

How to Populate Users into Training Central (Site Admin)

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 your users can create their PTC.com New Customer accounts and log in to Training Central. Upon logging in to Training Central, an account will automatically be created for them. To do this, follow the steps below:

- 1) Navigate to the [PTC Account Portal](#).
- 2) Fill out the required fields (marked with a red asterisk.)

Important!

To ensure your account is created properly, you will need to enter your Customer Number and Sales Order on the account creation screen.

Please supply one of the following pieces of information for verification.

Service Contract Number (SCN):

Or

Sales Order Number (SON):

The Site Admin at your organization will be able to provide this information to you. Need help finding them?

Contact trainingcentral@ptc.com

Don't know your Customer Number or Sales Order Number?
You can create a Basic Account to access Training Central.

- 3) Click "Create Account" at the bottom of the screen.
- 4) Visit Training Central and use credentials to login.

Need help? Reach out to trainingcentral@ptc.com