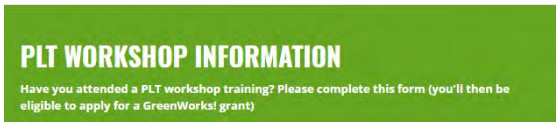
Project Learning Tree Educator Professional Development
Dear Participants,

In order to access the online portion of the PLT Educator Workshop, you will need to complete a Workshop Participant Information Form (PIF) online as well as have a profile to PLT.org. If you are new to PLT and do not currently have an account, please follow the top half of these directions for completing your PIF. If you are a returning user, please follow the section that reads "For Returning PLT Users" for completing your PIF. Next, follow the steps on page 3 to use your access code.

For New Users:

1. Go to plt.org and select **Login**,
    a. If you already have an account with PLT, please login and skip ahead to the section "For Returning PLT Users" for next steps.
    b. Otherwise, from the login page, scroll down to see options for creating an account. Choose **"PLT WORKSHOP INFORMATION"** and click **"Have you attended a PLT workshop training? Please complete this form".** We ask that you complete this form prior your workshop so you can create an account on plt.org and access the online training portion of this course.



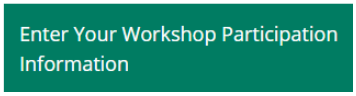
2. Enter your email address and press submit. Then on the next page titled "INFORMATION" please fill in your demographic information and the workshop information.
    a. **Workshop Date**: XX
    b. **Workshop City**: XX
    c. Type of Professional Development Workshop: Online
3. Press **Save.**
4. You will receive a confirmation that looks like the example to the right.



5. Next click, **"Create your password and gain access to the Student Pages and a wealth of other resources that support and enhance PLT's lessons".** This step is important, because you will need an account profile in order to access the online portion of this course.

For Returning PLT Users:

1. Go to plt.org and select **Login**
2. Once you login, you will see your PLT Account Home. On the left side menu, you will see the option to "Enter Your Workshop Participation Information, see example to the right":
    a. **Workshop Date**: XX
    b. **Workshop City**: XX
    c. Type of Professional Development Workshop: XX
3. Press **Save** to complete.



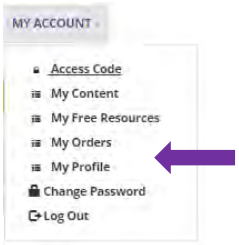
Project Learning Tree Educator Professional Development

Redeem Your PLT Materials with an Access Code

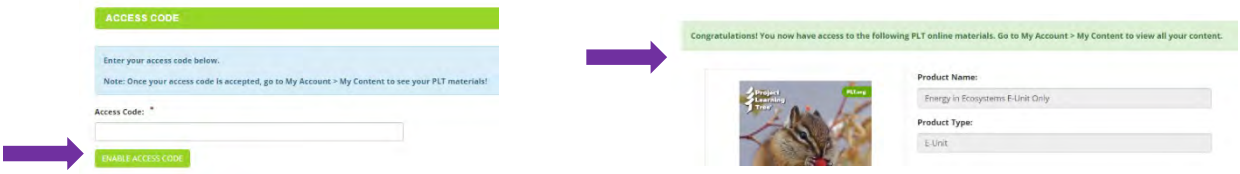
1. Return to your PLT Account Home and choose "Access or Purchase Online Training or Curriculum from shop.plt.org" or go to shop.plt.org.



2. You should already be logged in, if not login. Then click My Account and choose Access Code, see example to the left.



3. Enter the Access Code you received in the text box and click "Enable Access Code". When the Access Code is enabled you will receive the confirmation message as shown below.



4. To access and view your content, click My Account and choose My Content, see left.



5. On your My Content Page, you will see product images for your purchased Online Training, E-Book and/or E-Unit. Click on the links below the product images for either "Online Training", "E-Book", or "E-Unit".
   Please note, to open the E-book, you will need to re-enter your PLT Account password (same password used to login to shop.plt.org).



QUESTIONS?

Contact information@plt.org or 202-765-3641