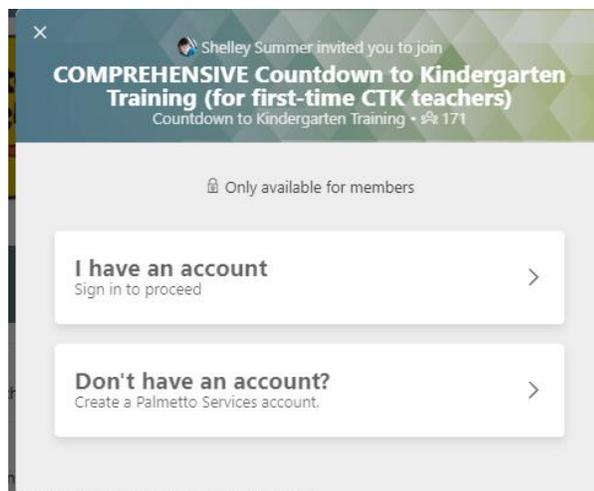




INSTRUCTIONS FOR REGISTERING FOR THE COUNTDOWN TO KINDERGARTEN ONLINE TRAINING COURSE

This training is provided by Palmetto Shared Services. You will need to register into their platform. It's super simple. Here are the instructions.

1. Click on the link for either the COMPREHENSIVE CTK training or the REFRESHER CTK training provided to you by First Steps.¹
2. If you registered last year (2019) for the Online trainings, a pop-up box will appear saying you are already register, click "Get Started" to start the course.
3. If you have never registered for the Palmetto Shared Services Alliance Online University, this pop-up will appear:



4. Click "Don't Have an account."
5. Enter your name, your email will already have populated from your invitation, create a password and click: Sign Up."
6. Click "Register"
7. Click "Get Started"
8. The Path of the course will appear – click "start" to begin learning

¹ If you were not a Countdown to Kindergarten Teacher in Summer 2018 or Summer 2019, you must take the COMPREHENSIVE TRAINING. If you were a Countdown to Kindergarten Teacher in Summer 2018 and/or Summer 2019, you can take the REFRESHER TRAINING instead.