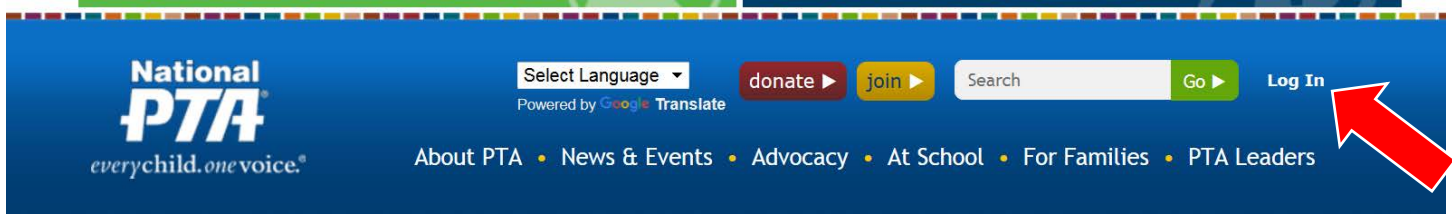




## National PTA eLearning Course Registration Guide

1. Go to [www.pta.org/elearning](http://www.pta.org/elearning)
2. If you do not have an online profile, click on the **Login** link in the top right corner of the blue banner.
  - a. To Log in, use your username (email address) and password. Then continue onto Step #4.
  - b. If you do not already have an account, you must create one to continue. See Step #3 to create an account.



### Sign into your account

Please enter your email address and password that have been assigned to your existing account. If you do not have an account, please click the link below to create a new account.

**Email Address**

**Password**

**Keep me signed in**

Never interacted with this site before? Click the link below to Register for this site.

[Create a New User Account](#)

### Sign In Help

Let's get you signed in as quickly and easily as possible.  
Select the situation that best applies to you.

- Find my account by e-mail address
- I forgot my password
- Contact customer service

3. To create an account, click the “Create a New User Account” at the bottom of the sign in page.
  - a. On the following page, fill in the information required and click “Create New Account and Sign In” to enter the eLearning Library.
  - b. **\*\*\*NOTE: Not all information is required to create an account. Only those fields that have an asterisk (\*) are required information to create an account.**

### Create New User Account

Please complete this form to create your new user account. Your name, e-mail address, and choice of user name and password are enough for us to create an account and allow you to sign in next time. Once you have signed into the site, you will be able to open your profile page and provide the additional information necessary to build a full user profile.

Please also select an easily remembered secret answer. If you forget your password in the future, you will be able to use the prompted answer as a backup way of signing in.

We recommend the password to follow these criteria: at least length = 10, numeric characters = 1, upper case characters = 1, lower case characters = 1.

**First Name\*** 

**Middle Name**

**Last Name\***

**Email\***

**Please confirm e-mail address**

**Password**

**Please confirm password**

4. Once you have logged in or created your new user account, you will arrive at the eLearning Library. From here choose the area that you fall into for your current PTA position.



- Local PTA Leaders
- All PTA Leaders
- Líderes Locales de la PTA

To access our eLearning courses, you will need an online National PTA profile. For assistance with creating a profile or registering for a course, please read the eLearning registration guide.

**Notice:** As of June 20, 2017, it was brought to our attention that the Google Chrome browser may experience incompatibilities with the eLearning courses. We are investigating this issue, and suggest users who encounter problems use Internet Explorer in the meantime. Thank you.



#### Courses for Local Leaders

These courses are designed specifically for local PTA leaders. All of the courses in this section will help new and experienced local leaders improve their leadership skills, and illuminate areas of running a local PTA that new leaders may not currently be aware of. [View the course list.](#)



#### Courses for All PTA Leaders

These courses are designed specifically for State, Regional and Council Leaders – or any PTA volunteer interested in PTA leadership growth. All the courses in this section will help new and experienced leaders refine their leadership skills, and shed light on areas of supporting local PTA units and running a State PTA. [View the course list.](#)



#### Cursos para líderes locales de la PTA

Estos cursos están diseñados específicamente para los líderes locales de la PTA. Todos los cursos de esta sección ayudarán a los líderes locales nuevos y experimentados a refinar sus habilidades de liderazgo y arrojan luz sobre los principales aspectos de la administración de una PTA local. [Ver la lista de cursos.](#)

**Questions?** Contact the Training Department at [ptatraining@pta.org](mailto:ptatraining@pta.org) or 800-307-4782.

- Choose the course that you are interested in registering for by clicking on the name of the course of the button next to the name of the course.

## PTA Overview



**PTA Basics** Discover PTA's history, structure, programs, and the issues for which it advocates. *approx. 30 min*

## PTA President and Vice President



**Board Basics** Learn the basic governance structures behind most PTA units. *approx 40 mins*



**Local Unit President** This course is an introduction to the roles and responsibilities of the local unit PTA president. *approx. 30 min*



**Parliamentary Procedure** This course will teach you how rules of conduct positively affect PTA decision-making, while ensuring fair and orderly unit operations. *approx. 30 min*

- Once you have chosen your course, you will move onto the next page that provides you a button to see the display link for the course.

### E-Learning Library

To access our e-learning courses, you will need an online National PTA profile. For assistance with creating a profile or registering for a course, please read the e-learning registration guide. Also, make sure your computer meets the minimum system requirements.

Para obtener instrucciones en español sobre cómo crear un perfil e inscribirse para un curso, por favor lea la Guía de inscripción para aprendizaje electrónico.

Admin

[Configure](#)

### PTA Essentials



**PTA Basics** Discover PTA's history, structure, programs, and the issues for which it advocates. *approx. 30 min*

[Configure](#)

[Display Download Link](#)



- Once you have clicked the "Display Download Link" button, you will be taken to a page that provides you with the course launch link. Click on the URL to launch the course.

Thank You. Please use the below link to download your product. A confirmation email will also be sent shortly.

Admin

[Configure](#)

### PTA Essentials



**PTA Basics** Discover PTA's history, structure, programs, and the issues for which it advocates. *approx. 30 min*

<http://www2.pta.org/NewPTABasics>



## Minimum System Requirements

For the best viewing experience, please make sure that your desired platform for taking National PTA courses meets the minimum system requirements outlined below.

### Local Leader eLearning Library

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To access our e-learning courses, you will need an online National PTA profile. For assistance with creating a profile or registering for a course, please read the [e-learning registration guide](#). Also, make sure your computer meets the minimum system requirements.

#### System Requirements

For optimal viewing experience, please use a personal computer or mobile device that meets the following minimum system requirements:

- Broadband Internet Connection

- Adobe Flash Player 10.3 or later

- Desktops/Laptops: Internet Explorer 8 and later, Firefox 52.0.1, Safari 6.2.8 and later, Google Chrome 5.6 and later

- Smartphones/Tablets: iOS 10 and later, Android 6.0 and later

Questions? Contact the Training Department at [ptatraining@pta.org](mailto:ptatraining@pta.org) or 800-307-4782.

If you have any additional questions or concerns, please feel free to contact [ptatraining@pta.org](mailto:ptatraining@pta.org).