# How to Access Your Training Guide

ptc university

Before Class Day

Training guides are available 24 hours before your class begins.

Class Day

1) Launch Class Day Portal to access your class details. Sign in using your PTC.com credentials.

2) Start with Step 1 SELECT CLASS and click **Upcoming Class** to find your scheduled classes. Click **Try refreshing** if you can't find the class.
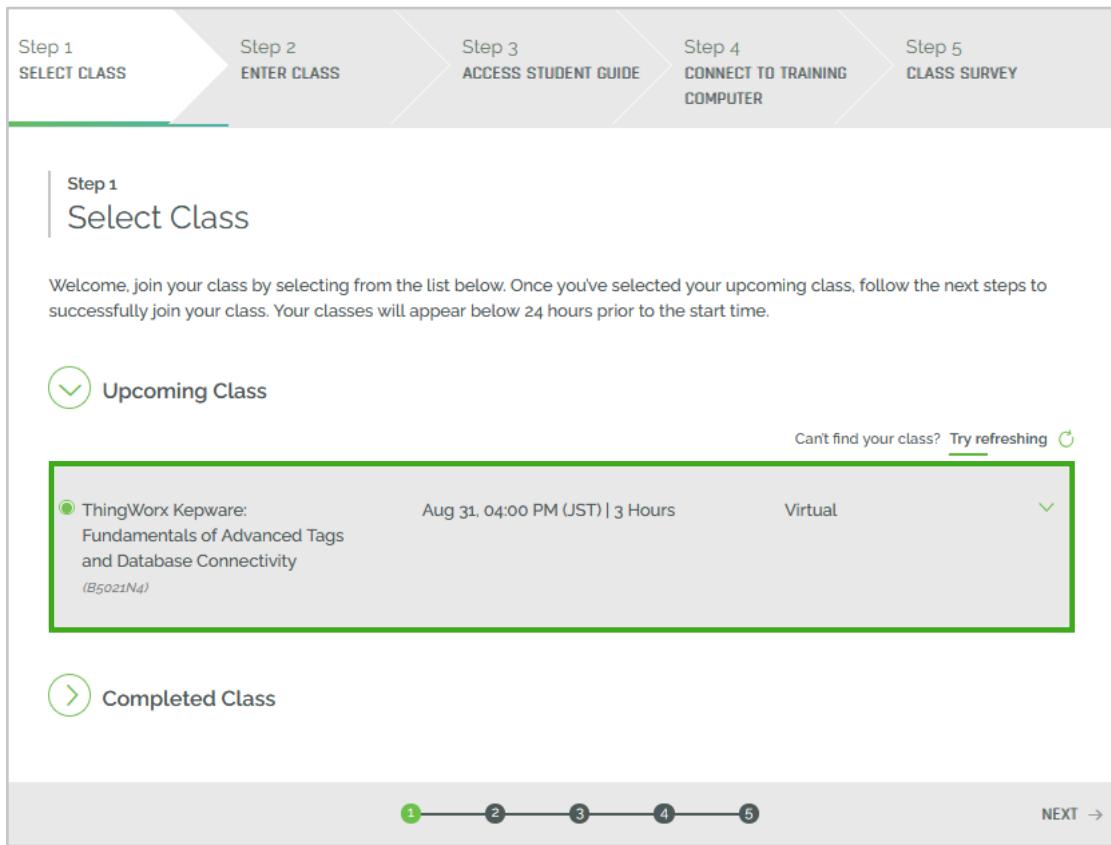
3) Click the class for the training material you wish to access.

After Class Day

There are two options to access your training guide after class day.

Class Day Portal

1) Launch the Class Day Portal to access your class details. Sign in using your PTC.com credentials.

