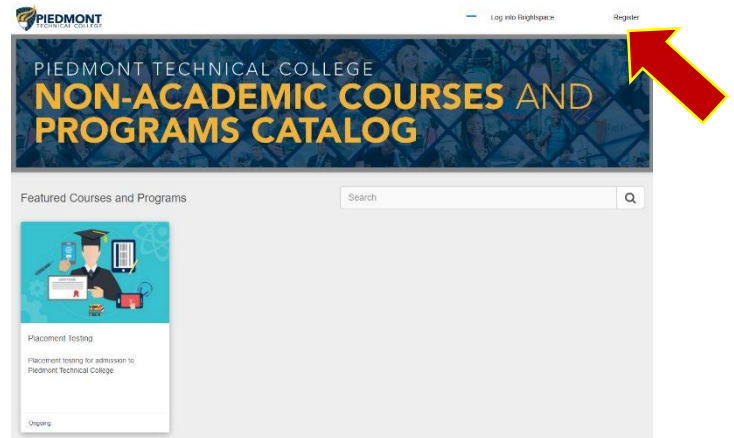


HOW TO CREATE AN ACCOUNT AND **REGISTER TO TAKE THE PLACEMENT TEST**

NOTE: YOU MUST BE LOGGED OUT OF YOUR PTC PATHWAY ACCOUNT.

Part 1: Create Your Account

1. Go to ptcsccc.brightspace.com
2. Click **Register** in the upper right corner to create your account.
3. Fill in the info requested on the form. For the username, you'll need your PTC ID. Look up ID at https://banner.ptc.edu/PROD/wgeninf.P_displdlnfo and use this format for your username, **ptc.PTCID** (i.e. **ptc.P00123456**). Password must be a minimum of 8 characters. **DO NOT ONLY USE YOUR P# AS YOUR USERNAME (I.E. P00123456)**

A screenshot of the 'Create Your Account' form. The form has the following fields: First Name, Last Name, Email Address, Repeat Email, Username, Password, and Repeat Password. Each field is marked with an asterisk to indicate it is required. The form is set against a light gray background with the Piedmont Technical College logo in the top left corner.

4. Once you click **Submit**, an email will be sent to the address you provided.
5. Verify your account. Click on the **validate your email address here** hyperlink in the email you provided when you created your account.

CC Course Catalog <noreply@brightspace.com>
Mon 6/14/2021 12:37 PM
To: You

PlacementTest StudentTest,

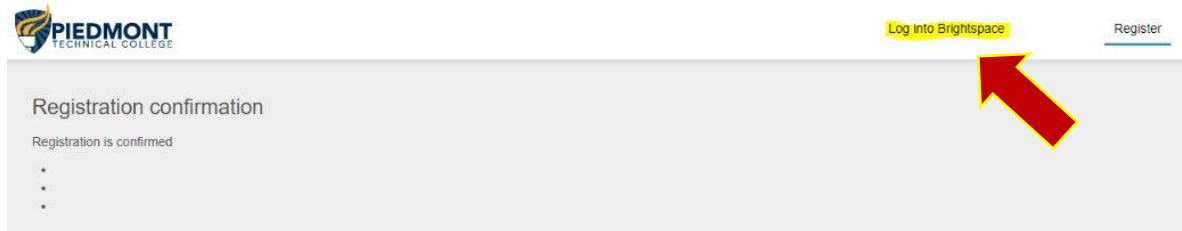
You have just registered an account with us, and the final step is to validate your email address.

Please [validate your email address here](#) in order to confirm your account registration.

HOW TO CREATE AN ACCOUNT AND REGISTER TO TAKE THE PLACEMENT TEST

NOTE: YOU MUST BE LOGGED OUT OF YOUR PTC PATHWAY ACCOUNT.

6. Click on **Log into Brightspace** in the upper right corner.



Part 2: Sign Up for Placement Test

7. Login with the credentials you just created.

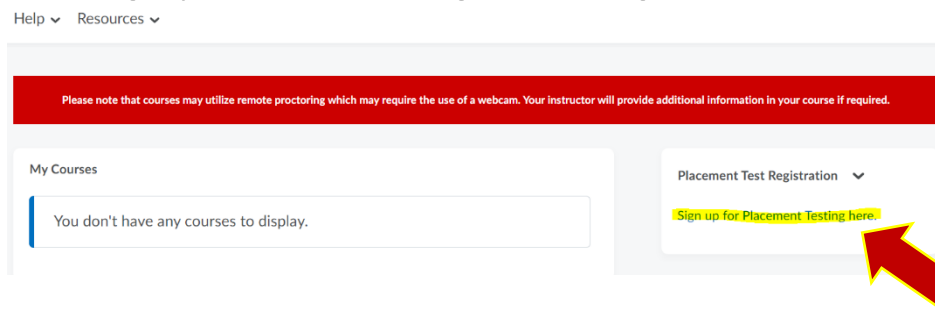


This D2L login page is for administrators and new applicants that need to take the Placement Test.

Current PTC students already enrolled in classes should access D2L Brightspace through their PTC Pathway accounts.

A screenshot of the D2L login page. It includes a login form with fields for "Username*" (containing "TestStudent1") and "Password*" (containing "*****"). A "Log In" button is located below the password field. To the right of the form is a small image of a person in a welding mask and orange jacket working on a metal structure.

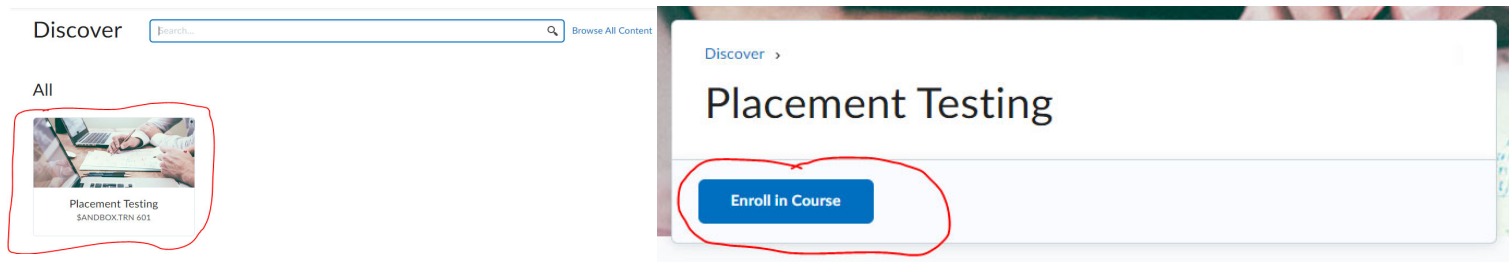
8. Click on **Sign up for Placement Testing here** on the right side.



HOW TO CREATE AN ACCOUNT AND REGISTER TO TAKE THE PLACEMENT TEST

NOTE: YOU MUST BE LOGGED OUT OF YOUR PTC PATHWAY ACCOUNT.

9. Select the **Placement Testing** Course and then **Enroll**.



10. Wait a few seconds and select "Open Course".

11. Once you launch the placement test course, you will see links to the “quizzes” at the top and within the announcement. Prior to taking the placement test you will need to download the HonorLock Chrome extension.

