

Instructions for Accessing Your ASHRAE E-Learning Course

Thank you for selecting ASHRAE eLearning for your training. As a thank you, ASHRAE and NEBB are offering a 10% discount to NEBB customers on the following select individual courses:

Course	Units	PHDs
Achieving Zero-Energy Building Design	I-P	7.00
Air-and-Water Systems	I-P	2.00
Air-Conditioning System Components-Heat Transfer Equipment	I-P	1.00
Air-Conditioning System Components-Pumps, Valves, Piping and Ductwork	I-P	1.50
Airflow, Equipment Placement and Heat Release	Dual	1.00
All-Water Systems	I-P	3.00
Architects: Overview of Mechanical Systems	I-P	2.50
Basics of Electricity	Dual	3.50
Building Control	I-P	2.50
Building Electrical Power Components	I-P	1.75
Building Facility and Chilled-Water Systems	Dual	2.00
Building Information Modeling	Dual	2.00
Central Plants	I-P	2.00
Central Plants	SI	2.00
Compressors	I-P	2.00
Compressors	SI	2.00
Control Valves and Dampers	I-P	3.00
Control Valves and Dampers	SI	6.50
Controls	I-P	2.5
Controls	SI	2.5
DDC Introduction to Hardware and Software	I-P	2.00
DDC Introduction to Hardware and Software	SI	2.00
DDC Networks and Protocol	Dual	1.50
DDC Specification, Installation and Commissioning	I-P	2.00
DDC Specification, Installation and Commissioning	SI	4.50
Decarbonizing Thermal Systems with Heat Pumps	--	1.50
Dual-Duct and Multizone All-Air Systems	I-P	1.50
Electric Controls	I-P	2.00
Energy Conservation and Efficiency in Buildings	I-P	1.50

Essentials of Controls	I-P	1.50
Essentials of Controls	SI	1.50
Essentials of Dedicated Outdoor Air Systems (DOASs)	I-P	1.50
Essentials of Dedicated Outdoor Air Systems (DOASs)	SI	2.00
Grid-Interactive Buildings for Decarbonization	N/A	1.50
Hydronic System Architecture	I-P	3.00
Hydronic Systems	I-P	2.50
Indoor Environmental Conditions for Human Comfort	I-P	1.50
Indoor Environmental Conditions for Human Comfort	SI	1.50
Indoor Environmental Quality	I-P	4.00
Introduction to HVAC Design	I-P	1.50
Introduction to HVAC Design	SI	1.50
Introduction to HVAC Systems	Dual	3.50
Introduction to Refrigerants	SI	1.50
Introduction to Zones	I-P	1.50
Introduction to Zones	SI	1.50
Liquid Cooling and Facility Cooling Systems	Dual	1.50
Load Calculations	I-P	2.00
Load Calculations	SI	2.00
Multiple Zone Air Systems	I-P	2.00
Multiple Zone Air Systems	SI	2.00
Pneumatic Controls	I-P	3.00
Psychrometrics	I-P	1.50
Psychrometrics	SI	1.50
School of Hard Knocks: Controlling Moisture & Humidity in Buildings	Dual	3.00
Self- and System-Powered Controls	I-P	1.50
Sensors and Auxiliary Devices	I-P	3.50
Sensors and Auxiliary Devices	SI	3.50
Single Zone Air Handlers and Unitary Equipment	I-P	3.00
Single Zone Air Handlers and Unitary Equipment	SI	3.00
Standard 62.1: Ventilation and Acceptable Indoor Air Quality	Dual	2.00
Standard 90.1 (2022): Changes Over Time (Dual), 1.0 PDH	Dual	1.00
Solar Decathlon Building Science Education	Dual	6.50

Special Applications	I-P	4.00
Special HVAC Systems	I-P	3.00
Ventilation and IAQ	I-P	2.00
Ventilation and IAQ	SI	2.00

To obtain your 10% discount on your eLearning courses, please enter the following coupon code at checkout on [ASHRAE's eLearning catalog](#): **NEBB10WINTER26**

