

How to Populate Users into Training Central (Site Admin)

There are two options:

First, you can fill out the [bulk user upload form](#) and email it to trainingcentral@ptc.com, and we will create the users on your behalf.

For the second option, your users can create their PTC.com New Customer accounts and sign in to Learning Connector. Upon signing in to Learning Connector, an account will automatically be created for them. Follow the steps below or watch [this](#) video for step-by-step instructions to create your PTC.com account.

- 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 Number 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):

You can find this information by contacting your organization's Site Admin. Need help? Email 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 page.
- 4) Visit [Learning Connector](#) and enter your PTC.com credentials to sign in.

Need help? Reach out to trainingcentral@ptc.com.