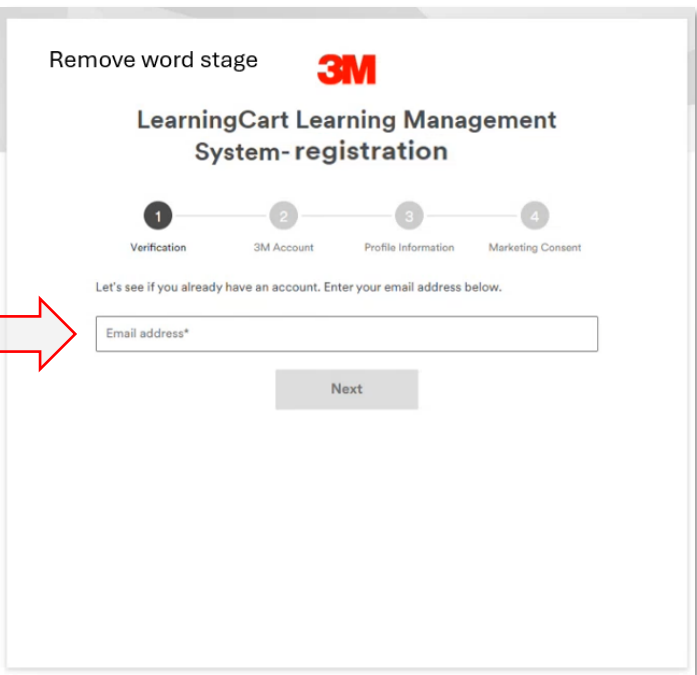
Note: A work Email is preferred.

Figure 4: Enter Email Address

Step 5: Click the **Next** Button to proceed with creating your account. Refer to Figure 5.

Figure 5: Select Next to Proceed

3M Commercial Branding
and Transportation Division

3M Center, 223-1 N-03
St. Paul, MN 55144-1000

Phone: 1-800-328-3908
Web: 3m.com/installationtraining

Step 6: If you have an existing account, you will be prompted to sign in. Click the **Sign in** Button. Refer to Figure 6.

Note: Proceed to Step 10 of these instructions.

Figure 6: Click the Sign In Button

Note: A verification 6-digit verification code will be sent to the email address you entered.

Step 7: Enter the provided **verification code** and click the **Submit** Button. Refer to Figure 7.

Figure 7: Enter the Verification Code

Note: If an existing account is **not found**, continue to create your 3M account. Refer to Figure 8.

Step 8: Continue your account set up. Enter:

- Your Email Address
- Country
- Preferred Language
- First Name
- Last Name

Note: You will be required to create a password for your account.

Note: A list of password requirements will appear.

As you create the password and meet the requirements, each requirement will be marked as complete with a check mark. Refer to Figure 9.

Step 8: You must Agree to the terms of service by clicking the **Agree and Continue** Button. Refer to Figure 9.

Figure 8: Click the Sign In Button

Figure 9: Password Requirements

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Step 10: Continue your account set up by entering information about your company and occupation. Refer to Figure 10.

- Company Name
- Segment (organization classification)
- Higher Level (same as above)
- Your Industry Type
- Your Job Role

Click **continue** to proceed.

Figure 10: Enter Company Information

Step 11: Continue your account setup by completing the Marketing Consent form. Refer to Figure 11.

Enter:

- Your Business Email Address
- Your Country
- Your State or Province

- Check the box to subscribe to our Marketing Communications

Choose a selection from the drop-down list for your:

- Subject Area
- Communication Topic

Figure 11: Marketing Consent

Click the **Submit** Button.

The 3M Account sigh in page will now be displayed.

Step 12: Enter your **password** to sign in.

Click the **Verify** button to continue. Refer to Figure 12.