The deadline to use the coupon code is **March 31, 2026**

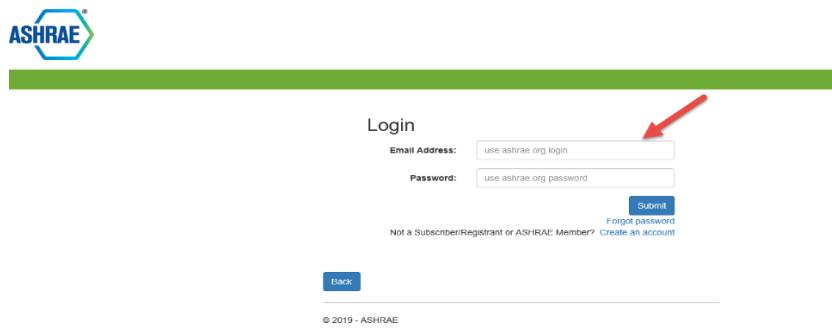
Instructions for Using the Coupon to Purchase eLearning Courses

To get started, please click here: [ASHRAE eLearning](#).

- Upon clicking the above link, the screen/page below will open.

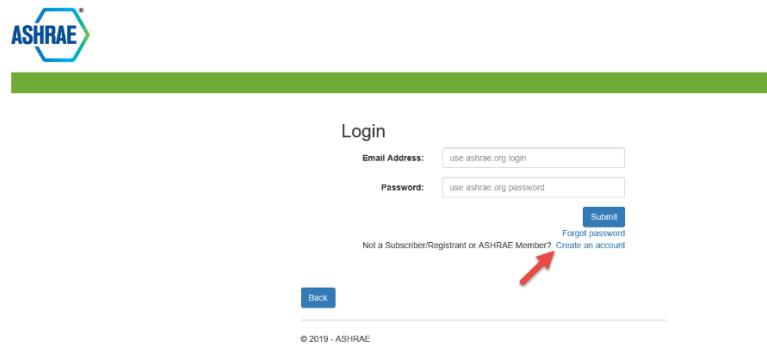
- Search for the course(s) you need and add them to the shopping cart. (See screenshot below)

- Upon adding your courses to your cart, you will be prompted to login.
 - If you are an ASHRAE member or already have an ASHRAE account, please login.



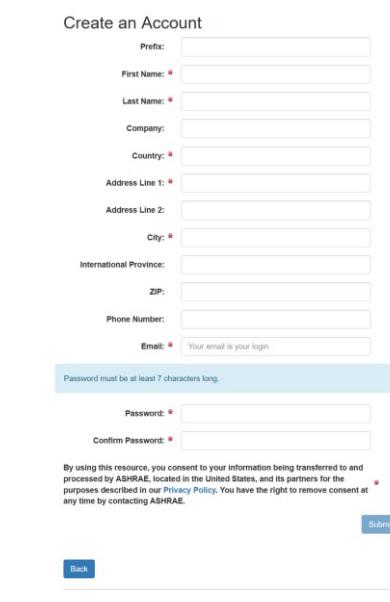
The screenshot shows the ASHRAE login page. At the top, the ASHRAE logo is visible. Below it, the word "Login" is centered. There are two input fields: "Email Address" containing "use.ashrae.org/login" and "Password" containing "use.ashrae.org/password". To the right of the password field is a red arrow pointing to a "Submit" button. Below the input fields are links for "Forgot password?" and "Create an account". At the bottom of the page, there is a "Back" button and a copyright notice: "© 2019 - ASHRAE".

- If you do not have an ASHRAE account, you will need to create an account first.



This screenshot is similar to the previous one, showing the ASHRAE login page. The "Create an account" link at the bottom of the page is highlighted with a red arrow. The rest of the page layout is identical to the first screenshot.

- During account creation, please enter your first and last names as you would like them to appear on your certificate of completion.
 - NOTE:** If your company is paying for your course, the account must be set up under your name and not the name of the person who is paying for the courses.



