

## Getting Started: myPLTW and PLTW Professional Development

We know you're eager to sign up for PLTW Professional Development, and we can't wait for you to experience it.

One of the first things PLTW teachers need is a myPLTW user account, which gives them access to curriculum, the myPLTW Store, PLTW Professional Development, announcements, and more. Program Coordinators (PC) or Site Coordinators (SC) add new teachers to their school/site to grant them myPLTW access via the Add User feature.

Next, teachers register for their PLTW Professional Development experiences through myPLTW. *Note: Teachers must register themselves for training.*

To get started, please follow the steps below:

### PC and SC: Add User to myPLTW

1. Click **My Sites** on the menu bar.
2. Click **Manage Site** next to the applicable site.
3. Click **Add User**.
4. Complete the user information required (First Name, Last Name, Phone, Email, Title, and User Role).
5. Click **Create User**.

### Teachers: Register for Professional Development

Once your PC or SC adds you as a user to the appropriate site in myPLTW, please follow the steps below to register for PLTW Professional Development.

1. Visit [my.pltw.org](https://my.pltw.org).
2. If this is your first time on the site, select **Create Account**.
3. Enter your credentials and select **Log in**.
4. Select **Professional Development** from the Welcome menu.
5. Select **Catalog** at the top of the page.
6. Navigate to your desired PLTW Professional Development experience by scrolling through the displayed list, by using the search function at the top right of the page, or using the filter tool on the left side of the page.
7. When you have located your desired PLTW Professional Development experience, select **View Track**.
8. Select **Start Track** on the right side of the page.
9. Review the offerings in the Select a Core Training location list on the left, and select the desired event.
10. Select **Register**.
11. Fill out the form with your information.
12. Review the Attendee Agreement and select the **Attendee Agreement** checkbox.
13. Select **Confirm Attendance**.
14. Begin prerequisite courses within myPLTW by selecting from the Required Courses listed as part of your Track. All prerequisite courses must be completed prior to arrival at your Core Training event.