PLTW

Congratulations! Please follow these steps to accept your PLTW grant funded by the One8 Foundation. These steps will also help you prepare for your new or expanded PLTW program:

Accept your PLTW Grant

1. Return your **grant agreement via Docu-Sign** *(emailed to primary grant contact from Grants@PLTW.org).*

2. Upload a copy of your district's W-9 *(Your grant registrant will log into their myPLTW account, click on the Grants icon, then Awarded Grants, then Manage Grant to access the link to upload W-9).*

For new Districts please continue to step 3 & 4. Existing Districts, continue to step 5.

3. Grant Contact will be assigned a new task within myPLTW to Register your School.

4. Assigned Program Coordinator**: Sign and return the PLTW Terms and Conditions Agreement and Participation Confirmation**. Which will be emailed via DocuSign one or two business days after your grant agreement is signed. * *DocuSign agreements can be assigned to someone else for signature if needed (see email instructions*).

Create/ update your PLTW Team roles for access to the myPLTW dashboard

Program Coordinator or Site Coordinator:

5. Determine roles for your school "sites" and or district, invite each new user **to create a myPLTW account.** This is critical so that Program Coordinators, Site Coordinators, Teachers, General Users to ensure the team has access to the following:
   a. Program Coordinator (PC): Responsible for overall account and serves as the primary point of contact. This role is authorized to add/remove sites and programs, manage users. Each account is required to have two Program Coordinators. We recommend at least one Program Coordinator be at the district level.
   b. Site Coordinator (SC): Responsible for day-to-day implementation and management of PLTW programs at a specific school "site". Each school is required to have at least one Site Coordinator and may have up 2.
   c. Teacher: Responsible for classroom management including managing student users, accessing, and publishing course curriculum, administering End-of-Course (EoC) assessments, and accessing EoC results. Teachers must belong to a site to have a successful registration/access to curriculum.
   d. General User: Supports PLTW program operations, IT staff, purchasing agents, grant managers.
   e. Invited users must accept the emailed invites before they will be affiliated to the respective school "site". Users may also request to join a site; requests need to be approved by a PC/SC.

Have Teachers Register for Core Training

6. Teachers register for Core Training via their myPLTW account on or after February 22. The **summer training schedule is viewable** here to help you plan for dates.

7. Schedule time to review/ order equipment and supplies - all users can create" lists" that can be saved for up to 90 days. Teachers typically wait until training is completed to order/edit list as they will get tips on best practices for ordering during their Core Training experience. Please consider timing that works for your implementation and budget.

Important PLTW Resources for your IT Team

8. **Whitelist** appropriate websites to ensure you can access PLTW websites and receive important communications. For a complete list: click here.

9. Review the required computer hardware specifications and access software, installations, and downloads. This list is updated by PLTW by July 1 for IT teams to update devices before the start of the school year: Software .

Register for the March 17th Grant Convening

10. Register your team for the Cohort 6 virtual Grant Convening by clicking here

For questions, please reach out to Lily Ornelas lornelas@pltw.org or Suzie Snow ssnow@pltw.org or contact the PLTW Solution Center team at solutioncenter@pltw.org or 877-335-PLTW with any questions