How to Join Your Class

ptc university

Deutsch | 中文(简体) | 日本語

There are two ways to join a class. You can go to the My Learning page in Learning Connector, or you can launch the Class Day Portal directly to access your class details. You will sign in with your PTC.com credentials.

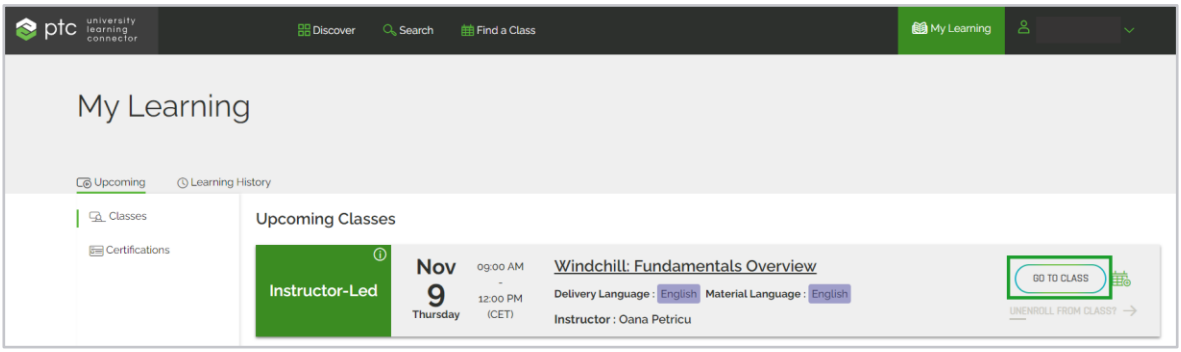
Option 1: From Learning Connector

1) Sign in to Learning Connector.

2) Click **My Learning** in the upper right of the homepage. You will see all your enrolled classes.

3) Find the class you want to attend and click **Go To Class** to open Class Day Portal.

   Note: The Go To Class button is active 24 hours before the class starts.



Option 2: Sign in to Class Day Portal Directly

Tip: Bookmark Class Day Portal for easy access.

After you successfully open Class Day Portal, take the following steps.

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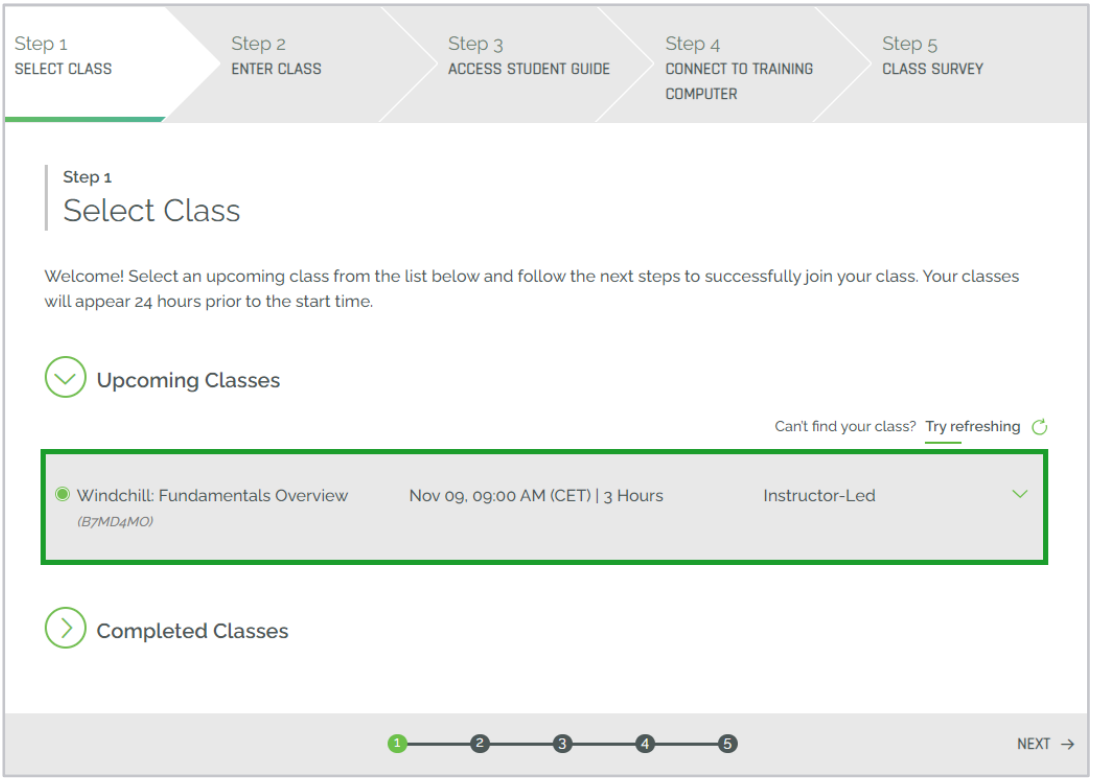
1) In Step 1: SELECT CLASS, select the class you want to join.

