

How to Create Users in Training Central (Site Admin Task)

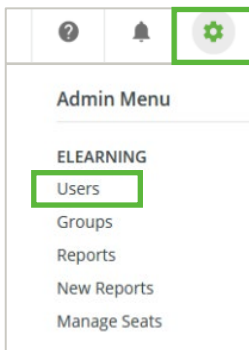
There are two options:

Fill out the [bulk user upload form](#) and email it to trainingcentral@ptc.com, and we will create the users on your behalf, or you can create the users following the steps below:

Step 1) Sign into [Training Central](#).

Step 2) Navigate to the Users portal

- a. Click the gear icon at the top of the screen.
- b. Click Users.



Step 3) Locate the New Users/Branch button  and select "New User."

Step 4) Enter the user's information on the General Information Tab.

- Enter the user's email address in both the Username and Email Address fields.
 - ***The same email*** must be used when creating the PTC.com account, or the accounts will not sync.
- New Password = welcome1

Note: This password is not the password that the user will use when accessing Training Central. **DO NOT** select "force users to change their password at the first login."

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- Step 5)** Branches Tab = Your organization.
- Step 6)** Additional Fields Tab = leave blank.
- Step 7)** Team Member Tab = leave blank.
- Step 8)** Click “create user.”
- Step 9)** User has now been created in Training Central.
- Step 10)** You (Site Admin) can now assign the users to their learn subscription.