Figure 12: Enter your Password

Step 12: On the Learning Academy Home Page, Select **Courses**. Refer to Figure 13.
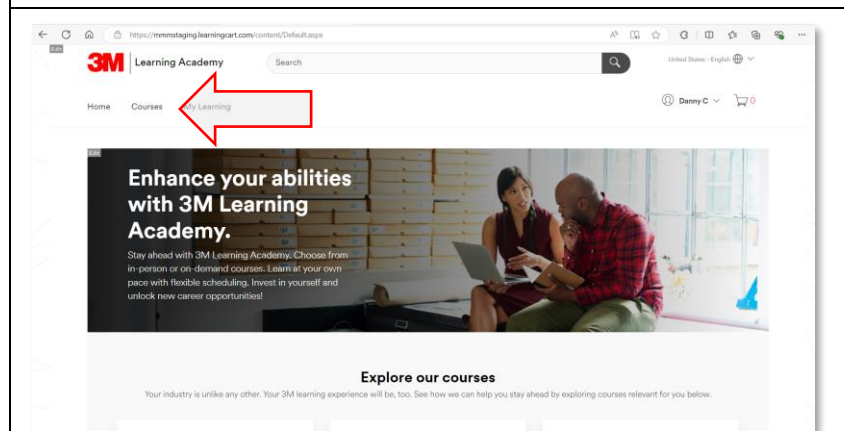

Figure 13: Learning Academy Home Page

Step 14: Click on the **Courses by Area of Interest** link. Refer to Figure 14.

Figure 14: Courses by Area of Interest

Step 15: Click on **Facility Management Solutions**. Refer to Figure 15.

- Compliance Training
- Process Training
- Product Training

Select your course of interest. This will display a list of the available courses for that subject.

Example: If you choose Compliance Training only those courses will be displayed

Note: There are two ways to select a course. If you scroll down the page past the icons shown in Figure 15 you will see a list of all courses. You may also select a course from this list.
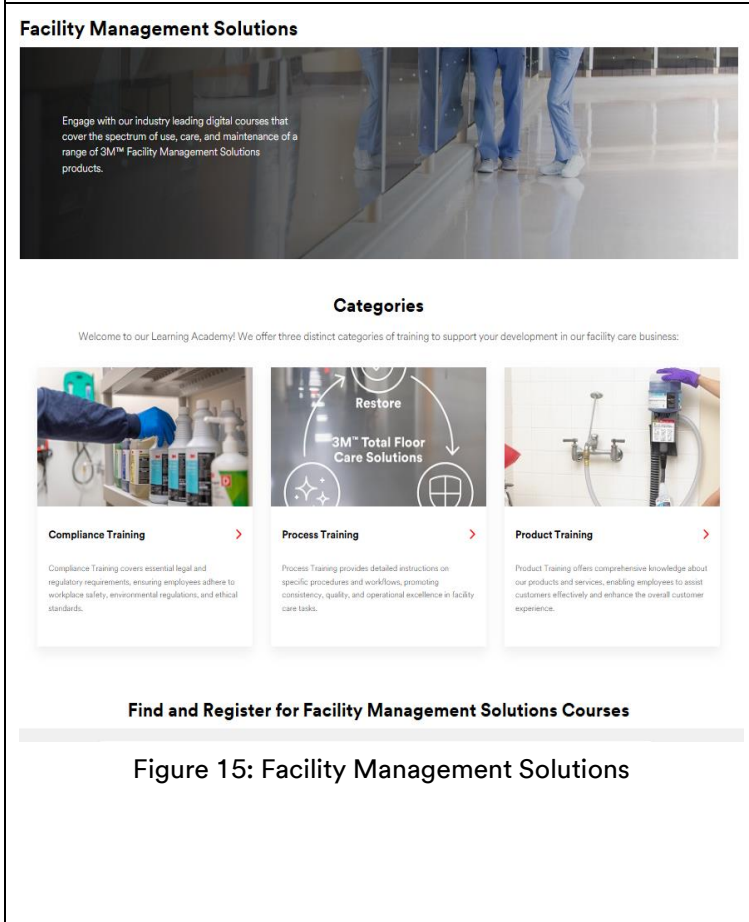

Figure 15: Facility Management Solutions

Step 16: Courses in your area of interest will be displayed here. Refer to Figure 16.

- Next click the **Enroll Now** Button.

Step 17: Click Launch Course and start taking the course. Refer to Figure 17.

Figure 16: Select Course and Enroll

Figure 17: Click Launch Couse