ptc university

Getting Started with Your LEARN Online Subscription for Site Admin

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Introduction

We believe in your ability to change the world. It is our mission at PTC University to guide you along the way through best-in-class learning experiences. Our LEARN Online Subscription provides you with unlimited access to live, virtual instructor-led LEARN sessions. Each session is three hours in duration and capacity limits on classes ensure you have unfettered access to your instructor. Choose a class time that works for your schedule and retake any course offered to refresh and solidify your skills. Our world-class instructors will lead you on a collaborative and engaging learning journey designed to help you retain knowledge and drive your success. We look forward to seeing you in the classroom!

Scott Barkman
Vice President, PTC University
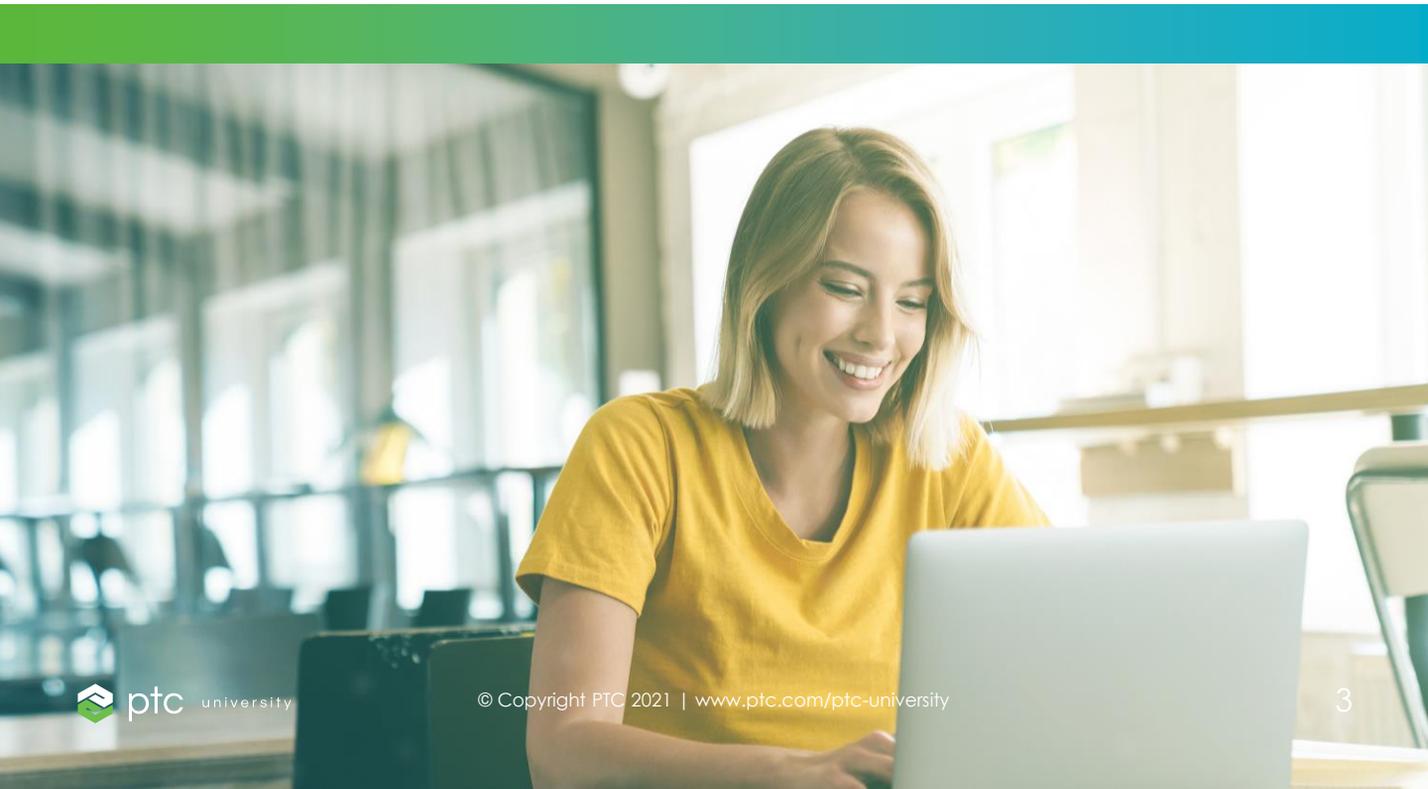
Getting Started

It's incredibly easy to get started with your LEARN Online subscription. Your organization's Site Admin must complete the three steps below to ensure users can access their account and take advantage of unlimited learning!

