

Instructions for Electronic Submission of PTSB Workshop Participant Credit

Step 1: Go to: <http://wyomingptsb.com> and click on the “Online Login” link located in the upper right corner of the PTSB website.



Step 2: Click on the “Workshop Facilitator Login” link. If it is the first time you are logging in, you will be required to create a user profile before continuing. To create your user profile, click on the “Register for an Account” link. You will then be automatically redirected to the State of Wyoming’s user management site. Complete the state’s online form as directed. Be sure to enter in the same email address that you submitted on your PTSB Request for Professional Development Credits form. The email addresses must match in order for you to be able to submit your workshop participants to PTSB. Once you have created your state user profile, close the state’s page and return to the PTSB website.

Step 3: As seen in the Online Login link illustrated above, now click on “Online Login” to access the PTSB data system using the User ID and Password you created on the State’s User Management site in Step 2.

Step 4: To create and submit your workshop participant list: Click on the “Manage Your Workshop Participants” link. Click “Select” for the appropriate workshop that you are entering. Verify all workshop information is correct. If not, contact PTSB before continuing. Enter in the individual Social Security numbers for each workshop participant and click “Submit Participant” to add the individual to your workshop list. Note: If your workshop was approved for variable credit, you will need to select the specific number of credits, for each participant, from the variable credit drop down box. Once you have entered in all participants, click on the “log out” button. Your participant list is instantly updated to the PTSB data system.

Step 5: The facilitator should keep a copy of the original participant sign-up sheet.