   Your class will only appear in the Upcoming Class section if the class is scheduled to begin within 24 hours.



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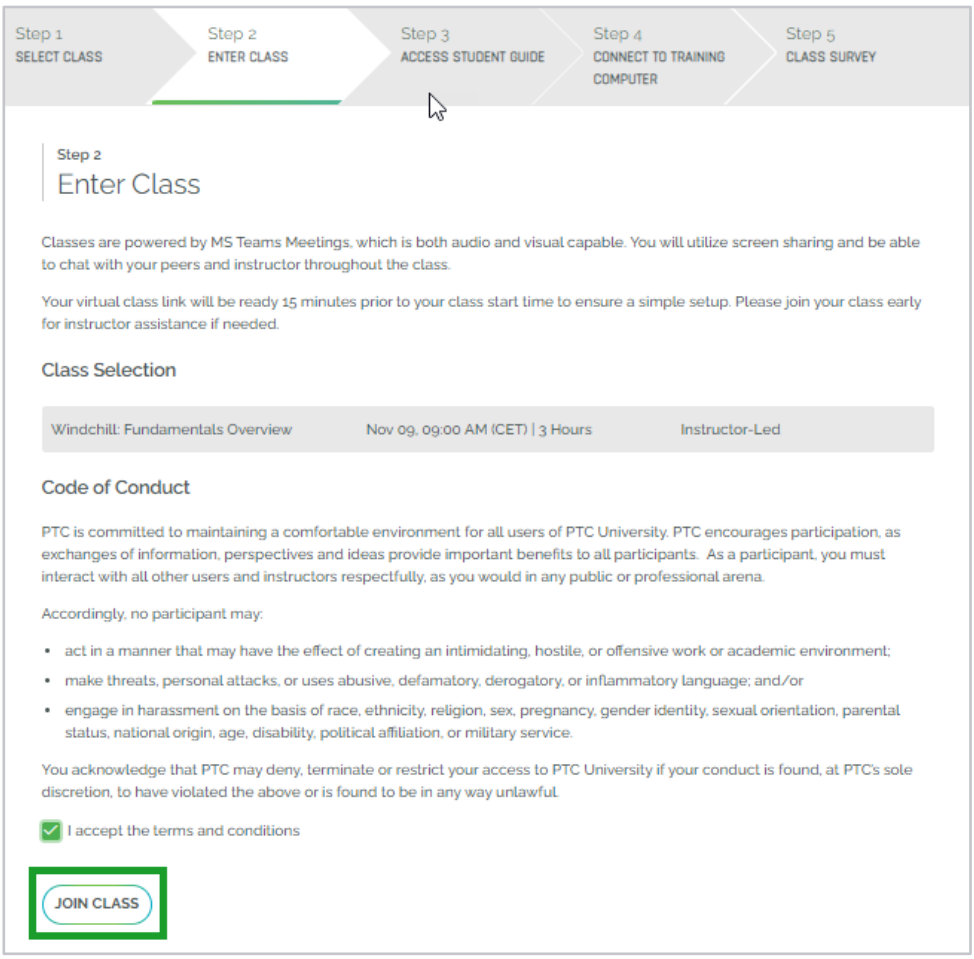
2) Proceed to Step 2: ENTER CLASS.

If your class supports a virtual meeting tool, you will be asked to click **Join Class**. Please note, the Join Class button will not appear until 15 minutes before your class start time.

If your class is self-guided, you will not have an instructor and you will **not** be given an option to join the class virtually.