Logging into Training

Users will need to login to Training Central, which is the Learning Management System that powers LEARN Online. Any user that will be assigned a training seat must have a PTC.com account.

Click here to access the job aid that can be distributed to users.

Determine Your Users

You will be able to determine which of your users will be given access to your LEARN Online Subscription. Your welcome email includes a Bulk User Upload Form. Once you add all learner names and email addresses to the bulk upload form, you are ready for the next step.

Click here to access the job aid for How to Populate Users in Training Central.
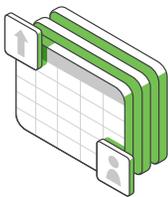
Assign Your Seats

There are two ways to complete your learner setup:

• Send in the bulk upload form to trainingcentral@ptc.com and request that users are added and all seats assigned.

• Assign users to the subscription after users have created their PTC.com Account and logged into Training Central.

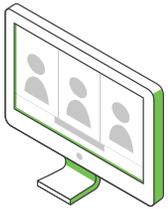Click here to access the job aid for Assigning License Seats.

How to Prepare for Class

Student Guide

Student Guides are available within 24 hours from the start of the class and access continues for 12 months. Student guides for already completed classes can be access through class.ptcu.com.
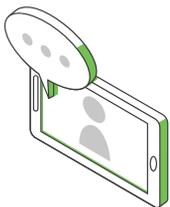
Review instructions for accessing Student Guide here.

Class Environments

All students have access to Class Environments during LEARN Session for hands-on activities. Class Environments for students are available 30 minutes before class time.

Review system requirements for accessing Class Environments here.

Online Classroom

Microsoft Teams is the platform we use to deliver LEARN Sessions.

Review system requirements and test your connection here.

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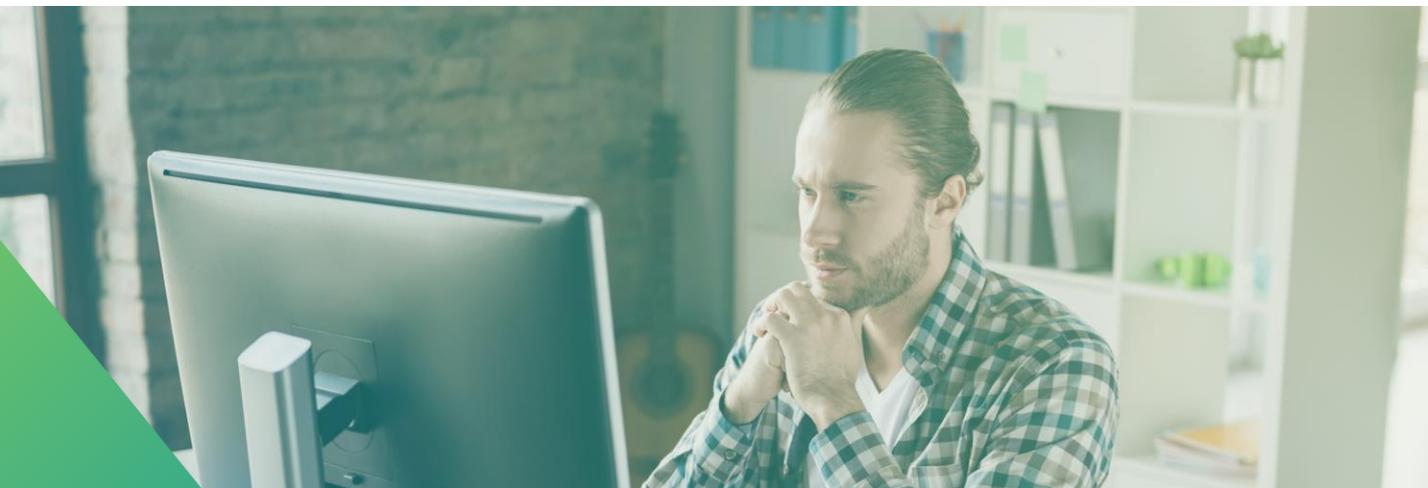# Getting The Most Out of Your LEARN Subscription

Your User's Journey

LEARN Online gives each user the ability to create their own training journey. They can attend courses that are of interest to their unique needs at a time that works best for their schedule.

Click here to Find a Class.

