ptc university

Getting Started with Your *LEARN Online Subscription* for Site Admin

Introduction

We believe in your ability to change the world. It is our mission at PTC University to guide you along the way through best-in-class learning experiences. Our LEARN Online Subscription provides you with unlimited access to live, virtual, instructor-led LEARN sessions. Each session is three hours, and capacity limits on classes ensure you have unfettered access to your instructor. Choose a class time that works for your schedule and retake any course offered to refresh and solidify your skills. Our world-class instructors will lead you on a collaborative and engaging learning journey designed to help you retain knowledge and drive your success. We look forward to seeing you in the classroom!

Scott Barkman
Vice President, PTC University

Table of Contents

Getting Started

It's incredibly easy to get started with your LEARN Online subscription. Your organization's Site Admin must complete the three steps below to ensure users can access their account and take advantage of unlimited learning!

Signing in to Learning Connector

Users will need to sign in to Learning Connector, the Learning Management System that powers LEARN Online. Users must have a PTC.com account to be assigned a training seat.
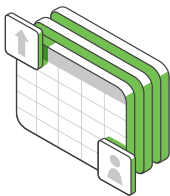
Click here to access the job aid that can be distributed to users.

Determine Your Users

You can determine which of your users will be given access to your LEARN Online Subscription. Your welcome email includes a Bulk User Upload Form. Once you add all learner names and email addresses to the bulk upload form, you are ready for the next step.

Click here to access the job aid for How to Populate Users in Training Central.

Assign Your Seats

There are two ways to complete your learner setup:

• Send in the bulk upload form to trainingcentral@ptc.com and request to add users and assign all seats.

• Assign users to the subscription after users have created their PTC.com account and signed in to Learning Connector.

Click here to access the job aid for Assigning License Seats.

How to Prepare for Class

Training Guide

Training guides are available within 24 hours before the start of the class and access continues for 12 months. Training guides for already completed classes can be accessed through Class Day Portal.
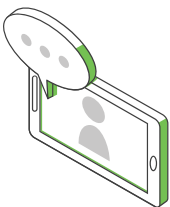
Review instructions to access training guides here.

Training Computer

All students have access to training computer virtual machines during the LEARN class for hands-on activities. These will be available 30 minutes before class time.

Review system requirements for virtual machines here.

Online Classroom

Microsoft Teams is the platform we use to deliver LEARN classes.

Review system requirements and test your connection here.

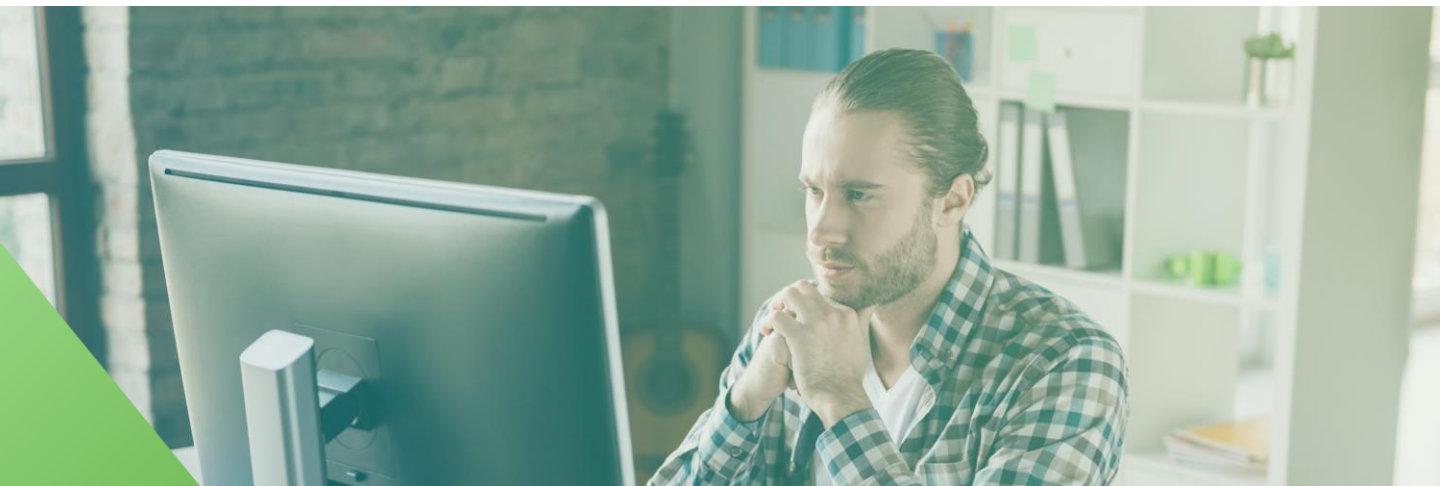# Getting the Most Out of Your LEARN Subscription

Your User's Journey

LEARN Online gives each user the ability to create their own training journey. They can attend courses that are of interest to their unique needs at a time that works best for their schedule.

