

Checklist for Coupon Administrator

Do you plan to distribute your coupons to other users within your organization? Follow these steps:

- To access Learning Connector, users need to [create a PTC.com account](#). They will need your organization's Customer Number and Sales Order Number (SON) provided in your coupon notification email.
- Give the specific coupon codes to each intended user, along with our job aid on how to redeem a coupon. One coupon code is required per half-day class or certification.

If you need assistance tracking your redeemed coupons, please contact trainingcentral@ptc.com.

Additional questions? Review our coupon [FAQ](#) or email trainingcentral@ptc.com.