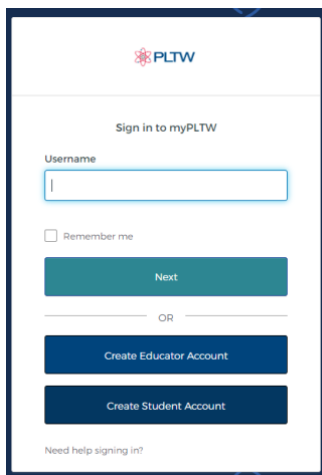


Student Guide to Creating a myPLTW Account and Enrolling in a Class

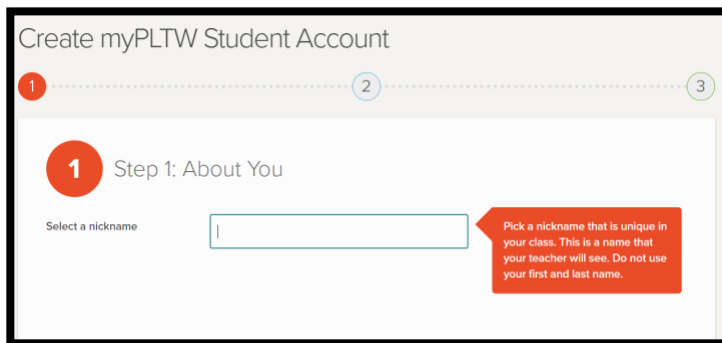
This guide includes instructions for students to create a myPLTW account and the process they will use to join a classroom.

How to Create a myPLTW Account

- Visit **my.pltw.org**.
- Click **Create Student Account**.

A screenshot of the myPLTW login page. At the top is the PLTW logo. Below it is the text "Sign in to myPLTW". There is a "Username" label above a text input field. Below the input field is a checkbox labeled "Remember me". A teal "Next" button is below the checkbox. Below the button is the text "OR". Below "OR" are two dark blue buttons: "Create Educator Account" and "Create Student Account". At the bottom left is a link that says "Need help signing in?".

- Enter a nickname you would like to associate to the account.
- **Please Note:** The system is set-up to filter out any inappropriate words or phrases.

A screenshot of the "Create myPLTW Student Account" page. At the top is the title "Create myPLTW Student Account". Below it is a progress bar with three steps: 1 (active), 2, and 3. Step 1 is titled "Step 1: About You". Below the title is the text "Select a nickname" followed by a text input field. To the right of the input field is a red callout box with white text that says: "Pick a nickname that is unique in your class. This is a name that your teacher will see. Do not use your first and last name."

- Enter your birthdate.

- Enter an email address. The screen will ask for one of the following depending on birthdate entered previously:

• Parent/guardian email address • If their birthdate indicates the student is under 16.	• Personal email address • If their birthdate indicates the student is 16 or older.

- Use this **Parent/Guardian Email Address Confirmation** to get your parent/guardian's email address.
- **Please Note:** PLTW asks for an email address for account recovery purposes only. We will not use the information for marketing purposes.
- Click **Next**.
- Enter desired username. The screen will notify you whether the username is available. If you need assistance, click on the **Help** button.

- If you click **Help**, the following prompts will appear.
 - Select a favorite color from the drop-down list.
 - Select a favorite animal from the drop-down list.
 - Based on the criteria selected above, the system will present a unique username.

- Enter desired password. The password must be at least 6 characters and include upper- and lowercase letters, one number, and one special character. This information is available as a hint on the screen. The strength of the password is also indicated on the screen.

2

Step 2: Create your PLTW Username

Username

LemonDragonfly4769 ✓

Would you like some help?

HELP

What is your favorite color?

Lemon

What is your favorite animal?

Dragonfly

Your password

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•

Your password

Strength: ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

BACK

At least 6 characters

Upper and lowercase

At least 1 number

At least 1 special character (examples: !@%_)

2

Step 2: Create your PLTW Username

Username

LemonDragonfly4769 ✓

Would you like some help?

HELP

What is your favorite color?

Lemon

What is your favorite animal?

Dragonfly

Your password

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Your password

Strength: ● ● ● ● ● ● ● ●

BACK

NEXT

At least 6 characters

Upper and lowercase

At least 1 number

At least 1 special character (examples: !@%_)

- Click **Next**.
- You will see a confirmation page with your username and can now log into myPLTW with your username and password.

