



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 **Go to Login/Register** link. This will take you to the Login page. Click the **"Create an Account"** button.
- 2.) **Provide the required information** including your **State [FLORIDA]** and **"Group"** which is **Wakulla County School District**.

Purchasing Training

- 3.) Your training program is named: **Introductory Teacher Training (for Substitute Teachers)**.

There are several ways to locate this training in our online store. It can be found on every state page or you may use the **Search** feature at the top of the page on our website. Just type the name and click the button to locate the training.

- 4.) Locate your training and click the **Add to Cart** button. This takes you to the shopping cart page where you may review your order.
- 5.) When your order/cart is ready, click the **Checkout** button and make your purchase by credit/debit card or check/money order*. You will be given directions for accessing the training once the online payment processes.

**Learners paying by check/money order will be contacted once the mailed payment is received and will be enrolled in their training modules at that time.*

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 **Go to My Training** link.

Training Requirements

Most districts require completion of all courses and exams in a training module, however, you should check with your district if you are unsure. Many districts require you to print your Certificates of Completion to demonstrate your participation in the training.

Contacting Support

We offer email and LIVE Chat M – F, 9 – 9 EST. Click the CONTACT US link at the bottom of any page. *NOTE: Support can only answer questions related to billing or technical issues.*