

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 “sign up for free!” in the top right hand corner.
3. Click on “Launch”
4. Click “Add to Cart.”
5. Click “View Cart”
6. Click “Proceed to Checkout”
7. Click “Create Account” (any email address is fine).
8. Verify account using the link in your inbox.
9. Sign in. Click the cart button in the top right corner.
10. Click “proceed to checkout”. Fill out your information, and click “Place Order.”
11. You will receive a confirmation page.
12. Navigate to <https://pd.ket.org/my/>
13. Sign in. It will make you verify a lot of personal information. **If you are unable to sign in, wait a few minutes, as the system may be catching up. If it still doesn’t work, click “reset password” and follow the steps.**
14. Click “Dashboard”. The PBIS Course will be available there. **If it isn’t available yet, give the system a few minutes to catch up.**
15. 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.
16. 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>)