Promoting Positive Behavior in Schools (PBIS) Training Instructions

1. Navigate to https://ket.pbslearningmedia.org/resource/promoting_pos_beh/promoting-positive-behavior-in-schools/

2. Click on "Launch"

3. Click "Add to Cart."

4. Click "View Cart"

5. Click "Proceed to Checkout"

6. It will make you create an account. Create an account with **any** email address.

7. You will then have to check your email to verify your account.

8. Go back to https://ket.pbslearningmedia.org/resource/promoting_pos_beh/promoting-positive-behavior-in-schools/

9. Click on "Launch"

10. Click "Add to Cart."

11. Click "View Cart"

12. Click "Proceed to Checkout"

13. Log in.

14. Complete the purchase. Enter in your personal information. You can select anything for "how did you hear about us?" and industry.

15. Click "Place Order"

16. A confirmation will pop up.

17. Check the email you signed up with. You should have a receipt in your inbox. At the bottom of the receipt is a link to the "**KET Professional Development Learning Platform**" as well as your log-in credentials and **One-time-use password**.

18. Click the **Learning Platform** link and enter in your email address and **one time password**. You cannot copy/paste the password, as it will give you an error. **These systems are not the same;** make sure you use the one-time password at the bottom of the order confirmation email to avoid any errors.

19. It will prompt you to change your password. **These systems are not the same;** if you try to log in using the account and password you just created, **it will give you an error.** Make sure you use the one-time password at the bottom of the order confirmation email.

20. Enter in account information. Click submit at bottom of the page.

21. It will make you confirm their privacy policy.

22. You are finally in the PD system. Click "Dashboard."

23. Click the "Positive Behavior In Schools I" course and get started!

24. Complete the two modules in the course. There are videos to view and a quiz to take at the end of each module. Continue to click next at the bottom.

25. When completed, click on certificate and save to your computer. Before student teaching, you will upload this certificate to Foliotek and keep a copy for your own records. You will ALSO upload a copy of this certificate to your JCPS portal account (https://apps.jefferson.kyschools.us/StudentTeachers/Field)

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