How to Create a myPLTW Account and Register for PLTW Core Training

We know you’re eager to register for PLTW Core Training, and we can’t wait for you to experience it. To register for PLTW Core Training, teachers must have a myPLTW account. This account gives teachers access to curriculum, the Store in myPLTW, PLTW Professional Development, Announcements, and more.

In the process of creating an account, the teacher will request to join a school site, which their Program Coordinator or Site Coordinator will approve. Note that a teacher must join a site to pay for PLTW Core Training with a purchase order. Teachers can check out as a guest without joining a site, but they must pay for the event with a credit card.

To get started, follow the steps below:

**Teachers: Create a myPLTW Account**

2. Click Create Account.
3. Complete the required user information (First Name, Last Name, Phone, Email, Title, and User Role).
4. Review the Terms of Service and select the Terms of Service checkbox.
5. Click Create Account.
6. Check your email for a message asking to confirm the new account and create a password *(be sure to check your junk and spam folder if necessary)*.

**Teachers: Request to Join Your School**

1. Click Join A Site in the top left corner.
2. Search for the name of the school.
3. Click Request to Join Site.
4. The system will send an email to the school’s Program Coordinator or Site Coordinator for approval.

**Teachers: Register for a Core Training Event**

2. Enter user credentials and select Log in.
3. Select Professional Development from the homepage.
4. Select Catalog at the top of the page.
5. Navigate to the desired PLTW Professional Development experience by scrolling through the displayed list or using the filter tool on the left side of the page.
6. When you locate the desired PLTW Professional Development experience, select View Track.
7. Select Start Track.
8. Review the available PLTW Core Training offerings and select Register for your preferred event.
9. Complete the registration form with all required information and select Submit Registration.
10. On the Cart page, review the information and select Proceed to Checkout. Please note, your seat is not held until you complete the checkout process and pay for the training event.
11. To continue the checkout process, you can select your site, join a site, or continue as a guest.
   a. If you have already joined a site, select the site from the dropdown and select Checkout with Account.
   b. If you are not associated with a site, select Join a Site and follow the instructions on the first page of this document. Please note, you cannot continue the checkout process and pay with a purchase order until your Site Coordinator approves your request to join your site.
   c. If you do not want to join a site, you can select Checkout as Guest. If you choose to check out as a guest, you must pay with a credit card.
12. Once you determine how you will proceed, enter all billing details and select Submit.

Teachers: Register for a Private Core Training Event

2. Enter user credentials and select Log in.
3. Select Professional Development from the homepage.
4. Select Catalog at the top of the page.
5. Navigate to the “Have a Private Event Code” box on the right and enter your private event code.
6. Select Submit.
7. Select Register for the private event.
8. Complete the registration form with all required information and select Submit Registration.
9. On the Cart page, review the information and select Proceed to Checkout. Please note, your seat is not held until you complete the checkout process and pay for the training event.
10. To continue the checkout process, you can select your site, join a site, or continue as a guest.
   a. If you have already joined a site, select the site from the dropdown and select Checkout with Account.
   b. If you are not associated with a site, select Join a Site and follow the instructions on the first page of this document. Please note, you cannot continue the checkout process and pay with a purchase order until your Site Coordinator approves your request to join your site.
   c. If you do not want to join a site, you can select Checkout as Guest. If you choose to checkout as a guest, you must pay with a credit card.
Program Coordinators and Site Coordinators: Approve a Request to Join a Site

2. Enter user credentials and select Log in.
3. Click My Sites in the top left corner.
4. Click the name of the applicable site.
5. Click Users.
6. Select Approve on the pending request at the top of the page.