Click here to find a class.

Promote LEARN within Your Organization

We recommend that you promote and share your users' success within your organization. Celebrate milestones and share success stories as your users attend their first classes, complete their first Fundamentals series and earn certifications! We want to help users understand how the LEARN Online subscription benefits them not only in their current role but for their own career development.

Click here to access the job aid for Reports in Training Central.

Getting the Most Out of Your LEARN Subscription

Understanding the LEARN Session Schedule

Scheduling is dynamic and often changes. We are always looking at demand and adjusting our session offerings. We recommend that you check our class schedule frequently so that you don't miss out on a class that accommodates your schedule best!
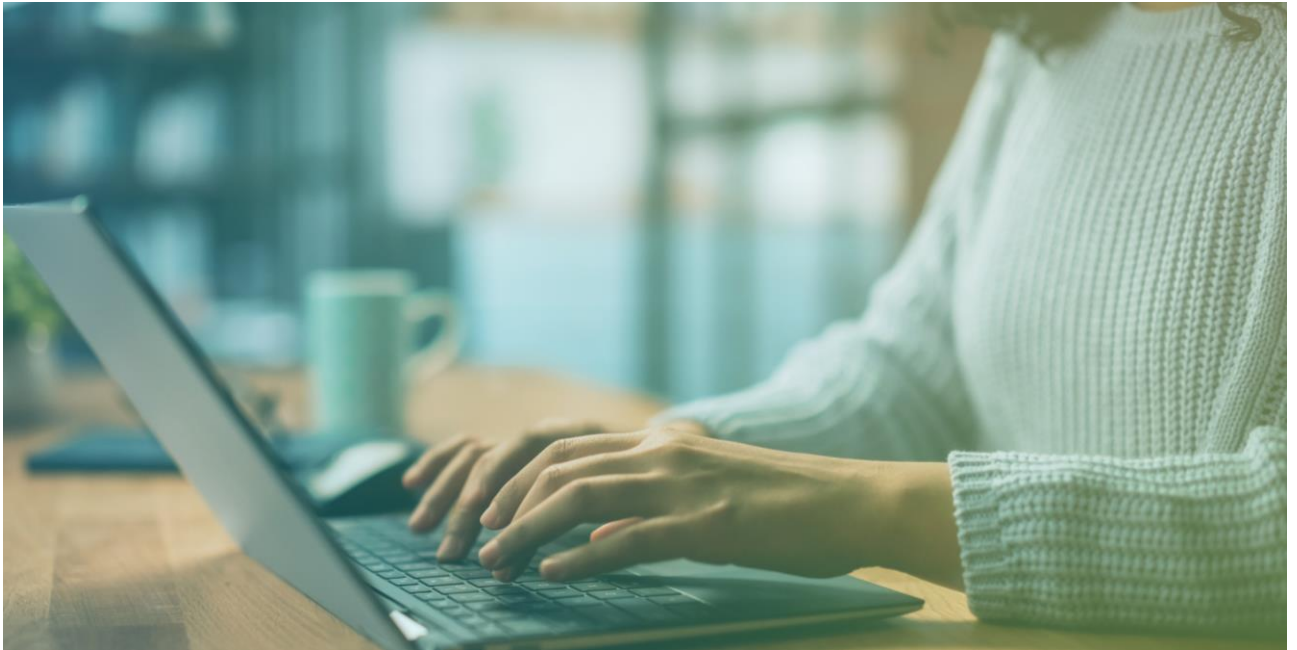
Click here to find a class.

Practical Certification Exam

A PTC University Practical Certification Exam validates proficiency in Creo, Windchill, or ThingWorx. An exam tests skills gained from courses in various LEARN Online categories. For example, the ThingWorx Associate Certification Exam tests students on topics covered by the courses in ThingWorx Fundamentals; the Creo Modeling Professional Certification Exam contains questions related to topics in Creo Modeling courses. Students take the exam remotely using a provided virtual lab environment and files.

Click here for the Practical Certification Exam FAQ.

Quick Summary

Site Admin Checklist

- Complete Purchase Order

- Bulk User Upload

- Assign Seats

- Review System Requirements

- Share "Accessing Learning Connector" with Your Users

- Encourage Class Attendance

- Promote Certification

- Report on Usage

- Share Success Stories

- Celebrate Certified Users

Learner Checklist

- Confirm Access to Learning Connector

- Search and Enroll in Courses

- Review System Requirements

- Attend Class

- Take Survey

- Get Certified

Important: You must share the Sales Order Number and Customer Number found in your welcome email to access Training Central correctly.

Contact Us

For more information, check out our FAQ page which houses helpful job aids and videos.

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