2) Start with Step 1 SELECT CLASS and click **Completed Class** to find the classes you have attended.
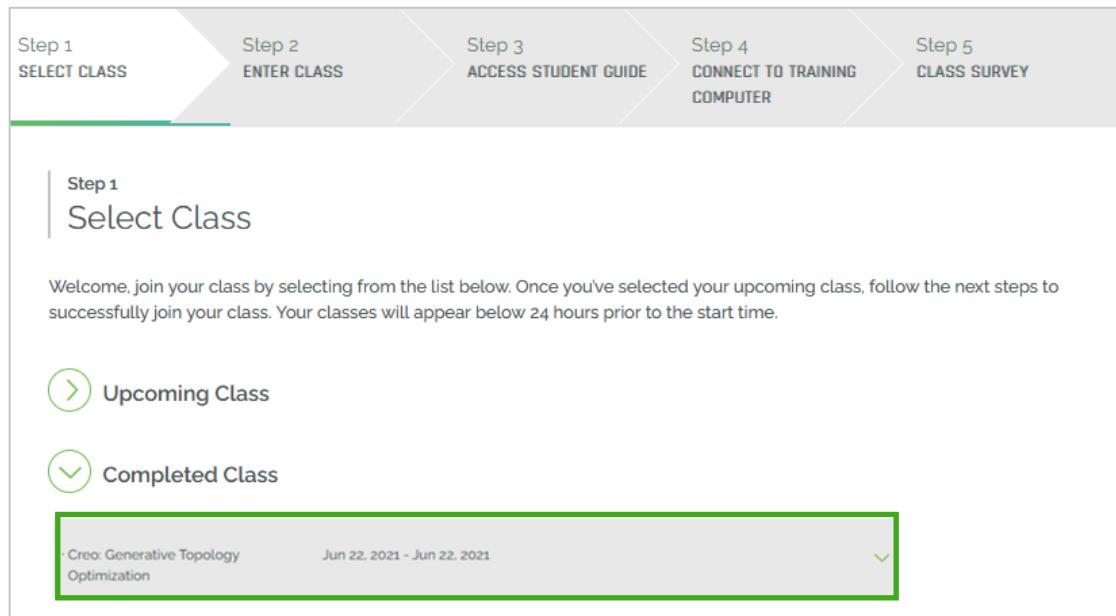
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3) Click the class for the training material you wish to access.
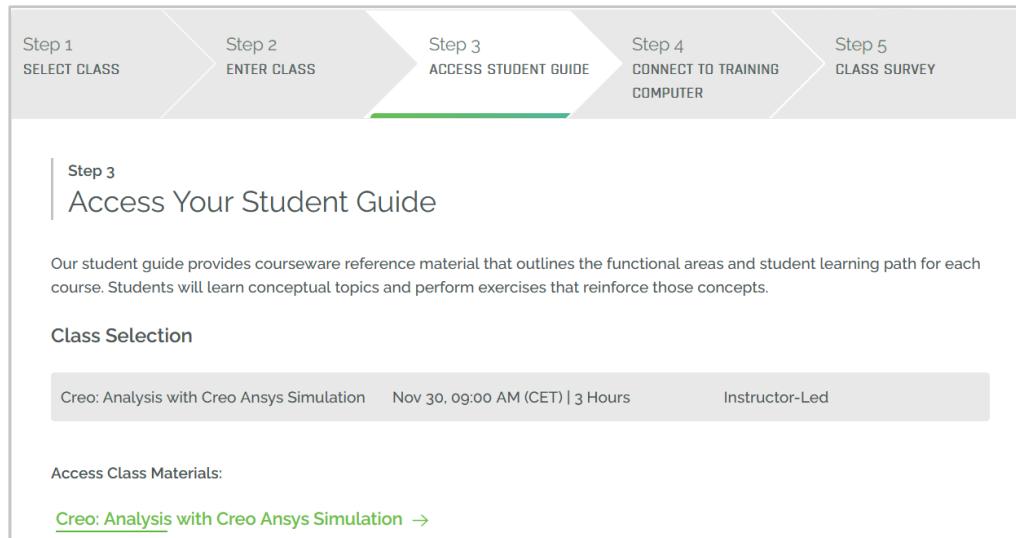
Learning Connector

1) Navigate to **Your My Learning** > **Learning History** tab.

2) Click the class for the training material you wish to access.

3) Click **CLASS MATERIALS**.
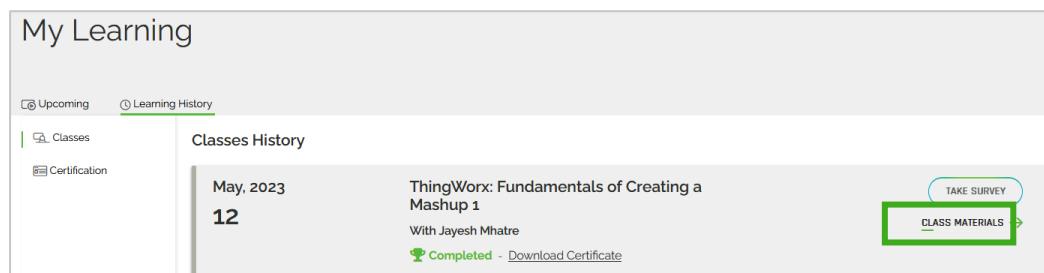
Please Note: Training guides are available 24 hours before class begins and for 12 months after the enrollment date. If you do not attend the class, you won't be able to access the training guide until your attendance is marked as completed. For PTC employees, training guides are accessible for 90 days after the enrollment date.

For questions or assistance, please contact trainingcentral@ptc.com.