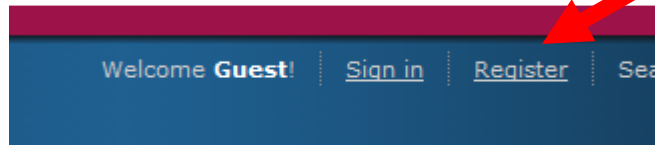


# How to Register for

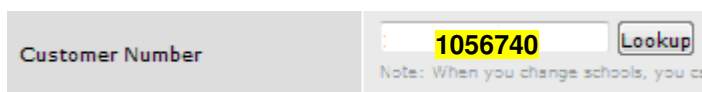


1. Go to [www.mytrainingconnection.net](http://www.mytrainingconnection.net).

2. In the upper right hand corner, click .



3. Enter your customer number and click Lookup.

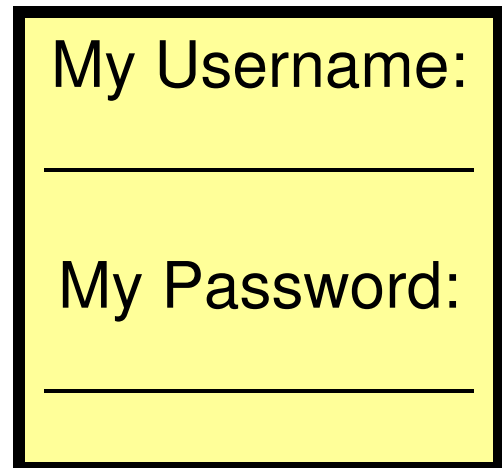


4. Complete the registration form. It is very important to verify that the “Your Time Zone” field is set to your correct time zone. Once the registration form is complete, click “Create Profile.”

Create Your Profile

Customer Number	105674	<input type="button" value="Lookup"/>
School Name	NEW YORK CITY DEPT OF EDUC	
Address	OFFICE OF SCHOOL AND YOUTH DEV, 425 W 123RD ST 6TH FL	
City, State, Zip	NEW YORK, NY, 10027	
First Name *	Mary	
Last Name *	Smith	
Email *	msmith@schools.nyc.org	
Confirm Email *	msmith@schools.nyc.org	
Username *	msmith123	
Password *	*****	
Confirm Password *	*****	
Your Photo	<input type="button" value="Browse..."/>	
Your Time Zone *	US/Eastern	
Your Primary Role *	Teacher	
Your Subject Area *	All Subjects	
Grade Level You Teach *	Elementary	

\* Denotes required information



**Be sure to write down your chosen username so you don't forget it!** It can be whatever you want it to be, as long as it doesn't already exist. We recommend using your \_\_\_\_\_@schools.nyc.gov prefix

5. Click “Proceed” to begin exploring



**CONFIRMED:** Your registration is complete. Welcome to MyTrainingConnection! [Proceed >>](#)