The screenshot shows the "Create an Account" page. It contains a form with fields for "Prefix", "First Name" (marked with a red asterisk), "Last Name" (marked with a red asterisk), "Company", "Country", "Address Line 1", "Address Line 2", "City", "International Province", "ZIP", "Phone Number", and "Email" (marked with a red asterisk). Below the "Email" field is a note: "Your email is your login". A red box highlights the "Email" field. A message at the bottom left states: "Password must be at least 7 characters long." Below the message are fields for "Password" and "Confirm Password", both marked with red asterisks. At the bottom of the page, there is a "Submit" button, a "Back" button, and a copyright notice: "© 2020 - ASHRAE".

- Once you have added your courses to the cart, go to the shopping cart. Enter the coupon code **NEBB10FALL25** into the Coupon Code field and click Apply.

Your Cart (1 item)				
Item	Price	Quantity	Total	
 Load Calculations (I-P), 2.0 PDHs (AIA)	\$63.00	<input type="button" value="▼"/> 1 <input type="button" value="▲"/>	\$63.00 <input type="button" value="X"/>	
Subtotal:	\$63.00			
Coupon Code:			<input style="background-color: red; color: white; border: none; padding: 2px 10px;" type="button" value="Add Coupon"/>	
Grand total:	\$63.00			

[Continue Shopping](#) [Check out](#)

Subtotal:	\$63.00
Coupon Code:	Cancel/
<input type="text" value="NEBB10SUMMER25"/> <input style="background-color: red; color: white; border: none; padding: 2px 10px;" type="button" value="Apply"/>	

Grand total: \$63.00

[Continue Shopping](#) [Check out](#)

- Once you apply the coupon code, click Check Out to proceed.

Your Cart (1 item)				
Item	Price	Quantity	Total	
 Load Calculations (I-P), 2.0 PDHs (AIA)	\$63.00	<input type="button" value="▼"/> 1 <input type="button" value="▲"/>	\$63.00 <input type="button" value="X"/>	
Subtotal:	\$63.00			
Coupon (NEBB10SUMMER25)			<input style="background-color: red; color: white; border: none; padding: 2px 10px;" type="button" value="Remove"/>	\$-6.30
Grand total:	\$56.70			

[Continue Shopping](#) [Check out](#)

- Next, proceed with the checkout process.
 - You will be taken to the Billing Information page. Enter the name and contact information associated with the credit card, and then click Continue.

Billing

Billing Address

Enter a new address

First Name: Martha Last Name: Ball

Company Name (Optional): ABC & XYZ

Phone Number (Optional): 123-456-7890

Address: 11 Tech Parkway

Apartment/Suite/Building (Optional):

City: Peach Trees

Country: United States

State/Province: Georgia Postal Code: 30092

Save this address in my address book.

Order Comments

CONTINUE

- On the Checkout page, enter your payment information.

Billing

Martha Ball
ABC & XYZ 123-456-7890
11 Tech Parkway
Peach Trees, Georgia, 30092 / United States

Payment

Credit Card

Credit Card Number 

Name on Card

Expiration: MM / YY

CVV: 

Save this card for future transactions





PLACE ORDER

- After you checkout, you will be taken to your order confirmation page. Click on My Courses, which will take you to your Dashboard.

Thank you Martha!

Your order number is **15711**

An email will be sent containing information about your purchase. If you have any questions about your purchase, email us at ELearning@ashrae.org.

You can download your digital purchases by clicking the links on this page, or by logging into your account at any time. There is also a download link in your confirmation email, which should be arriving shortly.

[CONTINUE SHOPPING >](#)

[MY COURSES](#)

- On your Dashboard, you will see your course(s).

ASHRAE Learning Center

[Dashboard](#)

[Site home](#)

[Calendar](#)

[Transcript](#)

[My courses](#)

[168168](#)

Course Overview

All (except removed from view) [Search](#)

My Courses

Individual Courses

Load Calculations (I-P), 2.0 PDHs (AIA)

Expiration Date: Tuesday, June 23, 2026

0% complete

- **NOTE:** Before starting your course, please verify that the course on your eLearning account dashboard is correct. To confirm the course, please check the course title, the measurement unit (i.e. I-P, SI, Dual), and the number of PDHs. Once a course has been taken and a certificate received, the course cannot be exchanged or refunded, nor can a complimentary course be added.

- Click on the course box to begin.

NOTE: For best experience, please use Firefox or Google Chrome to access your courses.