



Courses

Professional  
Development

Community



Grants



Help

## 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

1. Visit [my.pltw.org](https://my.pltw.org).
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

1. Visit [my.pltw.org](https://my.pltw.org).
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

1. Visit **my.pltw.org**.
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

1. Visit [my.pltw.org](https://my.pltw.org).
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.