

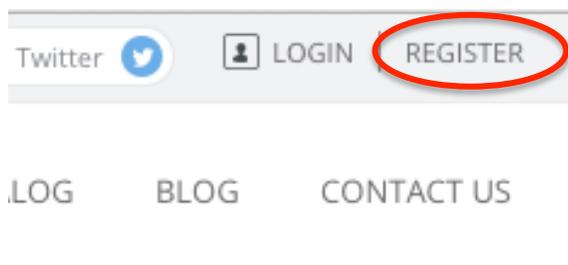


Your school district has required you to complete online professional development from **EDTRAININGCENTER** to support your development at work. Follow the directions provided below to access and complete training.

Creating Your Account

- 1.) Go to www.EDTrainingCenter.com and click the **Register** link at the top right corner of the page. **Do NOT CLICK** the "click here" link for Kelly Educational Staffing learners! That link is only for people who are going to work for the Kelly Educational Staffing company.

CORRECT



INCORRECT



- 2.) Follow the written directions on this page to complete the registration form. **Your Division is your School District.**

Purchasing Training

- 3.) Once logged in, click **Learning > Browse for Training**. Your training is at the top of the list: ***Introductory Teacher Training (for Substitute Teachers)**.
- 4.) Click the **Add to Cart** button and then follow the steps to purchase with a credit or debit card. Your order confirmation page has a **link to go to your training** but you can always click **Learning > View Your Transcript** as well.

Resuming Training in Progress

You may train on your own schedule, logging out whenever you wish to stop. Our program will "remember" the work you've completed. To return to training currently in progress, simply login to the site and then click the training in your Transcript.

Contacting Support

We offer email 24/7 and Live Chat Mon – Fri, 9AM – 9PM EST. Click **Contact Us** or **Help** in the links menu to find **Contact Support** and **FAQs**. *NOTE: Support can only answer questions related to billing or technical issues.*