Create myPLTW Student Account

1

2

3

3

myPLTW Student Account Creation Complete

You did it! You are now registered, and you can log in to myPLTW using your new username and password.

Username: LemonDragonfly4769

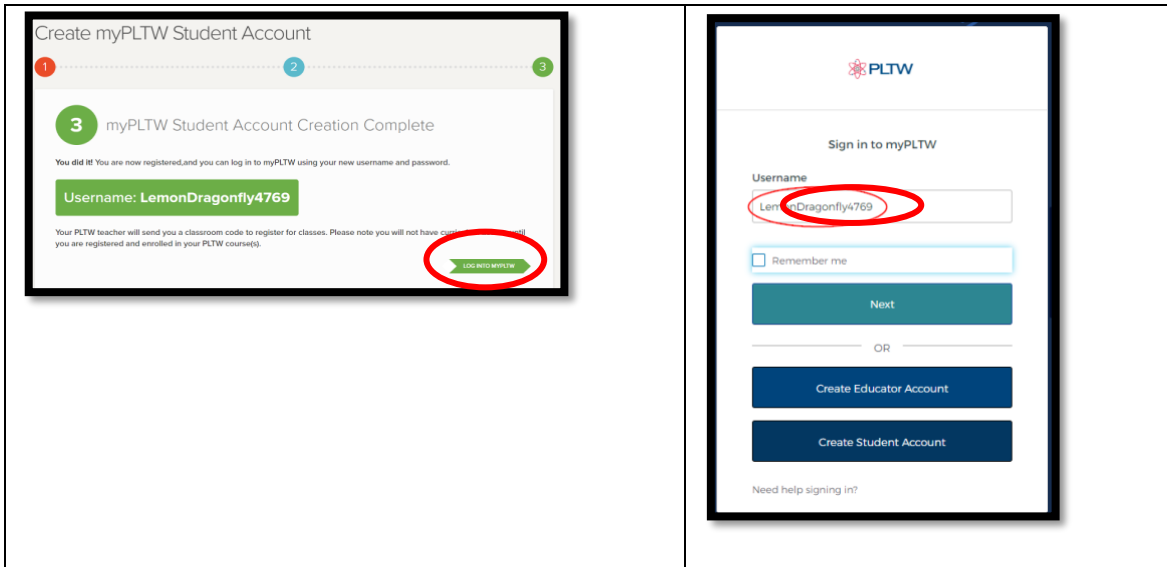
Your PLTW teacher will send you a classroom code to register for classes. Please note you will not have curriculum access until you are registered and enrolled in your PLTW course(s).

LOG INTO myPLTW

- Click **Log Into myPLTW** to go to the login screen with your username already generated.

PLTW

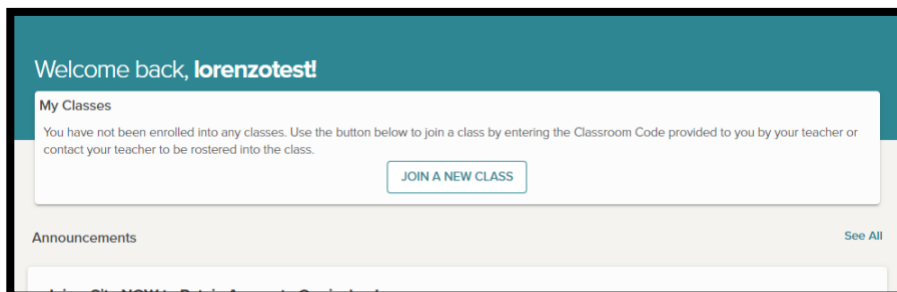
June 2022



- The email address associated with your account will receive a welcome email providing guidance on the next steps you need to take to enroll in classes.

How to Enroll in a Class

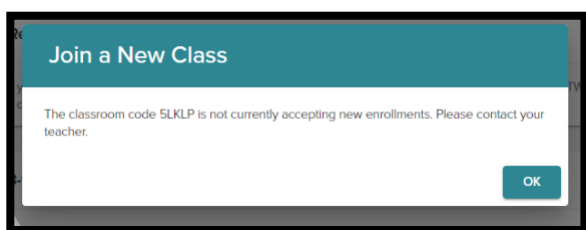
- If you are not enrolled in a class, you will see the option to enroll on your homepage. Click **Join a New Class**.



