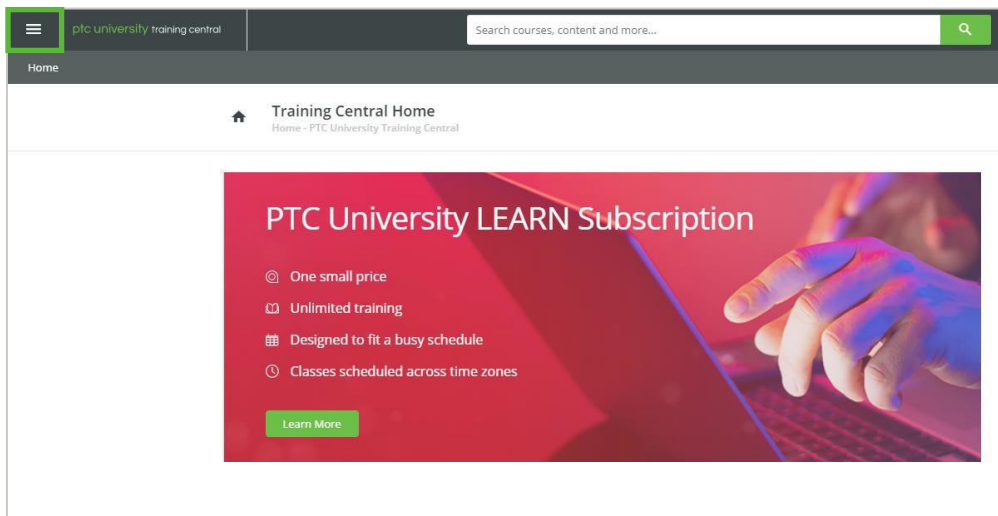


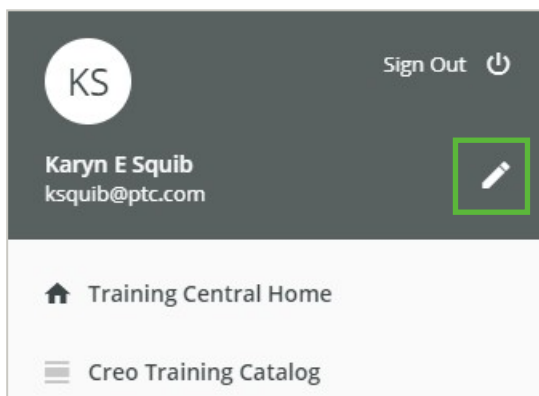
Updating Your Time Zone in Training Central

Want to see session times reflected in your local time zone?

Step 1) From the **Training Central** home page, click on the three lines in the upper left-hand corner of the screen to take you to the navigation menu bar.

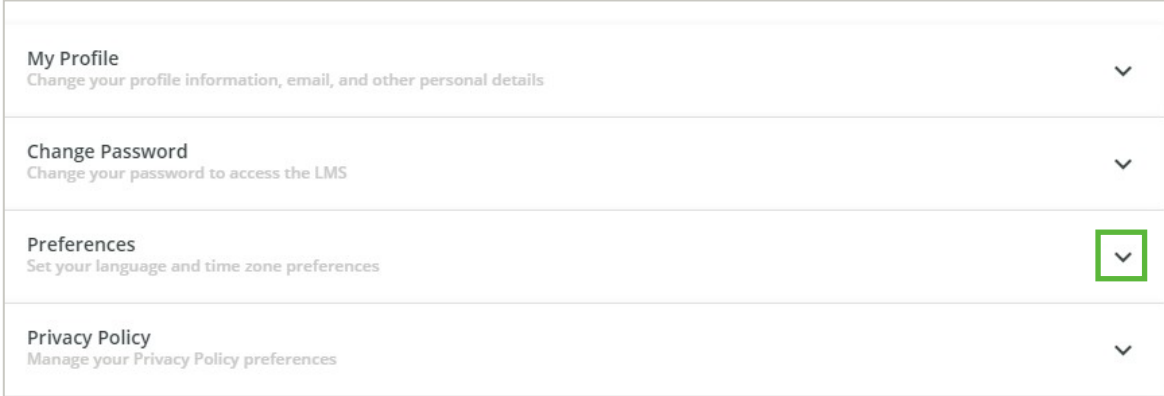


Step 2) On the navigation bar, click the pencil icon next to your user account to edit your profile.



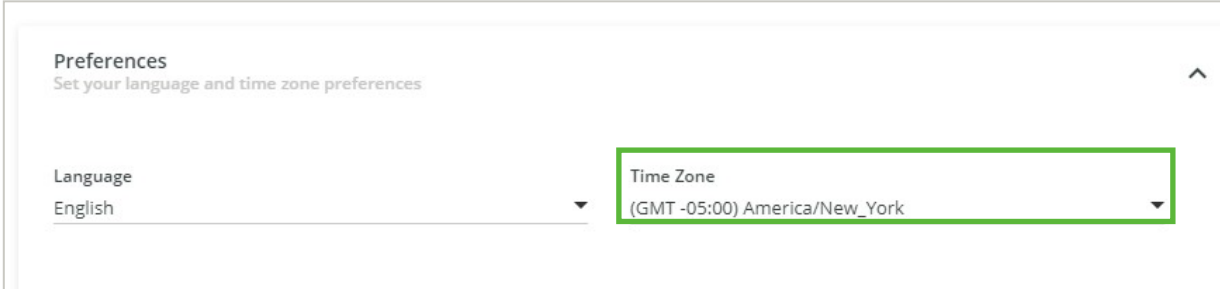
Updating Your Time Zone in Training Central

Step 3) Click the **Preferences** drop-down arrow on the edit My Profile page.



The screenshot shows a vertical list of menu items on the 'My Profile' page. The items are: 'My Profile' (Change your profile information, email, and other personal details), 'Change Password' (Change your password to access the LMS), 'Preferences' (Set your language and time zone preferences), and 'Privacy Policy' (Manage your Privacy Policy preferences). The 'Preferences' item is highlighted with a green rectangular box around its downward-pointing arrow.

Step 4) Select your time zone from the drop-down arrow labelled **Time Zone:**



The screenshot shows the 'Preferences' page with the 'Time Zone' dropdown menu open and highlighted with a green rectangular box. The 'Time Zone' dropdown is currently set to '(GMT -05:00) America/New_York'. The 'Language' dropdown is set to 'English'.

Step 5) Class times should now reflect your time zone in Training

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