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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](http://www.EDTRAININGCENTER.com) and click the **Register** link at the top right corner of the page.

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

**Enrolling into Training**

1. Once logged in, click **Learning > Browse for Training**. Your training is at the top of the list: **\*Introductory Teacher Training for Substitute Teachers – Pasco County School District (Page 12.) You may also search “Pasco” in the “Title” bar.**
2. Click the **Request** button. The system will enroll you into the training program and place you on the Transcript page. Click **Open** **Curriculum** to view the list of courses and begin.

**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** box on the *Welcome* page or click **Learning > View Your Transcript**.

Your training includes several modules that are specific to Pasco County School District. You will be required to complete the entire training, including these modules, in order to be marked as complete by the system.

**Printing Your Certificate**Once you have completed the entire training a new link that says Print Certificate will appear in the training details area, below the training description, when you click Open Curriculum. Click the Print Certificate link to print the certificate of completion you will bring to the district to demonstrate that you’ve completed the work.

**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.*