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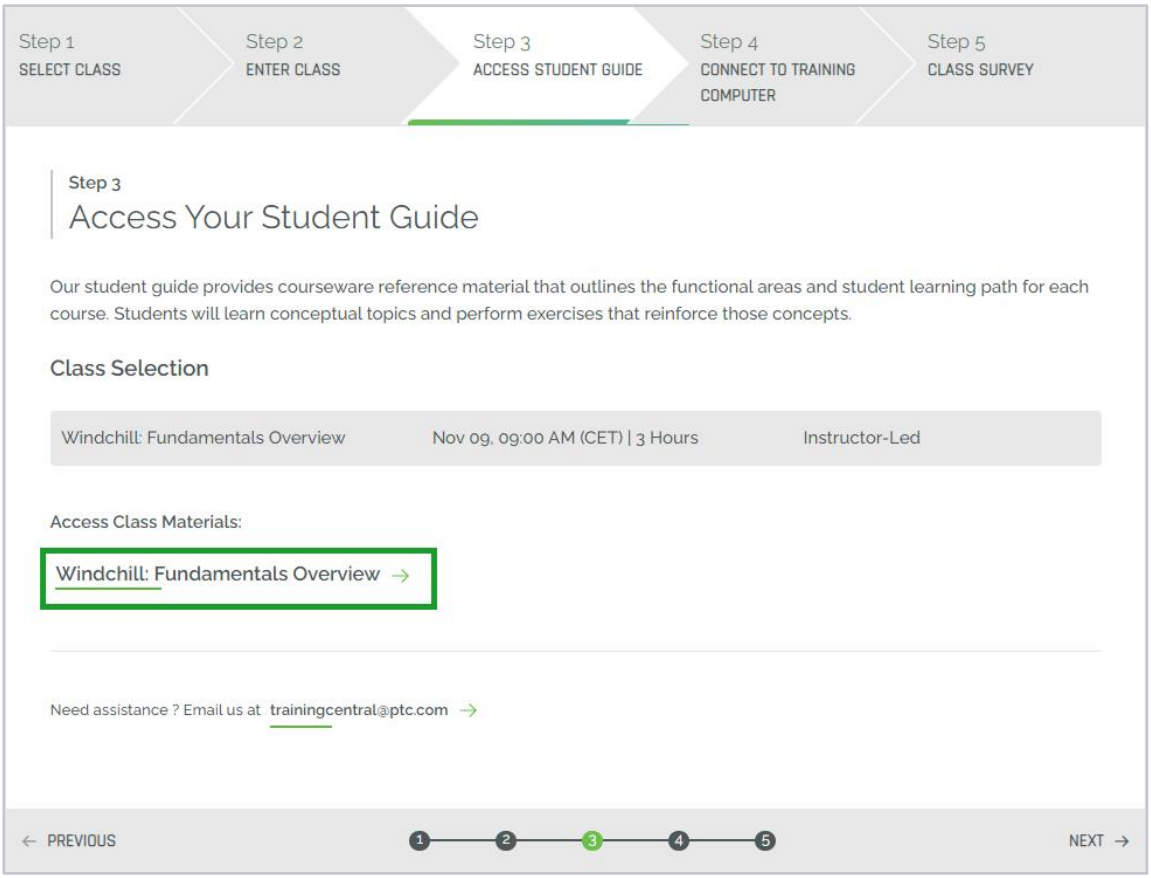
3) Proceed to Step 3: ACCESS STUDENT GUIDE.
   a) Select a class to open your training guide.
   b) Your training guide will open in a separate browser.
   c) If you are experiencing a proxy server or firewall issue, we recommend reviewing this document here.



