

# How to Join Your Class

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.

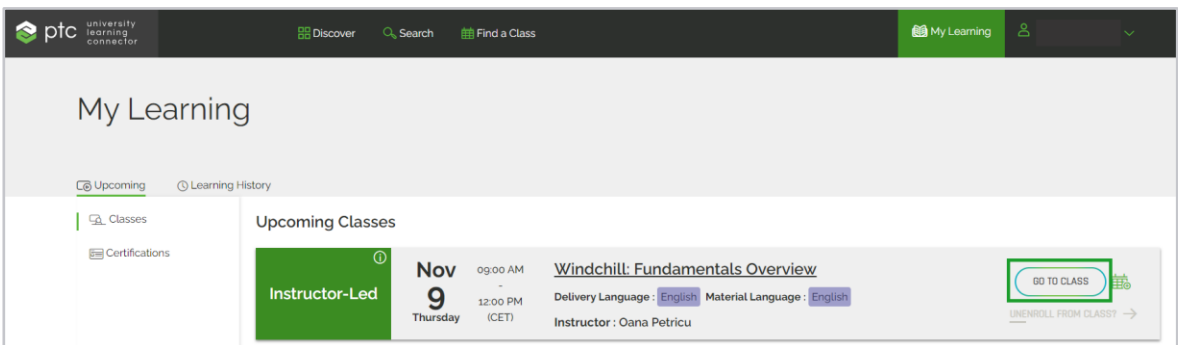
## Option 1: From [Learning Connector](#)

- 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.

# How to Join Your Class

- 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.

Step 1  
SELECT CLASS

Step 2  
ENTER CLASS

Step 3  
ACCESS STUDENT GUIDE


Step 4  
CONNECT TO TRAINING  
COMPUTER

Step 5  
CLASS SURVEY

Step 1  
Select Class

Welcome! Select an upcoming class from the list below and follow the next steps to successfully join your class. Your classes will appear 24 hours prior to the start time.

✓ Upcoming Classes

Can't find your class? [Try refreshing](#) 

● Windchill: Fundamentals Overview  
(B7MD4MO)

Nov 09, 09:00 AM (CET) | 3 Hours

Instructor-Led

✓

> Completed Classes

1 2 3 4 5

NEXT →

# How to Join Your Class

## 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.

Step 1  
SELECT CLASS

Step 2  
ENTER CLASS

Step 3  
ACCESS STUDENT GUIDE

Step 4  
CONNECT TO TRAINING  
COMPUTER

Step 5  
CLASS SURVEY

Step 2  
Enter Class

Classes are powered by MS Teams Meetings, which is both audio and visual capable. You will utilize screen sharing and be able to chat with your peers and instructor throughout the class.

Your virtual class link will be ready 15 minutes prior to your class start time to ensure a simple setup. Please join your class early for instructor assistance if needed.

### Class Selection

Windchill: Fundamentals Overview	Nov 09, 09:00 AM (CET)   3 Hours	Instructor-Led
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### Code of Conduct

PTC is committed to maintaining a comfortable environment for all users of PTC University. PTC encourages participation, as exchanges of information, perspectives and ideas provide important benefits to all participants. As a participant, you must interact with all other users and instructors respectfully, as you would in any public or professional arena.

Accordingly, no participant may:

- act in a manner that may have the effect of creating an intimidating, hostile, or offensive work or academic environment;
- make threats, personal attacks, or uses abusive, defamatory, derogatory, or inflammatory language; and/or
- engage in harassment on the basis of race, ethnicity, religion, sex, pregnancy, gender identity, sexual orientation, parental status, national origin, age, disability, political affiliation, or military service.

You acknowledge that PTC may deny, terminate or restrict your access to PTC University if your conduct is found, at PTC's sole discretion, to have violated the above or is found to be in any way unlawful.

☒ I accept the terms and conditions

JOIN CLASS

# How to Join Your Class

- 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](#).

Step 1  
SELECT CLASS

Step 2  
ENTER CLASS

Step 3  
ACCESS STUDENT GUIDE

Step 4  
CONNECT TO TRAINING  
COMPUTER

Step 5  
CLASS SURVEY

Step 3

Access Your Student Guide

Our student guide provides courseware reference material that outlines the functional areas and student learning path for each course. Students will learn conceptual topics and perform exercises that reinforce those concepts.

### Class Selection

Windchill: Fundamentals Overview	Nov 09, 09:00 AM (CET)   3 Hours	Instructor-Led
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Access Class Materials:

Windchill: Fundamentals Overview →

Need assistance ? Email us at [trainingcentral@ptc.com](mailto:trainingcentral@ptc.com) →

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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**.

Step 1  
SELECT CLASS

Step 2  
ENTER CLASS

Step 3  
ACCESS STUDENT GUIDE

Step 4  
CONNECT TO TRAINING  
COMPUTER

Step 5  
CLASS SURVEY

Step 4

Connect to Your Training Computer


Our live training computers always support the latest product version and require no local installation. During class, you will need access to your training computer to participate in hands-on exercises and apply what you are learning in real time. Your training computer will be available 30 minutes prior to the start of class time.


### Class Selection

Windchill: Fundamentals Overview      Nov 09, 09:00 AM (CET) | 3 Hours      Instructor-Led

### Your Training Computer

Select your Country      Select Region

 Global ✓

 Region ✓

Region

Europe (Frankfurt)

US East (Ohio)

US East (N. Virginia)

Asia Pacific (Tokyo)

LAUNCH TRAINING COMPUTER

Need assistance ? Email us at [trainingcenter@ptc.com](#)

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Class Selection

Windchill: Fundamentals OverviewNov 09, 09:00 AM (CET) | 3 HoursInstructor-Led

Your Training Computer

Select your Country

 Country ✓

LAUNCH TRAINING COMPUTER

Need assistance ? Email us at [trainingcentral@ptc.com](mailto:trainingcentral@ptc.com) →

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12345

NEXT →

- 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](mailto:trainingcentral@ptc.com).