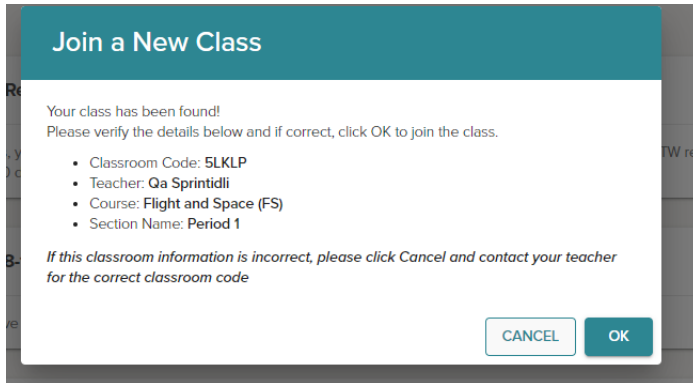
- Enter the Classroom Code provided by your teacher and your grade level, and click **OK**.

A screenshot of the "Join a New Class" form. The title "Join a New Class" is at the top. Below it, the text says: "To join a new classroom, please enter the Classroom Code given to you by the teacher." There are two input fields: "Classroom Code:" with a text box, and "What grade are you in?" with a dropdown menu labeled "Grade Level:". At the bottom right are two buttons: "CANCEL" and "OK".

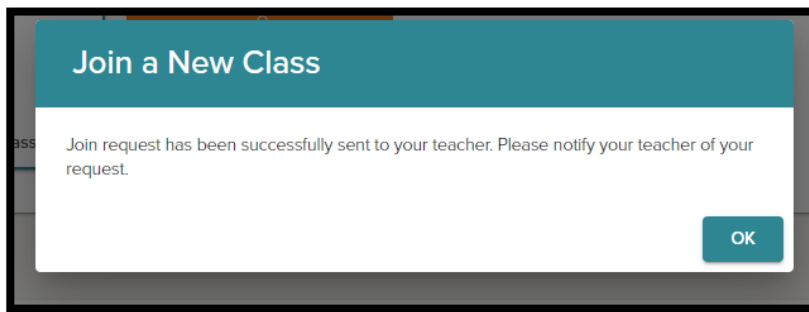
- If you receive a message saying the classroom is not accepting new enrollments, contact your teacher.



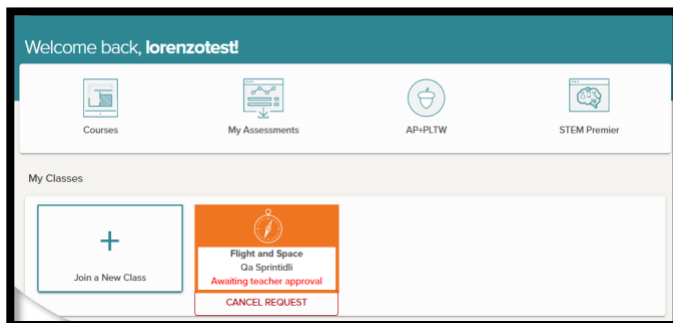
- Review the class details. If the details are correct, click **OK**.



- You will receive a confirmation message and your teacher will respond to your request in their **myPLTW** account.

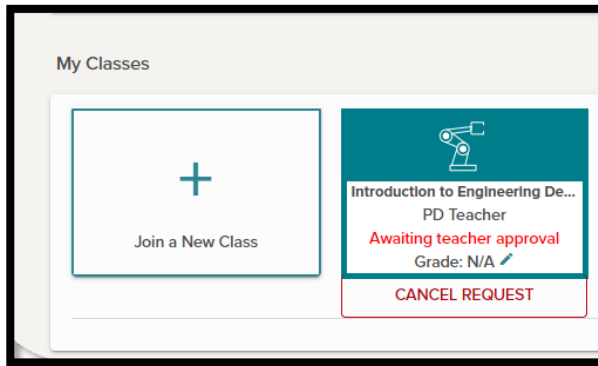


- While the request is pending, you will see the class on your homepage as awaiting teacher approval.

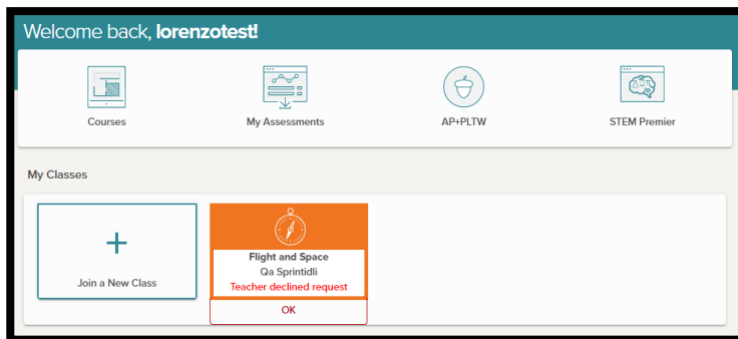


Please Note: You cannot access the class curriculum until your teacher approves the request.