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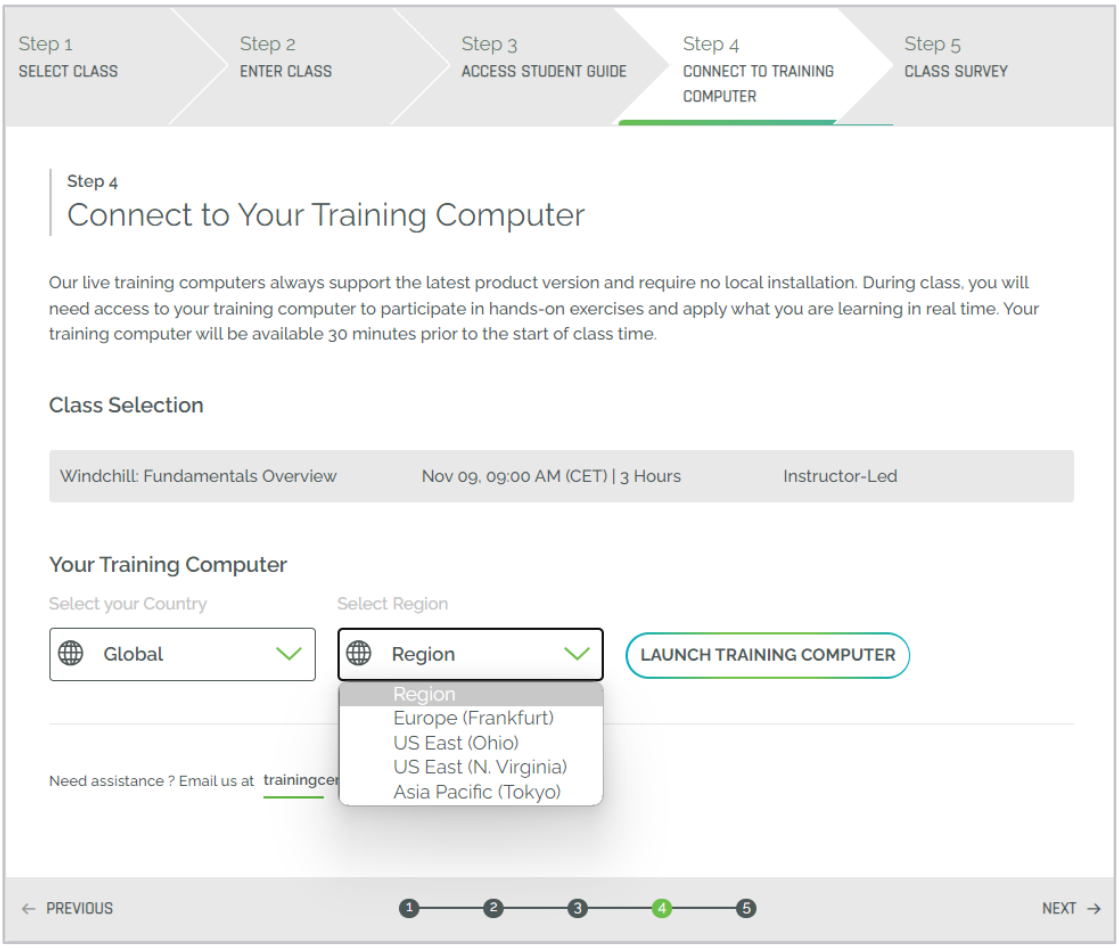
4) Proceed to Step 4: CONNECT TO TRAINING COMPUTER.

   a) Select the country you are in or nearest to.

      If you experience issues when choosing your country, scroll down and click the Global dropdown menu to manually specify your region.

   b) Once your region is selected, click **LAUNCH TRAINING COMPUTER**.



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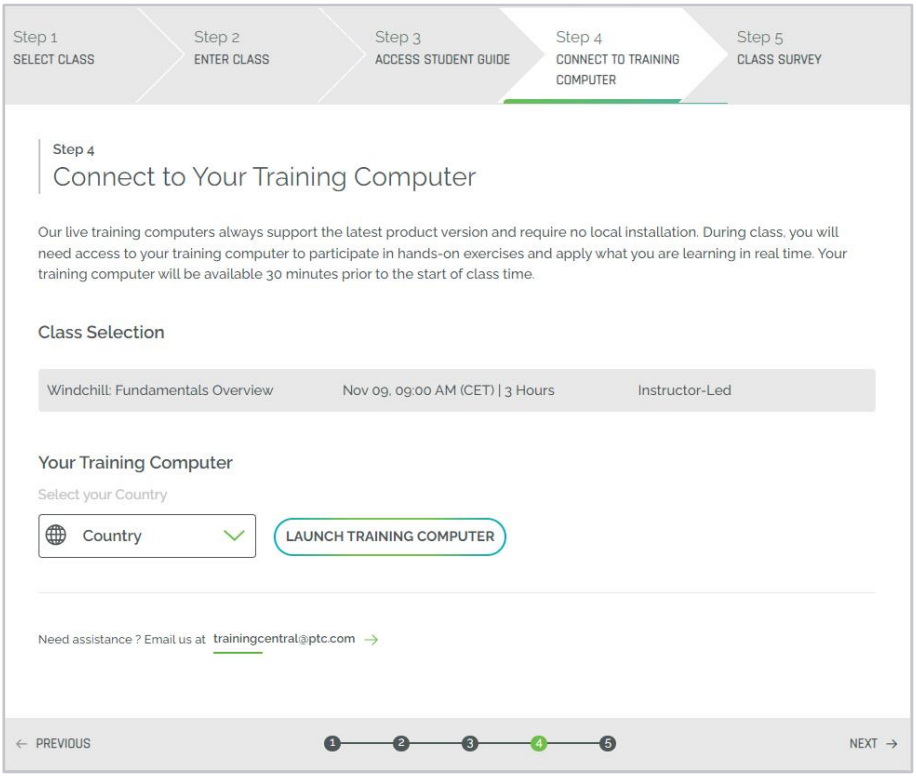

c) Your training computer virtual machine will start to load. This can take 2-10 minutes.

d) Follow the remaining instructions to connect to your training computer virtual machine.

Note: *Your virtual machine is only available in the 30 minutes before your class start time. If you try to access your virtual machine outside of the 30-minute window, you will receive an error.*

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

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