Promote LEARN Within Your Organization

We recommend that you promote and share your users success within your organization. Celebrate milestones and share success stories as your users attend their first classes, complete their first Fundamentals series, and earn their certification! We want to help users understand the benefits of what the LEARN Online subscription has to offer them not only for their current role but their own career development.

Click here to access the job aid for Reports in Training Central.

Getting The Most Out of Your LEARN Subscription

Understanding the LEARN Session Schedule

Scheduling is dynamic and often changing. We are always looking at demand and adjusting our session offerings. We recommend that you check our class schedule frequently so that you don't miss out on a class that accommodates your schedule best!

Click here to Find a Class.

## How to Leverage Specialization Exams and Certifications

Specialization Exams will help prepare for the professional exam & identify areas that you have room for improvement.

Certifications are a great way to ensure that your users can demonstrate a strong level of product knowledge. You can use the certifications in a few ways: to recognize individual success, to guide onboarding plans, and as a way to confirm existing knowledge. Once learners pass the exam you can be assured that they have the level of knowledge needed to competently use the system.

Click here to find out more details about Certifications.

Quick Summary
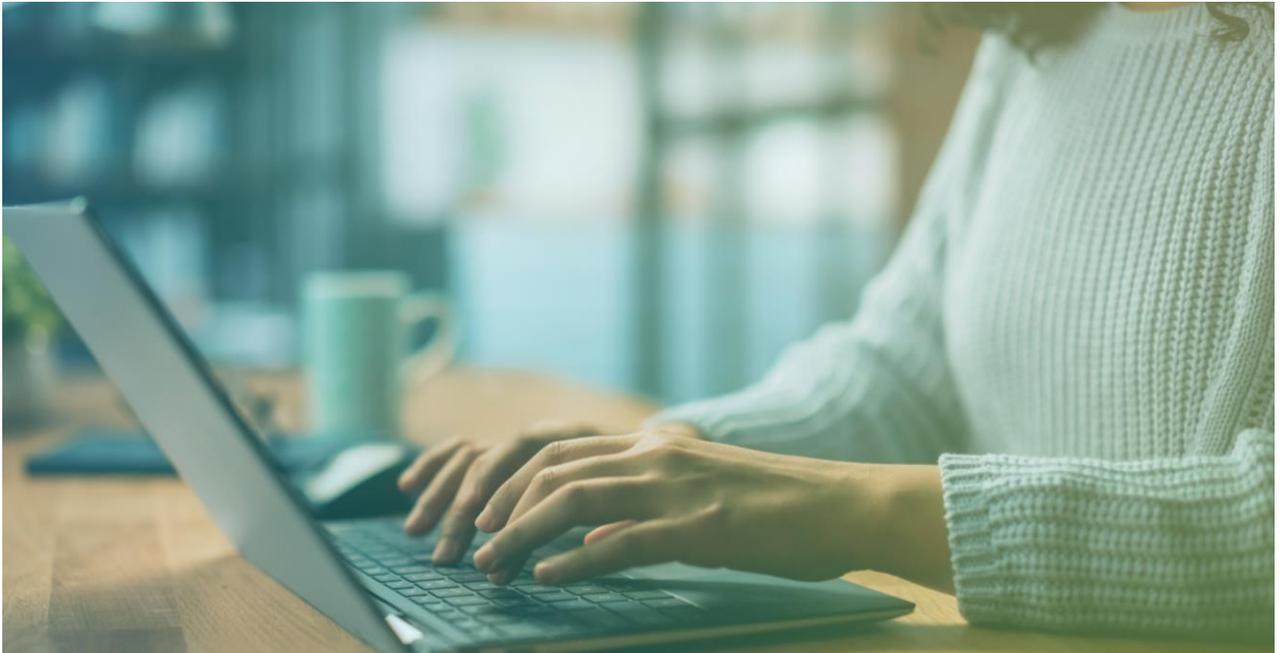
Site Admin Checklist

- Complete Purchase Order

- Bulk User Upload

- Assign Seats

- Share "Logging into Training Central" with Your Users

- Encourage Class Attendance

- Promote Certification

- Report on Usage

- Share Success Stories

- Celebrate Certified Users

Learner Checklist

- Confirm Access to Training Central

- Search and Enroll in Courses

- Attend Class

- Take Survey

- Get Certified

Important: You must share your Sales Order Number and Customer Number found above for users to access Training Central correctly.

Contact Us

To review more information check out our FAQ page which houses helpful job aids and videos.

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