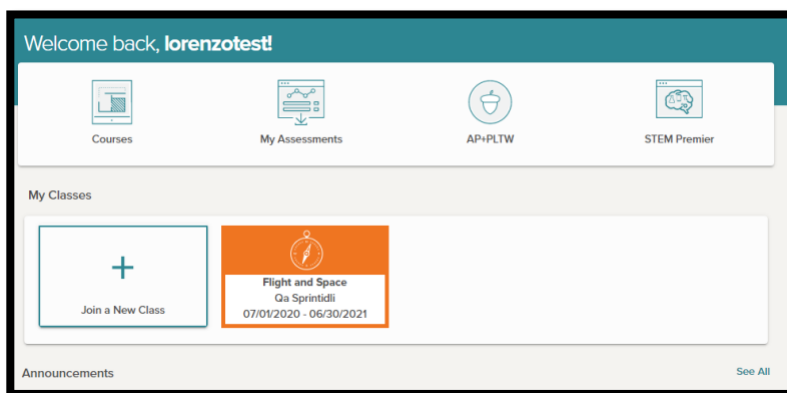
- If you need to cancel the request for any reason, click **CANCEL REQUEST**.



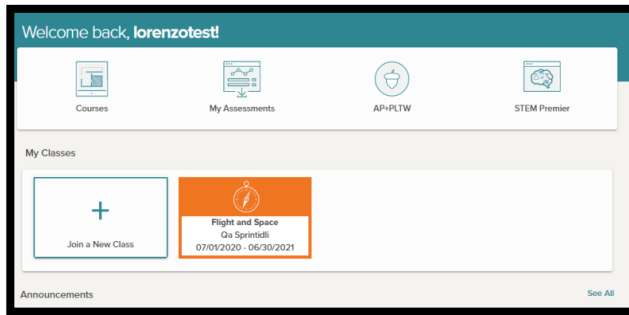
- If your teacher denies your request, you will see that notification on your homepage. Please contact your teacher for additional information.



- Once your teacher approves the request, you will see the class on your homepage with no additional notifications.



- Click **Courses** to access your curriculum.



- You must have your first and last name, date of birth, gender, race, and Hispanic ethnicity in your profile. You can update your first and last name, gender, and grade level if your profile. *Your teacher must update your race and Hispanic ethnicity.*
- To update your first and last name, date of birth, and gender, hover over your nickname in the top right and click **My Profile**.
- Add your information and click **Save**.

Demographic Information

You are currently enrolled in a course with an End-of-Course Assessment. To access and complete the Assessment, please provide the gender, race, and Hispanic ethnicity section below. PLTW uses this information to make sure that test questions aren't biased towards certain groups. If you do not wish to share this information with PLTW, please choose "Prefer Not to Say."

What is your gender?

☒ Female ☐ Male ☐ Gender Not Listed Here

☐ Prefer Not to Say

What is your race?

☒ White ☐ Black or African American ☐ Asian

☐ American Indian ☐ Native Hawaiian or Pacific Islander ☐ Two or More Races

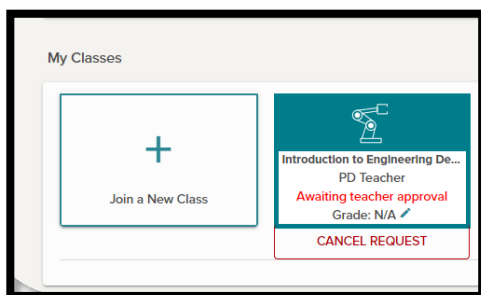
☐ Prefer Not to Say

Are you of Hispanic ethnicity?

☐ Yes ☐ No ☒ Prefer Not to Say

[RESET PASSWORD](#) [SAVE](#)

- You must update your grade level for each course on your homepage.
 - If you see N/A next to Grade, click the pencil icon to select your grade level.



- If you have enrolled in the high school course with an End-of-Course Assessment but do not have your first and last name, gender, grade level, race, and Hispanic ethnicity information complete, you will get this notification on your homepage when you log in.

